

INTERVIEWEE EXPENSE REIMBURSEMENT REQUEST

Please submit this form within 30 days of your interviews and keep a copy for your records.
PLEASE ATTACH RECEIPTS FOR ALL ITEMS

Name		Law School/Class	
Address			
City		State	Zip
Phone		E-Mail	
Date of Office Interview		Office	
Position Applied for: <input type="checkbox"/> Summer Associate <input type="checkbox"/> Attorney <input type="checkbox"/> Staff			
AIR FARE: <i>Please provide copy of your air bill, whether or not it was direct-billed to MoFo.</i> <input type="checkbox"/> I used Morrison & Foerster's travel agent. The firm will be billed directly for my airfare. <input type="checkbox"/> I did not incur airfare expenses. <input type="checkbox"/> I used my own travel agency. Please reimburse me for this amount:			\$ _____
HOTEL: <i>Please provide copy of your hotel bill, whether or not it was direct-billed to MoFo.</i> <input type="checkbox"/> My hotel was arranged through Morrison & Foerster. The hotel will bill the firm directly. <input type="checkbox"/> I did not incur hotel expenses. <input type="checkbox"/> I paid for my own hotel. Please reimburse me for this amount.			\$ _____
MISCELLANEOUS: Parking, mileage (43.5 cents per mile), tolls, tips, etc. Item _____ Date _____ Item _____ Date _____ Item _____ Date _____ <p style="text-align: right;">Subtotal:- Air, Hotel and Miscellaneous (MF GL Code Charge 5231)</p>			\$ _____ \$ _____ \$ _____ \$ _____
MEALS: Indicate meal type: breakfast, lunch, dinner and date. Type _____ Date _____ Type _____ Date _____ Type _____ Date _____ <p style="text-align: right;">Subtotal - Meals (MF GL Code Charge 5233)</p>			\$ _____ \$ _____ \$ _____ \$ _____
GRAND TOTAL REQUESTED			\$ _____
EXPENSE SHARING: List the firms that have agreed to share expenses for this interview trip.			
Firm Name	Recruiting Contact	City	Interview Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please provide additional items, comments and questions on a separate sheet.

Signature: _____ **Date:** _____

Morrison & Foerster Recruiting Department Approval		
Approver:	Pers. No./Initials	Date
GL Code (See Above Subtotals)	Office Code	Off Loc.

INTERVIEW EXPENSE POLICIES

The following are Morrison & Foerster's interview expense guidelines for those interviewees for whom we have agreed to pay interview expenses.

A. Out of Town Interviewees.

1. Airfare. You are asked to obtain the most reasonably priced airfare either through our travel agent or the sponsoring firm's travel agent. The travel agent will bill the firm directly for your flight costs. In some instances, you will be asked to travel on flights that might make one stop. This request will be made only in instances where the stop would not cause an extremely long time delay resulting in a late night arrival.

Please make air travel arrangements AFTER you have confirmed your interview dates with ALL of the firms you plan to see on the same trip, thereby avoiding penalty charges for changed or canceled reservations.

2. Hotel. The firm will make hotel reservations for you at a convenient hotel. We will ask the hotel to direct-bill us for the ROOM AND TAX portion of the bill. When you register at the hotel, the desk clerk will ask you for a credit card (1) for identification and (2) for charges made to your room other than room and tax. You may ask for reimbursement of those additional hotel expenses which are mentioned in Paragraph 3, "Miscellaneous Expenses," below, including the reasonable cost of meals. If you do not have a credit card, please contact your sponsoring firm.

If you are traveling a long distance (e.g., Los Angeles to New York or San Francisco to Washington, D.C.), the firm will pay for your hotel for the night you arrive at your destination, plus for one night for each day of interviewing with our firm and with the other firms sharing your expenses.

If you are traveling a short distance (e.g., Los Angeles to San Francisco or New York to Washington, D.C.), the firm will authorize hotel for each day of interviewing with the firm and with other firms sharing your expenses, but not for the extra night (we are assuming that you will fly to your destination on the first morning of your interviews or that you will take an evening flight home on your final day of interviews).

3. Miscellaneous and Meal Expenses. We will reimburse you for cab or shuttle service to and from the airport at your home and at your destination, for cab fares incurred as interviewing expenses, and for mileage (43.5 cents per mile), bridge tolls and airport parking. We will reimburse you for the reasonable cost of meals at your hotel or local restaurant. Meals typically might cost \$10-\$20 for breakfast, \$10-\$20 for lunch and \$30-\$40 for dinner. We also will reimburse you for a limited number of telephone calls charged to your hotel room and for tips. We require receipts for all expenses over \$25 and also appreciate receipts for smaller amounts. The firm does not pay for entertainment expenses such as movies, bar bills, or the use of athletic facilities. *All other* miscellaneous expenses incurred, including those charged to your hotel, will be reimbursed only at the discretion of the firm.

4. Car Rentals. We do not reimburse interviewees for car rental costs incurred *without* the prior approval of the Morrison & Foerster Recruiting Coordinator in the office for which you are interviewing.

5. Expenses of Spouses. We DO NOT pay for travel expenses of spouses of interviewees interviewing for positions as *summer associates*. However, we *will* pay the travel, hotel and reasonable miscellaneous expenses of spouses of interviewees interviewing for positions as *associates*.

B. Local Interviewees. The firm will reimburse local candidates who drive to their interviews for mileage (39.5 cents per mile), parking and bridge tolls, or, alternatively, for the cost of public transportation.

C. Expense Sharing. It is the policy of the firm to share interview expenses with other firms. After you have determined the firms with which you will be interviewing, please arrange to see as many as possible during one interview trip. We will need to have for our billing records the names and locations of all the firms that have agreed to share your expenses for the trip.

D. Expense Reimbursement Processing. Finally, it usually takes the firm from two to three weeks to process your travel expense reimbursement requests. We do not make cash advances, and we do not reimburse interviewees on the day of their interview for all or part of their expenses.