



**Travel Reimbursement Guidelines**  
**Travel Department Toll Free Number (866) 797-8100**

Hogan Lovells will reimburse applicants for the reasonable and customary costs of transportation, hotel accommodations and meals for callback interviews. Authorized travel expenses include:

- **Transportation to/from our city via air, train or car.** Please obtain the most reasonably priced coach class airfare either through our travel agent or the sponsoring firm's travel agent. The travel agent will bill the firm directly for your flight costs. To avoid penalty charges for changed or cancelled reservations, travel arrangements should be made as soon as possible after confirming your interview date. To the extent that you use an automobile as a means of transportation, we will reimburse you for mileage at the rate of 53.5 cents per mile plus tolls.
- **Hotel room plus tax.** If an overnight stay is required for your interview, our travel agent will make hotel reservations for you at a local hotel. In accordance with firm policy, Hogan Lovells will cover the cost of one night's stay in connection with your call back interview. We will reimburse you for out-of-pocket expenses such as parking and internet usage at the hotel. The following items will not be reimbursed: long distance calls; in-room movies; dry-cleaning; entertainment expenses; bar bills; use of the athletic facilities; personal entertainment; or sightseeing activities.
- **Ground transportation.** Cab fare to and from the airport or train terminal and/or airport parking will be reimbursed. The firm will reimburse you for public transportation fare incurred on the day of your interviews.
- **Meals during your trip.** Reasonable meal charges incurred during your scheduled call-back trip are reimbursable. Meals typically might cost \$10-\$15 for breakfast, \$10-\$20 for lunch and \$20-\$35 for dinner (these are guidelines and are not to be considered per diem rates). If you are dining with other guests, the firm will only reimburse your portion of the bill.
- **Additional expenses.** The firm will not cover the travel expenses of a spouse, or significant other; nor will the firm reimburse you for car rental or additional nights at the hotel.

In circumstances where you will be interviewing with multiple firms, Hogan Lovells will share interview expenses accordingly with the other firms. If Hogan Lovells is your "host firm", we will arrange to divide the expenses among the other firms. Please send the original receipts from your trip to only one "host firm." You must provide original receipts for all expenditures incurred during your visit – expenses for which receipts are not provided will not be reimbursed. **Using the attached travel reimbursement form, please submit your original receipts within fifteen (15) days of your call-back interview.** Your out-of-pocket expenses will be reimbursed by the firm within two to three weeks of receipt of the reimbursement request.

**If you have any questions or need additional information regarding the Firm's reimbursement policy, please contact your local recruitment contact.**