

**SAN FRANCISCO BAY AREA LAW FIRMS:  
2011 LAW STUDENT INTERVIEW TRAVEL GUIDELINES & TRANSCRIPTS POLICY**

(Revised June 2011)

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The following interviewing guidelines (“Guidelines”) have been developed to assist law students with their interviews in the San Francisco Bay Area. These Guidelines apply to travel expenses during the 2011 Recruitment season. Please note that these Guidelines are intended to apply to all Bay Area Firms, and supplement, rather than replace, the NALP guidelines.

When two or more law firms are included in your trip, Bay Area Firms typically share travel expenses for such trips. Therefore, to assist with cost reduction, we highly encourage students to schedule interviewing dates with as many firms as possible during a single trip to the Bay Area.

While most Bay Area Firms will utilize these Guidelines, students should contact firms directly regarding their reimbursement policies.

1. **RESPONSE TIME:** Please respond to any invitation to visit a firm as soon as possible, even if not prepared to schedule the interview. 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. If a student cancels their airline flight, he/she will be required to pay any penalties.
3. **EXPENSES INCURRED BY OUT-OF-TOWN STUDENTS:**
  - A. “Out-of-Town” refers to any student who does not attend law school at Berkeley, Davis, Golden Gate, Hastings, McGeorge, Santa Clara, Stanford or USF.
  - B. All expenses for your trip to the Bay Area 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 the Bay Area. You will have only one Bay Area Host Firm.
    - The Host Firm will ask that you provide the names of all Bay Area 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 firms. *Send original receipts to your Host Firm only.*
    - **Other West Coast Cities:** If you will be interviewing with another West Coast firm (e.g., a firm in Sacramento, Los Angeles, San Diego, Portland, Seattle) in conjunction with your visit to the Bay Area, *contact the Host Firm in advance of making travel arrangements.*
  - C. Each firm expects to reimburse law students for reasonable expenses directly related to the 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:** Law students 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.
    - 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 subsection v. below concerning miscellaneous expenses that may appear on your hotel bill.

- Two nights, plus one night for each additional day of interviewing, will be paid for out-of-state students. One night per day of interviewing will be paid for Los Angeles area students. (Note: *contact the Host Firm before making travel arrangements with firms outside the Bay Area 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 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. Rental cars may be permitted for interviews outside of the City of San Francisco. All car rental expenses must be approved in advance by the Host Firm and all interviewing firms.
- iv) **MEALS:** Reasonable meal and beverage expenses will be reimbursed at the Host Firm's discretion. Meal expenses, including those incurred at the hotel, should be submitted with itemized receipts to the Host Firm. Reasonable cost guidelines are noted below:
- Breakfast: up to \$20
  - Lunch: up to \$25
  - Dinner: up to \$40
- v) **Miscellaneous Expenses:** Items typically eligible for reimbursement are: checked baggage fee for one bag, meal or beverage expenditures within subsection iv. above, local telephone calls for business purposes, and reasonable internet access fees. The following items are generally not eligible for reimbursement: in-flight entertainment costs, mini bar purchases, fitness center fees, long-distance telephone calls, dry cleaning services, limousine services, hotel room movies, and meal or beverage expenses for additional guests.
4. **EXPENSES INCURRED BY LOCAL STUDENTS:** Students attending Berkeley, Davis, Golden Gate, Hastings, McGeorge, Santa Clara, Stanford or USF will be reimbursed for local travel expenses at the discretion of the interviewing firm(s).
5. **REQUESTING REIMBURSEMENT:** A student must submit to the Host Firm a written, itemized request for reimbursement. Most firms will request that you utilize the [NALP Travel Expense Reimbursement Form](#) when submitting your expenses (available at [www.nalp.org/forms](http://www.nalp.org/forms)). A request for reimbursement should include original receipts for all items, including the final hotel bill or folio. All reimbursement requests **must be submitted within 30 days** of the date of your interview with the Host Firm.
6. **FOLLOW UP/POST INTERVIEW ETIQUETTE:** Students should notify employers and their office of career services of their acceptance or rejection of employment offers by the earliest possible time and within the deadline as stated by your offer letter.

**If you have any questions about these Guidelines, please do not hesitate to call your Host Firm. Have a pleasant trip. We look forward to seeing you.**

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Law school transcripts aid employers considerably when comparing a student's interests with their course backgrounds. Transcripts also assist employers in verifying a student's academic accomplishment.

Bay Area law firms have joined in endorsing the following policy regarding law school transcripts:

1. When applying to Bay Area Firms, students may submit either a copy of their official law school transcript or an unofficial grade sheet. Your Career Services Office may assist you in preparing an unofficial grade sheet.
  2. Students should bring a photocopy of their official transcript or an unofficial grade sheet to their on-campus interviews.
  3. If a student accepts a summer offer from a Bay Area Firm, the student's file will be considered incomplete until a photocopy of their official transcript has been received. Bay Area Firms may request an official copy of an applicant's transcript at any time.
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