

## 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 pre-approved by the Center for Career Development, may have certain incidental expenses reimbursed, pursuant to the following guidelines:

1. Request for any reimbursement must be in advance; a reasonable approximation is acceptable. For preliminary approval please use the Reimbursement Request Form found at: [www.law.ufl.edu/career/students/probono/index.shtml](http://www.law.ufl.edu/career/students/probono/index.shtml) under "Pro Bono Forms".
2. Amounts of \$100.00 or less may be approved by the Center for Career Development. Amounts over \$100.00 must be pre-approved by the *Ad Hoc Pro Bono* Advisory Committee.
3. The Fund will reimburse for reasonable costs associated with required background checks and miscellaneous office expenses such as copying, mailing, telephone and fax expenses, paid by the student.
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 reimbursable expenses are limited to:
  - a. In Florida:
    - i. Pre-set distances to various cities at 15 cents per mile.  
(See travel 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.
    - i. Reasonable travel does not include travel to an international location; however incidental costs incurred by the student may be covered and should be submitted to the *Ad Hoc Pro Bono* Advisory Committee in advance.
  - c. Costs associated with the daily commute in cities outside of Gainesville, such as a bus or metro pass, may be reimbursable, however this excludes driving mileage.
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 final request for reimbursement is submitted, the reimbursement form, along with appropriate receipts and/or supporting documentation verified by the student's attorney supervisor is also required.

## Travel Reimbursement Guidelines

Examples of Travel-Reimbursement costs from Gainesville

Florida Cities	Mileage	\$0.15
Chiefland	38	\$5.70
Destin	290	\$43.50
Ft. Lauderdale	312	\$46.80
High Springs	25	\$3.75
Jacksonville	69	\$10.35
Key West	474	\$71.10
Marathon Key	455	\$68.25
Melbourne	175	\$26.25
Miami	331	\$49.65
Micanopy	11	\$1.65
Naples	264	\$39.60
Ocala	37	\$5.55
Okeechobee	209	\$31.35
Orlando	109	\$16.35
Panama City	236	\$35.40
Pensacola	330	\$49.50
Sarasota	177	\$26.55
Starke	26	\$3.90
Tallahassee	144	\$21.60
Tampa	120	\$18.00
West Palm	269	\$40.35

Other States	Mileage	\$0.15
Atlanta, GA	335	\$50.25
Burlington, VT	1266	\$189.90
Chicago, IL	999	\$149.85
Denver, CO	1693	\$253.95
Durham, NC	555	\$83.25
Macon, GA	250	\$37.50
Mobile, AL	380	\$57.00
New Orleans, LA	540	\$81.00
San Antonio, TX	1039	\$155.85
San Francisco, CA	2698	\$404.70
Washington, DC	765	\$114.75

Notes:

- “Mileage” indicates the miles by car.
- To a city not listed in the guidelines, by a mapquest from the Law School to the particular city.