

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 \$300 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 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 your starting and ending address. Mileage will be reimbursed at the University's current published mileage reimbursement rate. For the FY24 fiscal year, the rate is \$0.625 per mile.

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. Email your summary to lawcareerdevelopment@richmond.edu.

Judicial Clerkship Interview Travel Reimbursement Form

Student name: _____

Location and date of travel: _____

Court: _____

Judge: _____

Expenses (*total amount requested cannot exceed \$300*) – *tape original receipts to 8½" x 11" white paper*:

Transportation _____

Hotel accommodation _____