



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 \$400 travel reimbursement for documented travel expenses. Please direct any questions about the reimbursement process to Lisa Rodocker, Assistant Director of Admissions, LawAdm@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 \$400.
- 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 and additional nights hotel stay are not reimbursable.
- This request, together with supporting receipts, must be received by no later than **Wednesday, April 15.**

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.

Print Name: _____

Signature: _____

Address to Which Reimbursement Check Should be Mailed (please print clearly):

Office of Admissions
Washington and Lee University School of Law
Sydney Lewis Hall, Room 490
Lexington, Virginia 24450