



Yale Law School- TRI PI
(Travel Reimbursement for Interviews in the Public Interest)
 Reimbursement Request Form
 Career Development Office

Date _____

Name _____

Mailing Address _____

Phone _____ Net ID _____

Class Year _____ You must be a 2L, 3L or LLM, **1Ls are not eligible**

Are you a U.S. Citizen? Yes _____ No _____

(Information required by the University for the processing of your expenses.)

Are you employed by Yale University?
(If yes, please specify which school and department)

Yes _____ No _____

Please list employer name, city visited and expenses below. Original receipts are needed for all expenses. **REMINDER:** No food expenses will be reimbursed, and all travel expenses must be economical. For example- train travel to NYC will be refunded only to Metro-North levels, and all plane travel must be coach class. Students may seek reimbursement for one night only of lodging. All lodging choices must be economical, and lodging reimbursement covers room and taxes only. Subways, buses, and cab fares are reimbursable, as is mileage (if driving) at the current standard rate. Rental cars (and gas) are reimbursable in the event that another mode of transportation is not available. Please submit this form with receipts **within 2 weeks** of your travel. **Expenses cannot be incurred more than 120 days prior to reimbursement submission, or they may not be paid.** Call (203) 432-1676 with questions.

Employer Name: _____

Interviewer Name & Title: _____

City & State: _____

Date(s) of Travel: _____ Date of Interview: _____

Itemized Expenses: _____

Total Amount Requested \$ _____ Signature _____