



Instruction Sheet for Travel Expense Reimbursement Form

Please complete and return this form to your Host Law 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 you will be interviewing with during that one trip.
- 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(s)

- If you are only visiting one private sector employer during an interviewing trip, leave this section blank.
- 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 email address.

Section 3: Expenses

- Be sure to review each private sector employer's travel reimbursement policy before completing this section.
- Make sure to receive pre-approval for expenses under "Other Authorized Expenses."
- Reach out to your recruiting contact if you have questions regarding a particular expense.
- Send only clear, legible, and itemized 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.

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 "I interviewed with more than one employer during this trip" box.
- Sign and date the form.
- Insert the Host Firm recruiting contact's name on the last line.