

Invoice and Reimbursement Approval and Submission

1. Customized reimbursement forms with section treasurer information are available to distribute to your section members who need reimbursement.
2. All reimbursement forms should be signed by the recipient, supported with receipts, and approved according to Section policy.
3. All reimbursement requests should be submitted within 45 days after travel.
4. Section Treasurers can submit invoices and reimbursement forms directly to sectionpayments@texasbar.com as an email attachment.
5. The State Bar does not pay sales tax, so please request that sales tax be removed if being charged on an invoice.
6. Hotel contracts and other contracts should be submitted through Lyndsay's team well in advance.

Electronic Signatures by the Claimant are accepted.

Treasurer's submission to the sectionpayments@texasbar.com account indicate his/her Approval to Pay. Claimants may not submit their own reimbursements.

Note: W-9 forms and ACH/EFT Forms should be sent separately if possible.

Please contact Marni Fidler, Sections Accounting Manager, with any questions.

Marni.Fidler@texasbar.com / 512.427.1404

Thank you for your assistance in helping to expedite our payment process!