

SAMPLE 1

**STATE BAR OF TEXAS
[SECTION NAME] COUNCIL
REIMBURSEMENT POLICY
AS OF [date]**

The [Section Name] will reimburse Council members (and authorized guests) for the following:

- Meals en route to/from meeting – up to \$80 per day (alcoholic drink may be ordered at the individual's personal expense.)
- Air travel – at two week advanced purchase rates. 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 chair or treasurer.
- Personal car/no fuel – at the mileage rate established by the State Bar. For out of state trips, reimbursed mileage is not to exceed the cost of airfare.
- 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, rideshare, 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). If renting a car, please use the SBOT discount codes for rentals (Avis F999202; Hertz 2162531; Enterprise TX202, pin STA) as those automatically include the insurance protection at no additional cost. Unless otherwise approved by the chair, rental cars should not be utilized when flying.
- Taxis/Rideshares, etc. – Limo or town car services will be reimbursed at the same rate as taxi service. (Carpooling by council members is recommended and qualifies for a size-upgrade, if needed to accommodate all passengers).
- Parking
- Lodging at the State Bar rate at host hotel – Number of reimbursed nights designated by the chair. Any additional nights, upgrades or add-ons are at a personal expense.
- Tips

The section will not reimburse you for the following:

- Alcohol with a meal en route to/from meeting (alcoholic drink may be ordered at the individual's personal expense.)
- 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 middle-tier 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.

Individuals attending a council meeting must submit their reimbursement request within 45 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.)

SAMPLE 2

STATE BAR OF TEXAS [SECTION NAME] REIMBURSEMENT POLICY [DATE]

REIMBURSABLE EXPENSES

Actual public transportation fare or private automobile mileage at standing State Bar rates will be reimbursed to members attending Council meetings, together with taxis, rideshare, or other appropriate transportation to and from terminals. Council Members are encouraged to share rides when possible. The Chair may approve rental cars for transport to and from terminals in advance of any meeting and may provide for an option to choose the mode of transportation with reimbursement equal to the lesser of (1) actual rideshare costs, (2) actual rental car, parking fees at the hotel, and fuel costs, and (3) an amount announced by the Chair in advance of the meeting for car rental reimbursement (generally based on the estimated rideshare costs to travel to and from terminals). If renting a car, please use the SBOT discount codes for rentals (Avis F999202; Hertz 2162531; Enterprise TX202, pin STA) as those automatically include the insurance protection at no additional cost.

Council members can select any mode of public transportation, including Vonlane or commercial airlines. Council members will be reimbursed for airfare but should take advantage of reduced cost travel through advanced purchase whenever available. The section will reimburse nominal fees to secure preferred boarding, such as "EarlyBird" check-in, and will reimburse fares that allow regular seat selection on booking. The section will not reimburse for checked bag fees, extra legroom or premium location seating fees, or for upgraded fares such as plus, premium, priority, choice preferred, choice extra, business or first-class travel absent special circumstances. All travel expense requests for reimbursements for Council meeting travel shall be reviewed and approved by the Treasurer of the section. The Treasurer may refer any questions regarding reimbursement of particular expenses to the section's other officers for resolution by majority vote.

One night of hotel expenses will be reimbursed for one-night meetings. Two nights of hotel expenses will be reimbursed for two-night meetings. Council members can select any night(s) for reimbursement that they desire. It is conducive to the Council's business for all persons attending a meeting to stay at the hotel, and unless the Chair announces in advance of a meeting, reimbursement for lodging will be provided even if the person resides in the same city as the hotel. However, the Chair may announce in advance of a meeting restrictions on reimbursement of lodging due to geographic or other factors.

The Chair will announce in advance of the one- and two-night meetings if the section will reimburse Saturday lunch expense. Reimbursement for extra nights of lodging or meals not provided by the section may be provided on a case-by-case basis at the discretion of the Treasurer, who may refer a case for decision by a majority vote of the officers.

As noted above, spouses or significant others are encouraged to attend all section meetings. However, separate travel expenses of spouses or significant others will not be reimbursed, unless the Chair (subject to approval of the Council in each instance) determines such separate travel expenses will be reimbursed.

Except as provided above, travel and meal expenses will not be reimbursed.

PROCEDURES

Meeting attendees must submit reimbursement requests on the Council reimbursement form to the Treasurer of the section (or Committee Chair if related to committee work), accompanied by appropriate supporting documentation (hotel, airline, taxi, or car rental receipts, map showing calculation of automobile mileage, other receipts, etc.).

Reimbursement requests should be submitted to the Treasurer within 30 days of the expense.

Reimbursement requests submitted to an appropriate Committee Chair, if approved, will be forwarded by that chair to the Treasurer.

SAMPLE 3

State Bar of Texas [Section] Reimbursement Policy Adopted on [date]

Reasonable expenditures outside this Policy due to special or emergency circumstances may be reimbursed by approval of the council.

The section will reimburse council members (and authorized guests/speakers) for the following:

Meals (no alcohol) – up to \$80 per day

Air travel – coach seats only and must be purchased at least 2 weeks in advance of event. The section will reimburse up to the amount of coach seats – if a person chooses to upgrade, they will be responsible for the cost difference between coach and the upgraded seats. The section will reimburse for one checked bag up to \$50. The section will not reimburse for cost of early boarding or line-skipping fees such as TSA PreCheck/Clear.

Personal car mileage (no fuel) – at the mileage rate in effect at the time of travel established by the State Bar

Rental car (no fuel) – to be eligible for reimbursement for rental car, the renter must use the State Bar discount when reserving the vehicle. The State Bar has negotiated favorable rental rates with Avis, Hertz, and Enterprise that includes insurance coverage. The type of vehicle should typically be no more than full size unless carpooling with other section council members whereby a larger car is needed, and unless the selected vehicle is less expensive than a full size. Please consider carefully the decision to rent a vehicle vs taking a taxi, Uber, etc. A decision to rent a vehicle should consider rental costs, fuel and parking expenses. Section will not reimburse for both rental car and air travel for the same event.

Parking (hotel and event)

Taxi/Uber/Lyft – up to \$80/day

Lodging – if no rooms are available at the hot hostel available, lodging for a similarly priced hotel (i.e. within \$100/night cost of State Bar host hotel) will be reimbursed. Lodging is generally reimbursed at one night for council meetings and two nights for retreats; unless the section chair directs otherwise, and depending on personal needs of the council member, distance traveling and length of the meeting. Hotel pet-related fees will be reimbursed up to \$100/night.

Tips – 30% maximum

The section will not reimburse for alcohol outside of section hosted group events, entertainment or expenses associated with a spouse or other guest.

During most meetings and retreats, the section will host a meal/event. Council members and their guests as well as the section invited guests are invited to these meals. Only beer, wine and well or premium drinks will be provided at the section's expense at these dinners. Any other type of alcoholic drink may be ordered at the individual's personal expense. Any alcoholic beverages ordered apart from the section-sponsored meal/event is also at the individual's expense.

Individuals must submit their reimbursement request within 45 days, using the council reimbursement form, to the section treasurer. All reimbursement forms must be accompanied by appropriate supporting documentation (itemized receipts/invoices) for each item reimbursement is being requested.