Instruction Sheet for Travel Expense Reimbursement Form

Please complete and return this form to the Host Firm — not to NALP. Keep a copy for your records.

Section 1: Your Information
Insert your name, law school, class year, street address, city, state, zip code, phone number, and most frequently-used email address.

Section 2a: Host Firm
• The Host Firm is the private sector employer who made all of your travel arrangements, such as transportation, hotel accommodations, and meals.
• Be sure to inform the Host Firm recruiting contact of all of the private sector employers that you will be interviewing with when interviewing with multiple private sector employers during one trip to a city.
• Insert the Host Firm’s name and city, your callback interview date, and the recruiting contact’s name and email address.

Section 2b: Expense Sharing Firm
• If you are only visiting one private sector employer during an interviewing trip, leave the section blank and check the first box under Section 4
• If interviewing with multiple private sector employers during one trip to a city, information for the other private sector employers that you visited (other than the Host Firm) should be inserted here.
• Insert the name and city of each private sector employer, your callback interview date, and the recruiting contact’s name and phone number.

Section 3: Expenses
• Be sure to review each private sector employer’s travel reimbursement policy before completing this section.
• Call your recruiting contact if you have questions regarding a particular expense.
• Send only original receipts, even if the Host Firm was direct billed for the expense.
• If certain expenses apply to only one city, only bill those employers in that city.
• For the Mileage Rate, please visit https://www.irs.gov/tax-professionals/standard-mileage-rates.
• In the “Paid By Me” column, insert the dollar amount of all of your out-of-pocket expenses as they relate to each category.
• In the “Direct Billed” column, check the boxes for expenses for which the private sector employer paid.
• In the “Employers to Charge” column, insert the letter(s) that correspond to the private sector employer(s) in Section 2b for each applicable charge. For example, if you visited Firms A and B during one trip, and a change flight fee was incurred because you added an interview with Firm B at the last minute, then in the Travel, Hotel, Ground Transportation, and Meals categories, you would list A&B in the “Employers to Charge” column; however, in the Other Authorized Expenses category, you would insert the amount of the change flight fee in the “Paid By Me” column and insert Firm B in the “Employers to Charge” column. Leave the “Employers to Charge” column blank if you are only visiting one law firm during an interviewing trip.

Section 4: Certification
• If you only visited one law firm during this interviewing trip, then check the “No other private sector employers were visited on this trip” box.
• If you visited multiple private sector employers during this interviewing trip, then check the other box. Sign and date the form.
• Insert the Host Firm recruiting contact’s name on the last line.
Travel Expense Reimbursement Form

Students: Please complete and return this form to the host firm with whom you interviewed — not to NALP. Your host firm is the one through which you made your travel arrangements. You should generally bill all of your approved expenses to the host firm. Please consult the reimbursement policy for the firm(s).

It is the Firm’s policy to reimburse reasonable travel-related expenses you incur during your interviewing trip. If you have questions about what constitutes a reasonable expense, please call the host firm for clarification before incurring the expense.

Section 1: Your Information
Name:______________________________________________________________________________________________________
Law School: _____________________________________________________________________  Class: _____________________
Address: ________________________________________________ City: ___________________    State/zip: __________________
Phone: ( _____ ) ________________________  E-mail: ________________________________________________________

Section 2a: Host Firm
Employer/City                                  Interview Date                     Contact                                        Contact Email
A  ______________________________  _______________  _______________________  _______________________

Section 2b: Expense Sharing Firm
Employer/City                                   Interview Date                     Contact                                        Contact Email
B  ______________________________  _______________  _______________________  _______________________
C  ______________________________  _______________  _______________________  _______________________
D  ______________________________  _______________  _______________________  _______________________
E  ______________________________  _______________  _______________________  _______________________ 
F  ______________________________  _______________  _______________________  _______________________

Section 3: Expenses
Please send only original receipts, even if the host firm was direct billed for the expense. If certain expenses apply to only one city, only bill those employers in that city. Please use a separate form for each city.

<table>
<thead>
<tr>
<th>Attach Additional Sheets as Necessary</th>
<th>Paid by Me</th>
<th>Direct Billed</th>
<th>Employers to Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel (air, bus, rail)</td>
<td>$__________</td>
<td>Yes □ No □</td>
<td></td>
</tr>
<tr>
<td>Hotel</td>
<td>$__________</td>
<td>Yes □ No □</td>
<td></td>
</tr>
<tr>
<td>Nights Stayed</td>
<td>$__________</td>
<td>Yes □ No □</td>
<td></td>
</tr>
<tr>
<td>Ground Transportation (airport shuttle, cab fare, subway, rental car)</td>
<td>$__________</td>
<td>Yes □ No □</td>
<td></td>
</tr>
<tr>
<td>Auto Mileage</td>
<td>$__________</td>
<td>Yes □ No □</td>
<td></td>
</tr>
<tr>
<td>Parking Fees/Tolls</td>
<td>$__________</td>
<td>Yes □ No □</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>$__________</td>
<td>Yes □ No □</td>
<td></td>
</tr>
<tr>
<td>Other Authorized Expenses (e.g. internet at hotel)</td>
<td>$__________</td>
<td>Yes □ No □</td>
<td></td>
</tr>
</tbody>
</table>

Total $__________

Section 4: Certification
Please check one of the following options:

☐ No other private sector employers were visited on this trip.
☐ I have sent this form and receipts only to you because I understand you have agreed to bill other employers for their share of expenses.

I certify that all of the above expenses were related to my interviewing trip.

Signature: ____________________________________________________________________     Date: ________________

Return this form to host firm contact: ____________________________________________ and keep a copy for your records

If you are requesting hotel (or other) expense donation to a public interest program, please attach program description and payment procedures.

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