



Career Services Judicial Clerkship Travel & Endorsement Request Form

Requirements

In order to receive Judicial Clerkship Travel Reimbursement Funds, you must complete this *Judicial Clerkship Travel Request Form* before your trip and the *Judicial Clerkship Travel Reimbursement Form* after your trip and return it to Liza Larky in room 104B, with all applicable receipts, documentation, and verification of an interview.

If you are requesting an endorsement letter from Dean Michaels, it is **REQUIRED** that you provide the correct spelling of the judge's name, the court name, the correct address of the court and the judge's phone and fax number, along with a copy of your resume and transcript to Liza Larky (Room 104B, larky.2@osu.edu) as soon as you receive notification of an interview.

Travel Information

Traveling from: _____ Traveling to: _____
Departure Date: _____ Return Date: _____
Mode of transport: _____ Expected mileage if driving: _____

Student Information

Student Name: _____
E-Mail Address: _____
Phone No: _____
Student ID #: _____
Graduation Year: _____

Court Information

Name of Judge: _____ Court Name: _____
Court Mailing Address: _____ Court Phone: _____
Request Endorsement: **YES** **NO** Court Fax (required): _____

For Office Use

Date: _____ Approved amount: _____
Advisor signature: _____ Notes: _____