

# OLRA

## Oregon Legal Recruiting Association

### Oregon Law Firms' Interviewing Travel and Reimbursement Guidelines

On behalf of the Oregon legal community, we would like to extend you a warm welcome to the Pacific Northwest. Participating Oregon law firms provide the following interview guidelines to help you better plan your trip and minimize expense reimbursement discrepancies.

The following guidelines apply to callback interviews. Most law firms do not reimburse for trip expenses incurred during screening interview trips. A screening interview is typically a meeting with 1-3 firm representatives.

#### SCHEDULING

- Generally, the first law firm you contact to accept a callback interview will be the Sponsoring Firm. The Sponsoring Firm's legal recruiter will arrange your airline and hotel accommodations and answer any questions regarding your expenses.
- Please attempt to schedule interview dates with as many firms as possible during a single trip. Clarify with each firm's legal recruiter whether the firm will participate in sharing your callback expenses. On the travel expense reimbursement form, you will be required to include each firm's name, contact and interview date, noting whether they agreed to share expenses.
- Respond to your callback invitations as soon as possible. Your timely response might permit another candidate to visit a firm, should you decide you would not accept the callback invitation. Promptly notify the legal recruiter(s) if you must cancel your plans. **In some cases, airfare cancellations resulting in penalties may be the applicant's responsibility.**

#### AIRFARE

- Most firms will put you in touch with the Sponsoring Firm's travel agent to arrange your airfare ticket. Firms are directly billed for this expense. Some firms also utilize their travel agent to arrange hotel accommodations.
- In most cases, airline reservations should be made and finalized fourteen (14) days in advance of your departure date. You must have prior approval from the Sponsoring Firm if your airline reservations are made less than seven (7) days in advance.

#### GROUND TRANSPORTATION

- MAX Light Rail is readily available to and from the Portland International Airport. It departs every 15 minutes from the airport in the baggage area and will take you to the downtown area. It is an easy, safe, and environmentally-friendly mode of public transportation. The cost for an all-zone MAX pass is between \$2 and \$3 each way.
- If you wish to use a taxi, please check with the Sponsoring Firm's legal recruiter prior to making any arrangements. Many firms have accounts with local cab companies.
- Within the downtown Portland area, you will find it easy to travel between firms and hotels by walking or using Tri-Met service (bus, MAX and streetcar). Tri-Met service is free within the downtown core. Firms do not pay for additional ground transportation during your visit to Oregon.
- Car rentals are not typically granted or reimbursed. Only for very unusual circumstances will a car rental be approved. If a rental car is approved, it is only after obtaining prior approval from all participating firms, not just from the Sponsoring Firm.
- If you choose to drive to Portland, we will reimburse your mileage at the amount set by IRS regulations or the equivalent of coach round-trip airfare, whichever is less.

## HOTEL

- The Sponsoring Firm's legal recruiter will coordinate your hotel arrangements, or utilize the firm's travel agent. Most firms have arrangements with specific hotels they use for interview trips and typically prefer to make the reservations for you.
- In most cases, your trip will include one night of lodging if you are traveling on the West Coast, and two nights of lodging if traveling from the East Coast. Additional nights may be added for each additional, consecutive day of interviews. Additional nights may also be added if staying over a Saturday night will result in a substantial airfare discount, however this will require approval from the Sponsoring Firm.
- In most cases, the hotel will only bill the Sponsoring Firm for the hotel room and tax. Applicants must pay additional expenses ("incidentals") incurred at the hotel upon checkout.

## MEALS

- Meal expenses for the applicant only will be reimbursed. The reimbursement guidelines include local restaurants and room service in your hotel, three (3) meals daily for each day of your interview trip. Meal expenses are reimbursable up to the following maximum amounts:
  - Breakfast - \$12.00
  - Lunch - \$15.00
  - Dinner - \$25.00

All receipts must be attached to your expense reimbursement form and submitted to the Sponsoring Firm.

## PERSONAL EXPENSES

- Expenses incurred for personal entertainment or transportation are not reimbursable.

## PARTICIPATING FIRMS

Listed below are the OLRA (Oregon Legal Recruiting Association, Inc.) member firms which will participate in sharing expenses for callback interviews. You will need to ask legal recruiters at non-member firms whether they adhere to these guidelines. If the non-member firm is willing to share expenses, you must provide the Sponsoring Firm with the contact name and firm name, as well as the interview information on the expense reimbursement form.

<b>OLRA LAW FIRM</b>	<b>CONTACT</b>	<b>TELEPHONE E-MAIL</b>
Blakely Sokoloff Taylor & Zafman LLP 1925 NW AmberGlen Parkway, Ste. 230 Beaverton, OR 97006	Mr. Robert Caldwell Office Manager	(503) 439-8778 (503) 439-6073 fax bob_caldwell@bstz.com
Bullivant Houser Bailey PC Pioneer Tower 888 SW Fifth Avenue, Suite 300 Portland, OR 97204	Ms. Jill Valentine Attorney Recruitment & Diversity Manager	(503) 499-4558 (503) 295-0915 fax jill.valentine@bullivant.com
Davis Wright Tremaine Wells Fargo Building 1300 SW Fifth Avenue, Suite 2300 Portland, OR 97201	Mr. Dan DiResta Recruiting Coordinator	(503) 778-5472 (503) 241-2300 fax dandiresta@dwt.com
Klarquist Sparkman LLP 121 SW Salmon, Suite 1600 Portland, OR 97204	Ms. Melissa Garr Human Resources Assistant	(503) 595-5300 (503) 595-5301 fax melissa.garr@klarquist.com

<b>OLRA LAW FIRM</b>	<b>CONTACT</b>	<b>TELEPHONE E-MAIL</b>
Miller Nash LLP Unico Building 111 SW Fifth Avenue, Suite 3400 Portland, OR 97204-3699	Ms. Michelle Baird-Johnson Director of Recruiting & Professional Development	(503) 224-2404 (503) 224-0155 fax michelle.baird- johnson@millernash.com
Perkins Coie LLP 1120 NW Couch Street, 10 <sup>th</sup> Floor Portland, OR 97209	Ms. Dina Glassman Professional Recruitment & Development Manager	(503) 727-2000 (503) 727-2222 fax dglassman@perkinscoie.com
Schwabe Williamson & Wyatt Pacwest Center 1211 SW Fifth Avenue, Suite 1900 Portland, OR 97204-3795	Ms. Dori John Director of Attorney Recruiting	(503) 796-2858 (503) 796-2900 fax djohn@schwabe.com
Stoel Rives LLP Standard Insurance Building 900 SW Fifth Avenue, Suite 2600 Portland, OR 97204	Ms. Rebecca Whittall Lawyer Recruiting Manager	(503) 294-9539 (503) 220-2480 fax rswhittall@stoel.com
Tonkon Torp LLP Pioneer Tower 888 SW Fifth Avenue, Suite 1600 Portland, OR 97204-2099	Ms. Loree Devery Director of Marketing, Recruiting & Professional Development	(503) 221-1440 (503) 972-3760 fax loree.devery@tonkon.com

**REIMBURSEMENT REQUESTS:**

- Submit to the Sponsoring Firm an itemized expense reimbursement form. Most Oregon law firms will provide you with a form similar to the NALP Travel Expense Reimbursement Form. The reimbursement request should be itemized and include receipts for all items. (One form is sufficient for your visit.)
- For each firm you interviewed with during your trip, please include on the expense reimbursement for the firm's name, the contact person, and the interview date.
- Please submit your expense reimbursement form to your Sponsoring Firm within thirty (30) days of your trip. After that time, expense reimbursement may not be approved.

While we recognize that there may be instances when departing from these guidelines is appropriate, we nonetheless appreciate your efforts to minimize these costs. Please do not hesitate to contact the Sponsoring Firm with any questions you might have. We would also be happy to address any questions you may have regarding OLRA's policies.

Enjoy your trip. We hope your stay in Oregon is productive and enjoyable.

Very truly yours,

*Oregon Legal Recruiting Association Members*