Judicial Clerkship Travel Reimbursement

The Office of Career Services offers Judicial Clerkship Travel Reimbursement to reimburse second- and third-year students for travel and related expenses associated with state and federal clerkship interviews. The reimbursement will not exceed $200 per trip and a total of $300 per student.

To be eligible for reimbursement:

1. Complete a Career Services Judicial Clerkship Travel Request Form prior to travel, so that the University can pre-approve reimbursement. Forms may be obtained from Career Services office LB 104.
2. Following travel, complete the Career Services Judicial Clerkship Travel Reimbursement Forms and submit the completed forms along with documentation of expenses to Liza Moore, in the Career Services Office, within 30 days of the expenditure.
3. Sign this form approving Financial Aid to make the eligible adjustments to your awards.

Student Name: _______________________
Student ID#: _______________________
Signature: _________________________
Award Amount: ____________
CSO Approval by Liza Moore: ________________ Date: ________
## 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 Moore in room 104B, with all applicable receipts, documentation, and verification of an interview.

If you are requesting an endorsement letter from the Dean, 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 Moore (Room 104B, moore.4094@osu.edu) as soon as you receive notification of an interview.

## Travel Information

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<th>Traveling from:</th>
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<th>Departure Date:</th>
<th>Return Date:</th>
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<th>Mode of transport:</th>
<th>Expected mileage if driving:</th>
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## 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: _____________________________