

**STATE BAR OF TEXAS
?????? COUNCIL
REIMBURSEMENT POLICY FOR COUNCIL MEETINGS
AS OF ????**

The ????? Section will reimburse Council members (and authorized guests) for the following:

- Meals – up to \$80 per day
- Air travel – at two week advanced purchase rates¹
- Personal car/no fuel – at the mileage rate established by the State Bar
- Rental car and fuel – type of vehicle should be no more than full size. Please consider carefully the decision to rent a vehicle versus taking a taxi, Uber, etc. A decision to rent a vehicle should consider the rental costs, fuel, and parking expenses. (Carpooling by council members is recommended and qualifies for a size-upgrade, if needed to accommodate all passengers).²
- Parking
- Taxis/Uber/Lyft, etc. – Limo or town car services will be reimbursed at the same rate as taxi service.
- Lodging at the State Bar rate at host hotel – one night for Council meetings, two nights for retreats (unless the Chair of the Section directs otherwise)
- Tips

The Section will not reimburse you for the following:

- Alcohol or entertainment expenses
- Expenses associated with a spouse or other guest

During most meetings and retreats, the Section will host meals. Council members and their spouse or personal guest, as well as Section invited guests are invited to these meals. Only beer, wine and well drinks will be provided at Section expense at these dinners. Any other type of alcoholic drink may be ordered at the individual's personal expense. Any beverages consumed apart from the Section sponsored dinner may be ordered at the individual's personal expense.

Any alcohol purchased by the section during official dinners or receptions will be purchased using segregated funds. Membership dues will not be used to purchase alcohol.

Individuals attending a Council meeting must submit their reimbursement request within 90 days, using the Council reimbursement form, to the Treasurer. All reimbursement forms must be accompanied by appropriate supporting documentation (hotel, airline, taxi or car rental receipts, etc.)

¹ While the Section will not reimburse more expensive business, first-class travel or last-minute air fares, absent special circumstances, the Section will reimburse baggage fees and nominal fees to secure preferred boarding, such as early bird check-in, flight change fees, etc. If special circumstances require a last minute air-fare purchase, please seek prior approval from the treasurer.

² It is recommended that you utilize Enterprise, where the State Bar has negotiated a favorable rate using Promotion Code number _____. Other vendors providing discounts can be found on the State Bar web page (Member Benefits).

