Public Sector Job Search Support Policy

The Office of Career Strategy ("OCS") and the Student Bar Association ("SBA") have created, and fund, a Public Interest Account to reimburse students for expenses incurred during initial and call-back interviews with certain public sector employers. To the extent that sufficient funds are available, students may also be reimbursed for expenses related to initial and call-back interviews with certain public sector employers as well as attending conferences that have a significant public sector job component, such as interviews with prospective employers. OCS does not receive any funding from the law school or the university; rather, this account is funded exclusively from the fee OCS charges to employers who interview on campus or in Charlottesville and from funds the SBA has designated for this purpose.

Eligibility Requirements

Eligible Students
- Second-year students for summer positions
- Third-year students for permanent positions

Eligible Employers
- Employers providing legal services to indigents
- Non-profit organizations
- Public defenders
- Prosecutors

Ineligible Employers
- Judiciary
- Law Firms (except public interest law firms offering unpaid internships)
- Corporations
- Government agencies (except public defenders and prosecutors)

Reimbursable Expenses\(^1\)
- Transportation (note that there is no mileage reimbursement)
- Lodging

Application Deadlines

The Office will consider reimbursement requests on two dates each year: January 15 (for expenses incurred during the fall term) and May 15 (for expenses incurred during the spring term). Your requests must be submitted no later than the applicable date (if these dates fall on a weekend, they will be due on the Monday following). After each submission deadline, we will review all requests and the current budget to determine appropriate reimbursement amounts.

Minimizing Expenses

Students are required to take all reasonable steps to minimize expenses. Extraordinary expenses may be excluded from reimbursement. If, for example, you are forced to book an airline ticket on a trip to interview with both public and private sector employers, only expenses associated with public sector employment will be reimbursed. For example, $100 of a $200 airplane ticket will be reimbursed where the student interviews with one public and one private sector employer in a single trip.

\(^1\)On a trip to interview with both public and private sector employers, only expenses associated with public sector employment will be reimbursed. For example, $100 of a $200 airplane ticket will be reimbursed where the student interviews with one public and one private sector employer in a single trip.
short notice, or stay in other than budget-priced accommodations, please include an explanation of the circumstances with your Reimbursement Form.

**Award Decisions**

Funds will be distributed in a manner designed to maximize the Fund's impact on public service employment outcomes. For example, priority may be given to third year students, to students who ultimately accept public sector employment, or to students whose prior activities demonstrate a dedication to a career in the public sector. A per-student cap or other equitable means of determining appropriate levels of reimbursement may be instituted if demand outpaces available funds. *Please note that funds received may be considered taxable income by the Internal Revenue Service.*

**Reimbursement procedure**

1. Save all receipts for transportation, gas, lodging, meals and other expenses
2. Complete Reimbursement Form (attached)
3. Make copies of receipts and Form for your records
4. Submit ORIGINAL receipts and Form to OCS by **January 15 or May 15, as applicable.**
Name: ___________________________________  Graduation Year ____________

Address: _____________________________________________________________

Purpose, Dates, and Location(s) of Travel:
_____________________________________________________________________

<table>
<thead>
<tr>
<th>Description</th>
<th>Expense</th>
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<tbody>
<tr>
<td>Airfare</td>
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<td>Lodging</td>
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<td>Gas**</td>
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<td>Other</td>
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TOTAL OF ALL EXPENSES

I certify that the above expenses were incurred for legitimate public sector job search purposes. I did / did not meet with private sector employers on this trip. (If you did meet with private sector employers, please indicate the number of private sector employers: _______).

I certify that I have completed my summer placement surveys in Symplicity. To create a placement survey for each experience, log into your Symplicity account, select PROFILE, then SUMMER EMPLOYMENT, then ADD NEW.

______________________________________________  ________________
Student Signature        Date

______________________________________________
Authorized Signature

Office Use Only: Account Number

Please send check by Campus Mail to Office of Career Strategy, Law School

**Note that there is no reimbursement for mileage