

# NALP TRAVEL EXPENSE REIMBURSEMENT FORM

It is our policy to reimburse reasonable travel-related expenses which you incur during your interviewing trip. If you have questions about what constitutes a reasonable expense, please call \_\_\_\_\_ for clarification before incurring the expense.

Name \_\_\_\_\_ Law School/Class \_\_\_\_\_  
 Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
 \_\_\_\_\_ Phone (cell) ( \_\_\_\_\_ ) \_\_\_\_\_  
 E-Mail or fax \_\_\_\_\_

**Names of all private sector employers visited on this trip and contact person at each (check contact who is receiving original receipts). Use the letters by employers' names to indicate below which employer is responsible for each charge:**

<u>Employer/City</u>	<u>Date</u>	<u>Contact</u> (include phone #)
(A) (Host) _____	_____	_____
(B) _____	_____	_____
(C) _____	_____	_____
(D) _____	_____	_____
(E) _____	_____	_____

**NOTE: Please attach original receipts or copies. If certain expenses apply to only one city, only those employers in that city should be billed for those expenses. It may be necessary to use a separate form for each city.**

	<u>Paid by applicant</u>	<u>Prepaid</u> (note by whom)	<u>Employers to be charged</u>
Round-trip air (coach), bus, or rail fare:	\$ _____	\$ _____	_____
Auto Mileage ( _____ miles x \$ _____ /mile):	\$ _____	\$ _____	_____
Ground Transportation (airport shuttle, cab fare, subway, rental car):	\$ _____	\$ _____	_____
Parking fees and tolls at _____ :	\$ _____	\$ _____	_____
Hotel* _____ Nights stayed _____ :	\$ _____	\$ _____	_____
Meals:	\$ _____	\$ _____	_____
Other authorized expenses (attach additional sheets if necessary):	\$ _____	\$ _____	_____
<b>TOTAL:</b>	\$ _____	\$ _____	_____

**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 that you have agreed to bill other employers for their share of expenses.
- I have sent copies of this form and receipts to all prospective employers listed above and have indicated each employer's share of expenses.

Your share of expense is \$ \_\_\_\_\_ payable directly to \_\_\_\_\_

at (address if different from above) \_\_\_\_\_

All of the above expenses are related to my interviewing trip.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to host firm: \_\_\_\_\_ Please keep a copy for your records.

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