STATE BAR OF TEXAS

Request for Reimbursement of Expenses

									1/1/2024
State Bar of Texas Travel	Reimbursement I	Form (Jan-Dec 2024	· =	D - i b	D-!!-		D	Date of Request
Purpose of Travel:					Reimbursem texasbar.con				dures available at:
	From		То						F DEPARTMENTS and STAFF
Date(s) of travel				ľ	LIAISONS to	receive	your req	uest	
Location of meeting					Please comp	lete the	highligte	d appl	icable areas and submit form
					within 45 day	s from t	he date o	of trav	al .
MAKE CHECK PAYAE	RI F TO:					S	TATE BA	K APF	ROVAL
(Name of Individual, Firm or Comp				1	Date Approved f	for Paymen	t:		, 20
Barcard # (if appicable)									
Name Street Address				-					
Street Address				- [(Officer, Committee Chair, Executive, Dept. Head, Other)				
City, State and Zip									
Telephone Number					Finance Department				
					manoe Bepara				
TRAVEL EXPENSES									
Airfare		Trans	portation						\$ AMOUNT
Speaker Airfare (TxBarCL	E use only)	\$	<u> </u>						\$ -
Car Rental & Fuel	<u> </u>	\$	-						\$ -
Charter Bus Service		\$	-						\$ -
Taxi / Transportation Service / Parking & Tolls	rice	\$	-	(\$	0.655 for trav	vel July-D	ec 2023)		\$ - \$ -
Auto Mileage		Φ	-	@	\$ 0.670] =====	====>		\$ -
Tips		\$	-		Ţ	ı			\$ -
Other Expenses				\$				-	-
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Description					\$ -				
**** For St	ate Bar Use Only	****			\$	-	<====	==>	-
FUND-DEPT-ACCT	LOCATION		AA		TOTAL		1	-	otal Reimbursment Requested
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50205-				 	\$ -	1	CE	RTIFI	CATION OF CLAIMANT
50210-		_		 	\$ - \$ -	1	 _ , .		
50220-		-		 	\$ -	1	incurre	ve de	scribed expenses were te for the purpose stated. I
50220- 50236-		-		╁├		1			le for the purpose stated. I I receipts for applicable
		-		1 6	\$ -				(airlines, hotels, etc.), except
50215-		-		1 1	\$ -				e receipt is unavailable. I
50230-		-		1 1	\$ -	-	certify tunpaid.	nat th	is request is true, correct, and
50225-		-		1	\$ -		unpaid.		
50239-		-		+ -	\$ -	-			
50252-		-		1 -	\$ -	-			
50285-		-		-	\$ -		Signatur	e of Cla	aimant Date
		-		 -	\$ - \$ -	}			
		-		† †	\$ -				OR YOUR SERVICE TO THE STATE
Enter Fund Code		Ent	ter Location			1	BAR OF	TEXAS	
Enter Dept Code			ter AA	H			Ī		

STATE BAR OF TEXAS

Request for Reimbursement of Expenses

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Chief Disciplinary Counsel Chief Disciplinary Counsel Chief Disciplinary P.O. Box 12487 Austin, Texas 787 Attn: Reimbursem Dallas Regional Office Brenda Lopez Office Manager (972) 383-2900 invoicescdcdallas State Bar of Texas TYLA Department P.O. Box 12487 Austin, Texas 787 Attn: Reimbursem Minority Affairs State Bar of Texas State Bar of Texas	Counsel 11-2487 ent Request ffice @texasbar.com	Commission for Lawyer Discipline and Chief Discplinary Counsel Office business and meetings held in Austin. San Antonio Regional Office Sandra Cuellar Office Manager (210) 208-6623 sandra.cuellar@texasbar.com Reimbursements for approved	Shelly Hogue Executive Administrative Assistant (512) 427-1344 shelly.hogue@texasbar.com Houston Regional Office Roxanne Linton Office Manager (713) 758-8200 invoicescdchouston@texasbar.com Tracy Brown
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Texas Young Lawyers Association State Bar of Texas TYLA Department P.O. Box 12487 Austin, Texas 787 Attn: Reimbursem Minority Affairs State Bar of Texas	S	Reimbursements for approved	Tracy Brown
Association P.O. Box 12487 Austin, Texas 787 Attn: Reimbursem Minority Affairs State Bar of Texas			
Association P.O. Box 12487 Austin, Texas 787 Attn: Reimbursem Minority Affairs State Bar of Texas	11 2487		Director, TYLA
Austin, Texas 787 Attn: Reimbursem Minority Affairs State Bar of Texas	11 2/07	functions.	(512) 427-1573
Minority Affairs State Bar of Texas	11-2401		tracy.brown@texasbar.com
State Bar of Texas	ent Request		
	_	Reimbursements for Minority	Caren Cheavens
Minority Affairs P.O. Box 12487	5	Affairs business expenses, meetings, travel, etc.	Director, Minority Affairs (512) 427-1735
Austin, TX 78711-	2487	meetings, traver, etc.	caren.cheavens@texasbar.com
7.dodiii, 17.70711	2401		ouremoneuvens@texasbar.som
State Bar of Texas	S	Reimbursements related to	Marcie Blinn
TexasBarCLE Dep	partment	TexasBarCLE program business,	Travel Coordinator
TexasBarCLE P.O. Box 12487		speakers, etc.	(512) 427-1796
Austin, Texas 787			marcie.blinn@texasbar.com
Attn: Reimbursem		Deimeleure emente for commerced	Hally Daddahaaa
State Bar of Texas Texas Bar Books	•	Reimbursements for approved Texas Bar Books business	Holly Reddehase Meeting Coordinator
	11-2487		
Attn: Reimbursem		<u> </u>	1, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Reimbursements	should be sent to	Reimbursements for approved	Review and approval according to the
supervisors, mana	agers or directors.	State Bar employee business	Authorized Signature Form. See
SBOT Employees		expenses, meetings, travel, etc.	Accounting for questions: Tracy Jarrat
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	E: Reimbursement		UPL Legal Assistant
	- I CHIDUISCHICH	Committee business expenses,	
		meetings, travel etc	I(512) 427-1341
Unauthorized Practice of appropriate District	be approved by the	meetings, travel, etc.	(512) 427-1341 txuplcsupport@texasbar.com
Law Committee Chair. Received for	be approved by the ct Subcommittee	meetings, travel, etc.	(512) 427-1341 txuplcsupport@texasbar.com
appropriate 2.5th	be approved by the ot Subcommittee orms will be	meetings, travel, etc.	. ,
Law Committee Chair. Received for	be approved by the ct Subcommittee orms will be oval by the	meetings, travel, etc.	. ,
Law Committee Chair. Received for reviewed for appro	be approved by the ct Subcommittee orms will be oval by the IPLC.		txuplcsupport@texasbar.com
Law Committee Chair. Received for reviewed for approcessing Chairman of the U	be approved by the ct Subcommittee orms will be coval by the IPLC.	Reimbursements for TBLS	txupicsupport@texasbar.com Priscilla Leal
Law Committee Chair. Received for reviewed for approximate Chairman of the U Texas Board of Legal Chair. Received for reviewed for approximate Chairman of the U Texas Board of Legal	be approved by the ct Subcommittee orms will be coval by the IPLC.		txuplcsupport@texasbar.com
Texas Bar Books P.O. Box 12487 Austin, Texas 787 Attn: Reimbursem Reimbursements supervisors, mana SBOT Employees UPLC, P.O. Box	11-2487 ents should be sent to agers or directors.	Texas Bar Books business expenses, meetings, travel, etc. Reimbursements for approved State Bar employee business expenses, meetings, travel, etc. Reimbursements for UPL	Meeting Coordinator (512) 427-6817 cynthia.day@texasbar.com Review and approval according Authorized Signature Form. Se Accounting for questions: Tracy CFO, (512) 427-1481 tracy.jarratt@texasbar.com Nina Winters

STATE BAR OF TEXAS

Request for Reimbursement of Expenses

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	Mail Reimbursement To:	For travel related to:	Staff Liaison:
Law Related Education Department	Law Related Education P.O. Box 12487 Austin, TX 78711-2487 Attn: Reimbursement Request	Reimbursements for Law Related Education business expenses, meetings, travel, etc.	Jan Miller Director, LRE (512) 427-1821 jan.miller@texasbar.com
Texas Bar College	Texas Bar College P.O. Box 12487 Austin, TX 78711-2487 Attn: Katherine Korrodi	Reimbursements for College of the State Bar business expenses, meetings, travel, etc.	Katherine Korrodi Program Coordinator (512) 427-1799 katherine.korrodi@texasbar.com
State Bar of Texas Accounts Payable Department	N/A - Reimbursements should be sent to staff liaison	Questions on payment status?	Rhonda Bridges Accounts Payable Manager (512) 427-1428 rhonda.bridges@texasbar.com