

# STATE BAR OF TEXAS

## Request for Reimbursement of Expenses

1/1/2024

State Bar of Texas Travel Reimbursement Form (Jan-Dec 2024)

Date of Request

Purpose of Travel:

Reimbursement Policies and Procedures available at:  
texasbar.com/Reimbursement

	From	To
Date(s) of travel		
Location of meeting		

PLEASE SEE BELOW FOR A LIST OF DEPARTMENTS and STAFF LAIANSONS to receive your request

Please complete the highlighted applicable areas and submit form within 45 days from the date of travel

**MAKE CHECK PAYABLE TO:**

(Name of Individual, Firm or Company)

Barcard # (if applicable) \_\_\_\_\_  
 Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 \_\_\_\_\_  
 City, State and Zip \_\_\_\_\_  
 Telephone Number \_\_\_\_\_

**STATE BAR APPROVAL**

Date Approved for Payment: \_\_\_\_\_, 20\_\_\_\_

(Officer, Committee Chair, Executive, Dept. Head, Other)

Finance Department

**TRAVEL EXPENSES**

	Transportation		AMOUNT
Airfare	\$ -		\$ -
Speaker Airfare (TxBarCLE use only)	\$ -		\$ -
Car Rental & Fuel	\$ -		\$ -
Charter Bus Service	\$ -		\$ -
Taxi / Transportation Service	\$ -		\$ -
Parking & Tolls	\$ -	(\$0.655 for travel July-Dec 2023)	\$ -
Auto Mileage	\$ -	@ \$ 0.670 =====>	\$ -
Tips	\$ -		\$ -
Other Expenses	\$ -		\$ -
<b>Travel Subtotal</b>			<b>\$ -</b>

Lodging and Meals			
Date	Hotel	Meals	
	\$ -	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	
<b>Lodging &amp; Meals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Other Expenses			
Description		\$ -	\$ -
Description		\$ -	\$ -

\*\*\*\* For State Bar Use Only \*\*\*\*

	\$ -	<=====>	\$ -
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FUND-DEPT-ACCT	LOCATION	AA	TOTAL
-50200-			\$ -
-50205-			\$ -
-50210-			\$ -
-50220-			\$ -
-50236-			\$ -
-50215-			\$ -
-50230-			\$ -
-50225-			\$ -
-50239-			\$ -
-50252-			\$ -
-50285-			\$ -
			\$ -
			\$ -
			\$ -

Total Reimbursement Requested

**CERTIFICATION OF CLAIMANT**

*The above described expenses were incurred by me for the purpose stated. I have attached receipts for applicable expenditures (airlines, hotels, etc.), except in cases where receipt is unavailable. I certify that this request is true, correct, and unpaid.*

Signature of Claimant \_\_\_\_\_ Date \_\_\_\_\_

THANK YOU FOR YOUR SERVICE TO THE STATE BAR OF TEXAS.

Enter Fund Code		Enter Location	
Enter Dept Code		Enter AA	

# STATE BAR OF TEXAS

## Request for Reimbursement of Expenses

	Mail Reimbursement To:	For travel related to:	Staff Liaison:
<b>Board of Directors</b>	State Bar of Texas Officers & Directors Department P.O. Box 12487 Austin, Texas 78711-2487 Attn: Reimbursement Request	Reimbursements for approved Board of Directors related business, meetings and functions.	Jennifer Reames Executive Assistant (512) 427-1415 jennifer.reames@texasbar.com.
<b>Committees</b>	State Bar of Texas Committees Department P.O. Box 12487 Austin, Texas 78711-2487 Attn: Reimbursement Request	Reimbursements for approved State Bar committee business, meetings and functions.	Ben Walter Committees Coordinator (512) 427-1517 committees@texasbar.com
<b>Sections Department (Council of Chairs Reimbursements)</b>	State Bar of Texas Sections Department P.O. Box 12487 Austin, Texas 78711-2487 Attn: Reimbursement Request	Reimbursements for qualified/approved State Bar Section travel related to Council of Chairs meetings.	Lyndsay Jackson Sections Department Director (512) 427-1419 lyndsay.jackson@texasbar.com
<b>Sections</b>	All Section travel reimbursements are approved by the Section Treasurer. Forms and questions should be directed to Section Treasurer. State Bar retains a copy of reimbursement forms with contact information.	Reimbursements for qualified/approved State Bar of Texas Section-related travel.	Sections Accounting Manager State Bar of Texas (512) 427-1428 rhonda.bridges@texasbar.com
<b>Chief Disciplinary Counsel</b>	State Bar of Texas Chief Disciplinary Counsel P.O. Box 12487 Austin, Texas 78711-2487 Attn: Reimbursement Request	Reimbursements for approved Commission for Lawyer Discipline and Chief Disciplinary Counsel Office business and meetings held in Austin.	Shelly Hogue Executive Administrative Assistant (512) 427-1344 shelly.hogue@texasbar.com
<b>Chief Disciplinary Counsel Regional Offices</b>	Dallas Regional Office Brenda Lopez Office Manager (972) 383-2900 invoicescdcdallas@texasbar.com	San Antonio Regional Office Sandra Cuellar Office Manager (210) 208-6623 sandra.cuellar@texasbar.com	Houston Regional Office Roxanne Linton Office Manager (713) 758-8200 invoicescdchouston@texasbar.com
<b>Texas Young Lawyers Association</b>	State Bar of Texas TYLA Department P.O. Box 12487 Austin, Texas 78711-2487 Attn: Reimbursement Request	Reimbursements for approved TYLA business, meetings and functions.	Tracy Brown Director, TYLA (512) 427-1573 tracy.brown@texasbar.com
<b>Minority Affairs</b>	Minority Affairs State Bar of Texas P.O. Box 12487 Austin, TX 78711-2487	Reimbursements for Minority Affairs business expenses, meetings, travel, etc.	Caren Cheavens Director, Minority Affairs (512) 427-1735 caren.cheavens@texasbar.com
<b>TexasBarCLE</b>	State Bar of Texas TexasBarCLE Department P.O. Box 12487 Austin, Texas 78711-2487 Attn: Reimbursement Request	Reimbursements related to TexasBarCLE program business, speakers, etc.	Marcie Blinn Travel Coordinator (512) 427-1796 marcie.blinn@texasbar.com
<b>Texas Bar Books</b>	State Bar of Texas Texas Bar Books P.O. Box 12487 Austin, Texas 78711-2487 Attn: Reimbursements	Reimbursements for approved Texas Bar Books business expenses, meetings, travel, etc.	Holly Reddehase Meeting Coordinator (512) 427-6817 cynthia.day@texasbar.com
<b>SBOT Employees</b>	Reimbursements should be sent to supervisors, managers or directors.	Reimbursements for approved State Bar employee business expenses, meetings, travel, etc.	Review and approval according to the Authorized Signature Form. See Accounting for questions: Tracy Jarratt, CFO, (512) 427-1481 tracy.jarratt@texasbar.com
<b>Unauthorized Practice of Law Committee</b>	UPLC, P.O. Box 12487, Austin, TX 78711-2487 *NOTE: Reimbursement forms should <u>first</u> be approved by the appropriate District Subcommittee Chair. Received forms will be reviewed for approval by the Chairman of the UPLC.	Reimbursements for UPLC Committee business expenses, meetings, travel, etc.	Nina Winters UPL Legal Assistant (512) 427-1341 txuplcsupport@texasbar.com
<b>Texas Board of Legal Specialization</b>	Texas Board of Legal Specialization Attn: Priscilla Leal 505 E. Huntland Dr., Ste. 400, LB 28 Austin, TX 78752	Reimbursements for TBLS business expenses, meetings, travel, etc.	Priscilla Leal Texas Board of Legal Specialization (512) 453-7266 ext. 106 priscilla.leal@texasbar.com

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	Mail Reimbursement To:	For travel related to:	Staff Liaison:
<b>Law Related Education Department</b>	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
<b>Texas Bar College</b>	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
<b>State Bar of Texas Accounts Payable Department</b>	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