

**U.S. Department of Justice  
Honors Program Reimbursement Form**

**PLEASE RETURN THIS FORM WITHIN 2 WEEKS OF THE INTERVIEW**

Email to [DOJHonorsProgram@usdoj.gov](mailto:DOJHonorsProgram@usdoj.gov) using the Subject line: Your Last Name; First Name – HP Reimbursement

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 \_\_\_\_\_ Telephone: \_\_\_\_\_  
 \_\_\_\_\_ FAX: \_\_\_\_\_

|                                |   |                                     |
|--------------------------------|---|-------------------------------------|
| Traveled From: _____ To: _____ | <b>Round Trip?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No | <b>Travel Dates:</b> _____ to _____ |
| Cities From: _____ To: _____   | <b>Round Trip?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No | <b>Travel Dates:</b> _____ to _____ |
| From: _____ To: _____          | <b>Round Trip?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No | <b>Travel Dates:</b> _____ to _____ |

**Payment will be issued by electronic fund transfer. Please provide the following information on your checking or savings account:**

- ABA Routing Number (On a checking account, this is a nine-digit number on the bottom, left side of a check. Ask your bank if you have questions). \_\_\_\_\_
- Your bank account number: \_\_\_\_\_  Checking or  Savings

**EXPENSES CLAIMED (Receipts are required for expenses over \$75.00.) Scan and attach to email with reimbursement form) Do not claim food purchases; you will receive M&IE if your travel exceeded 12 hours.**

See [Honors Program Interviews & Travel](#) for details.

| TYPE  | DATE(S) | AMOUNT       |
|---|---------|--------------|
| Lodging (receipt required)  |         |              |
| Lodging Tax   |         |              |
| Taxi/Other Ground Travel Services<br>List each fare seperately.   |         |              |
| Mileage (If travel by private auto was authorized) <i>Reimbursement is limited to the mileage rate at the time of travel. See <a href="http://www.gsa.gov">www.gsa.gov</a> for details.</i> |         | Total miles: |
| Parking/Fare/Toll (Include Metrorail, train, etc. Do not include prepaid air/rail fare.)  |         |              |
| Miscellaneous: <i>Itemize below. Airline baggage charges will not be reimbursed.</i>  |         |              |

I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRIVACY ACT STATEMENT** This information is provided pursuant to the Privacy Act of 1974, 5 U.S.C.§552a(e)(3). This form requests personal information that is relevant and necessary for reimbursing expenses incurred during your travel for your interview(s) with components participating in the Attorney General's Honors Program. DOJ collects this information in order to reimburse authorized expenses. OARM has the authority to ask for this information pursuant to 5 U.S.C. §301, and 28 C.F.R. Part 0.15(b)(2). This information can be shared in accordance with routine uses as published in system of record notice OPM/GOVT-1, General Personnel Records, 71 FR 35342, as modified by 77 FR 73694. Because accepting reimbursement for travel expenses is voluntary, you are not required to provide any personal information; however, failure to provide this information could result in your not being reimbursed for authorized travel expenses you incur in the interview process.

**DOJ USE ONLY:**

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_