

SOUTH FLORIDA ASSOCIATION FOR LAW PLACEMENT

South Florida Area Law Firms: 2012 Law Student Travel/Reimbursement Guidelines

The law firms listed on page 3 of this document ("Signatory Firms") have adopted the following interviewing guidelines ("Guidelines") to assist law students with their "south Florida" (Miami/Dade, Broward, and Palm Beach Counties) interviews. These Guidelines will govern your travel expenditures and reimbursement requests related to the 2012 Fall Recruitment season. Unless otherwise stated, these Guidelines apply to all south Florida offices of each Signatory Firm. Please note that these Guidelines are intended to supplement, rather than replace, NALP's Principles and Standards, Part III. (Principles for Candidates).

When two or more law firms are included in your south Florida trip, Signatory Firms typically share travel expenses with other law firms visited during such trips. Therefore, to assist with cost reduction, we highly encourage students to schedule interview dates with as many firms as possible during a single trip to south Florida.

South Florida firms not listed in these Guidelines should be contacted directly regarding their individual reimbursement policies.

1. **RESPONSE TIME:** Please respond to any invitation to visit a firm within one week of receiving the invitation. Late responses may prevent other qualified candidates from scheduling visits.
2. **CANCELLATION:** If it becomes necessary to cancel or reschedule an interview date, a minimum of three days notice is requested to facilitate possible use of that interview time by another student. In some cases, airfare cancellations resulting in penalties may be the applicant's responsibility.
3. **EXPENSES INCURRED BY OUT-OF-TOWN STUDENTS:**
 - A. "Out-of-Town Student" refers to any student who attends law school outside of south Florida.
 - B. All expenses for your trip to south Florida should be submitted to the law firm that makes your hotel and/or plane reservations, otherwise known as your "Host Firm." Typically, your Host Firm is the first firm you contact regarding your visit to south Florida. You will have only one south Florida Host Firm.

The Host Firm will ask that you provide the names of all south Florida firms where you will interview, to allow the Host Firm to seek reimbursement from those law firms. Please do not submit copies of receipts to multiple Signatory Firms. Send original receipts to your Host Firm only.

Other Florida Cities: If you will be interviewing with another Florida firm (*e.g.*, a firm in Naples, Orlando, Tampa, etc.) in conjunction with your visit to south Florida, please contact the Host Firm in advance of making travel arrangements.

- C. Each firm expects to reimburse law students for their reasonable expenses directly related to their interview with that firm. If you are uncertain as to whether an expense is considered reasonable, call the Host Firm in advance to discuss.

The following expenses will be paid by the firms:

- i) **AIRFARE:** Candidates must travel via economy/coach. You will be instructed to contact the Host Firm's travel agent as soon as you have confirmed all interview dates, to provide the agent with the maximum time available to secure the most economical fares. The Host Firm will not reimburse candidates who make arrangements without prior approval. In most cases, airline reservations must be made 14 days in advance of departure date. Prior approval is required for reservations made less than 7 days in advance.

ii) **HOTEL:**

- Room and Tax only will be direct billed to the firm. Charges for room service, hotel restaurant meals, telephone calls, and other miscellaneous expenses must be paid by the student at check-out. Please see Section 3.C.v., below, concerning miscellaneous expenses that may appear on your hotel bill.
- In most cases, your trip will include one night of lodging; two nights if traveling from the west coast. Additional nights may be added for each consecutive day of interviews. Generally, students traveling a short distance for one day of interviews will not be provided hotel accommodations. (Note: please contact the Host Firm before making travel arrangements with firms outside of south Florida to discuss multiple city expense arrangements.)
- Hotel reservations are generally "guaranteed for late arrival." Students whose travel plans change at the last minute are required to notify the firm and hotel if they cannot check in on the reserved date.

REMINDER: All hotels require credit cards for check-in. If you do not have a credit card, please contact your Host Firm.

iii) **GROUND TRANSPORTATION:** Students are permitted to take taxis to and from the airport. Taxi expenses between your hotel and the law firm(s) will be reimbursed, although some hotels may be within walking distance of your interviewing firm. Students wishing to drive from outside of south Florida will be reimbursed for mileage at the amount set by IRS guidelines. Generally, rental cars are not approved or reimbursed. In the rare circumstance a rental car is approved, it is only after obtaining approval, in advance, from either (a) all participating firms or (b) from one or more firms agreeing to share the entire rental expense.

iv) **MEALS:** Reasonable meal and beverage expenses for the applicant only will be reimbursed at the Host Firm's discretion. Meal expenses include meals from local restaurants and room service in your hotel, up to three (3) meals daily for each day of interviews. Meal expenses are reimbursable up to the following amounts. All meal expenses must be itemized and submitted with receipts to the Host Firm.

Breakfast: \$20
Lunch: \$25
Dinner: \$35

v) **MISCELLANEOUS EXPENSES:** Items typically eligible for reimbursement are: checked baggage fee for one bag per trip, meal or beverage expenditures within the amounts noted Section 3.C.iv. of these Guidelines, local telephone calls for business purposes, and reasonable internet access fees. Expenses generally not eligible for reimbursement include, but are not limited to: mini bar purchases, fitness center fees, long-distance telephone calls, dry cleaning services, limousine services, hotel room movies, as well as meal, beverage, or other expenses for persons other than the candidate.

4. **REQUESTING REIMBURSEMENT:** A student must submit to the Host Firm a written, itemized request for reimbursement. Most Signatory Firms will request that you utilize the NALP Travel Expense Reimbursement Form when submitting your expenses. A request for reimbursement must include original receipts for all items. All reimbursement requests **must be submitted to the Host Firm within 45 days** of the date of your interview with the Host Firm.

**IF YOU HAVE ANY QUESTIONS ABOUT THESE GUIDELINES OR THEIR APPLICATION,
PLEASE DO NOT HESITATE TO CALL YOUR HOST FIRM.**

(Complete List of Guidelines Signatory Firms follows on Page 3)

Complete List of Travel/Reimbursement Guidelines Signatory Firms

1. Akerman Senterfitt
2. Bilzin Sumberg Baena Price & Axelrod LLP
3. Greenberg Traurig
4. Gunster, Yoakley & Stewart
5. Holland & Knight
6. Morgan, Lewis & Bockius LLP
7. Shutts & Bowen
8. Stearns Weaver Miller Weissler Alhadeff & Sitterson, P.A.
9. Weil, Gotshal & Manges LLP