

PRO BONO PROJECT

The Joseph W. Little Pro Bono Support Fund

Guidelines for Reimbursing Students' *Pro Bono* Expenses

Students doing *pro bono* work, for a public service agency listed with the Center for Career Development, or a new agency that satisfies the requirements of the Joseph Little *Pro Bono* Support Fund and is approved by the Center for Career Development, may have certain incidental expenses reimbursed, pursuant to the following guidelines:

1. Students must request any reimbursement in advance; a reasonable approximation is acceptable.
2. Amounts of \$100.00 or less may be approved by the Center for Career Development. Amounts over that must be pre-approved by the *Ad Hoc Pro Bono* Advisory Committee.
3. The Fund will reimburse for reasonable, miscellaneous office expenses such as copying, mailing, telephone and fax expenses, etc.
4. Expenses for travel outside Alachua County may be considered upon special request when necessary to make *pro bono* participation possible. When authorized by the committee, travel expenses are limited to:
 - a. In Florida:
 - i. Pursuant to pre-set distances to various cities at 15 cents per mile. (See guidelines, attached.)
 - ii. To a city not listed in the guidelines, by a mapquest from the Law School to the particular city.
 - b. Outside Florida, if reasonable, to be decided by the *Ad Hoc Pro Bono* Advisory Committee.
5. Anticipated requests for reimbursement are expected to be indicated on the students' initial intent to participate form required by the Center for Career Development.
6. At the time the request for reimbursement is submitted, the reimbursement form, with appropriate receipts shall also be required.