Judicial Clerkship Interview Travel Program

This initiative is designed to support students by defraying the cost of interview travel, encourage student applications to judicial clerkships in other regions, and increase the number and geographic diversity of judicial clerkships obtained by Richmond Law graduates.

The Career Development Office will reimburse interviewing students up to a maximum of $200 per student per fiscal year (July 1 through June 30) for reasonable travel expenses for judicial clerkship interviews outside the greater Richmond region. Travel expenses eligible for reimbursement include transportation (mileage for personal automobile, other ground or air travel) and hotel accommodations. Meal expenses will not be reimbursed.

To request reimbursement, first notify the CDO of your travel plans. Then, after your interview, submit this form, a completed University of Richmond Travel & Expense Report, and an Interview Summary, as described below, along with your original receipts to the Career Development Office. If you are submitting mileage for reimbursement, please include a mileage log (i.e., details of miles driven using Google Maps or MapQuest).

Judicial Clerkship Interview Summary
For each interview in which you participate, please describe your interview experience, including general impressions and the interview format. Please share the types of questions asked and any specific questions you remember. Include the Court, the name of the judge with whom you interviewed, and the date of the interview. Enter your summary in the Symplicity clerkship module (under “interview evaluation”), and email to aaron.campbell@richmond.edu.

How do I complete the Online Travel & Expense Report?
- Access BannerWeb at https://bannerweb.richmond.edu/
- Log in with your NetID and password
- Select ‘Travel & Expense Reporting’ from the main menu
- Select “Start a New Report”
- Enter your University ID
- Complete the online form, consulting the Online Travel & Entertainment Expense Reporting Instructions for step-by-step directions
- Enter Index 6581 and Account 7153
- Submit your Online Travel & Expense Report
- Print completed Online Travel & Expense Report, sign it, and attach receipts (taped on 8½” x 11” white paper)
- Submit your signed, completed Report and receipts to the Career Development Office

Judicial Clerkship Interview Travel Reimbursement Form
Student name: ________________________________________________________________
Location and date of travel: _______________________________________________________
Court: _________________________________________________________________________
Judge: _________________________________________________________________________
Expenses (total amount requested cannot exceed $200) – tape original receipts to 8½” x 11” white paper):
  Transportation ______________________________________________________________________
  Hotel accommodation ____________________________________________________________________