



Reimbursement Guidelines

If you are invited by Jones Day to travel for an interview in an office location, you will be provided with the phone number of our travel desk and an expense reimbursement form. To ensure prompt reimbursement of your out-of-pocket expenses, submit your receipts no later than 20 days following the interview. Provide on the expense form the names of other law firms you visit on dates contiguous to your Jones Day interview. We will share expenses with those firms. You are responsible for cancelling your travel plans if you cancel your interview date.

If you anticipate expenditures not provided for in this list, please contact the Recruiting Department in advance of your travel date.

Air or Train Travel

Air or train travel is billed directly to Jones Day. The Recruiting Department will give you instructions about how to make reservations. If you prefer to drive to the interview location from a distant school, first coordinate your plan for expense reimbursement with the Recruiting Department.

Hotel Accommodations

Hotel accommodations are billed directly to Jones Day. One hotel night is deemed appropriate for each firm with which you interview on consecutive days of the same trip. When traveling to an opposite coast, a two-night stay is covered. Cost of internet connection is covered. Other charges must be approved in advance by the Recruiting Department. If you prefer, Jones Day will donate the cost of your hotel room to your law school's public interest fellowship program. To be eligible, you must inform the Recruiting Department that you will stay with family or friends in place of using a hotel room.

Ground Transportation

We will reimburse the cost of round-trip ground transportation to and from the airport local to your school. If you choose to drive, we will reimburse the parking fee at the airport, but we do not pay mileage. Similarly, we will reimburse for round-trip taxi rides to the airport/office/hotel/next interview location. If you are interviewing in both Silicon Valley and San Francisco from out of town, please call in advance to discuss renting a car. Otherwise, rental car costs are generally not covered.

Meals

The office interview schedule may include one meal paid for directly by the Firm. You will be reimbursed for meal(s) associated with each night spent in the hotel, not to exceed \$70.00 total per 24-hour period. Please submit the credit card receipt and itemized bill (unless they appear on the hotel bill).

Not Eligible for Reimbursement

Mini-bar items, long-distance telephone calls, dry-cleaning services, limousine services, cost of meal and/or drinks for additional people, tabs for alcoholic drinks, and other extra charges on the hotel bill.