Request for Reimbursement

To obtain reimbursement for travel expenses incurred to attend an Open House, you must mail this form, together with original expense receipts, to the Office of Admissions at the address below.

All accepted students attending an Open House are eligible for up to $150 travel reimbursement. Upon matriculation* to W&L Law, students are eligible to receive an additional $150 in travel reimbursement, for a maximum total of $300.

Please direct any questions about the reimbursement process to Lisa Rodocker, Assistant Director of Admissions, rodockerl@wlu.edu.

Total Reimbursement Requested: $_________
(You must enclose an original receipt for every expense included in the total amount provided.)

Notes:
- Total reimbursement may not exceed $300. Initial reimbursement is capped at $150, while matriculating students are eligible to receive an additional $150 in travel reimbursement.
- The maximum amount available to an individual will be reduced by $50 for each night single accommodations were requested.
- Reimbursement is available only for expenses evidenced by an original receipt.
- Reimbursement is available only for travel costs (e.g. airfare, rail fare, parking, taxi fare, car rental charges, tolls, gas); meals are not reimbursable.
- This request, together with supporting receipts, must be postmarked by no later than Wednesday, April 17th.

Reimbursement checks will be mailed directly from the University’s Business Office. Please allow at least two weeks after your form is received for reimbursement to be processed.

*Matriculation occurs in mid-August as a part of your commitment to attend W&L Law.