

**CORNELL LAW SCHOOL
CALL-BACKS FOR PUBLIC SERVICE PROGRAM**

LAW STUDENT TRAVEL AND ACCOMMODATION REIMBURSEMENT FORM

Submit to law firm recruiting department

Firm Name _____

City and State _____

Student Name _____

Signature _____

Date of Call-Back _____

The above-named firm will pledge \$200 for hotel and \$50 for transportation to or from the airport to the Cornell Law School Public Interest Program in exchange for the student's choice to forego hotel accommodations and/or airport taxis.

***Thank you for supporting
Cornell Law School's Public Interest Program!***

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**CORNELL LAW SCHOOL
CALL-BACKS FOR PUBLIC SERVICE PROGRAM**

STUDENT PARTICIPATION FORM

Submit to Karen Comstock, Assistant Dean for Public Service

Firm Name _____

City and State _____

Recruitment Contact Person _____

Student Name _____

Signature _____

Date of Call-Back _____

Reimbursement is for Hotel Transportation Both

***Thank you for supporting
Cornell Law School's Public Interest Program!***

GUIDELINES FOR EMPLOYERS

- ▶ Thank you for supporting the Cornell Law School Public Interest Program. Your firm has agreed to donate \$200 for hotel accommodations and \$50 transportation to or from the airport for each student call-back where the student agrees to forego hotel accommodation and airport taxis. The student named on the reverse side of the form has just participated in the program.
- ▶ There is no need to send any payment now. Shortly after December 1st, we will send your firm an invoice with the names of the students participating in the program and the total payment due. You will then have the opportunity to match this list with the forms that have been sent to you and submit payment at that time. Another invoice will be sent at the beginning of March.
- ▶ Please direct all questions and comments regarding the Cornell Law School Call-Backs for Public Service Program to kvc2@cornell.edu and thanks for participating!

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Guidelines for Students

- ▶ After returning from a call-back interview, submit the top half of this voucher form to the firm, and the bottom half to Assistant Dean for Public Service Karen Comstock in room 145.
- ▶ If your expenses will be shared between a firm participating in the program and one not participating, we suggest that you have the participating firm handle student reimbursement.
- ▶ If you visit two participating firms over one night, a form should be sent to each firm.
- ▶ Each firm may be charged for only one night per visit, regardless of the length of your stay in a city.

Thanks again for participating!