



# Federal Bar Association

## **Policy No. 2-3: Reimbursement Policy**

**Approved By:** Board of Directors

**Date Approved:** September 24, 1986

**Date Effective:** October 1, 1986

### **Policy:**

All requests for reimbursement must be submitted within 30 days from the last day of the event for which the expense was incurred. Amounts sought for reimbursement must be within the limits established by this Policy 2-3 or otherwise approved by the President or Executive Director. All requests should be on the Reimbursement Request Form and must be accompanied by receipts and/or an explanation of the nature of the expense. When a receipt is not available, a written explanation of the expense shall be submitted.

Reimbursement shall be as follows unless otherwise provided by the President or the Executive Director:

- The President of the Association shall be reimbursed for all reasonable out-of-pocket expenses associated with his/her duties as President. Reimbursement shall not exceed the amount designated in the Association's approved budget.
- Board of Directors shall be reimbursed for up to 3 days per diem (based on actual attendance) plus airfare and ground transportation for board meetings. If the board meeting is held in conjunction with Leadership Summit or Annual Meeting and Convention, Board of Directors shall be reimbursed for up to 5 days per diem (based on actual attendance). Directors-elect shall be reimbursed for up to 5 days per diem plus airfare and ground transportation (based on actual attendance) for the board meeting held in conjunction with the annual meeting.
- Vice Presidents for the Circuits shall be reimbursed for up to 4 days per diem (based on actual attendance) plus airfare and ground transportation for Leadership Summit and 3 days per diem (based on actual attendance) plus airfare and ground transportation for Annual Meeting and Convention. Vice Presidents for the Circuits-elect shall be reimbursed for up to 3 days per diem (based on actual attendance) plus airfare and ground transportation for Annual Meeting and Convention.
- Chapters are permitted two seats on the National Council: the Chapter President or his/her designee and a Chapter Delegate. Chapter Delegates must be identified by the chapter at least 30 days in advance of Leadership Summit or Annual Meeting and Convention. Each chapter shall be entitled to have one attendee reimbursed for airfare or two attendees each reimbursed for half the cost of airfare. For those chapters in existence for three or fewer years, the Executive Director may grant an exception and reimburse airfare for two attendees.

- Past National Presidents, National Committee Chairs, and National Council Appointed members shall be reimbursed for airfare for Leadership Summit and Annual Meeting and Convention.
- One Delegate to the ABA House of Delegates, who is elected by the members of the Association, shall be reimbursed for up to 2 days per diem (based on actual attendance) plus airfare and ground transportation for two ABA Meetings annually and up to 2 days per diem (based on actual attendance) plus airfare and ground transportation for FBA Leadership Summit and Annual Meeting and Convention. Members are encouraged to represent the FBA on other association boards and committees but no reimbursement will be available.
- Reimbursement for Section and Division Chairs is governed by Policy 9-5: Section and Division Financial Management.

For the purpose of this policy, current reimbursement rates are

- Airfare: coach rate, subject to 21-day, advanced purchase with Saturday night stay, if appropriate. If airfare is purchased less than 21 days in advance of the meeting, the reimbursement will be capped at \$500.
- Rail: up to the maximum of equivalent airfare
- Car Travel: Current IRS standard mileage rate per mile (in lieu of air/rail up to the maximum of equivalent airfare)
- Lodging, meals and incidentals: \$175 per diem (actual, up to the maximum per day)
- Ground transportation: up to the maximum of \$75

**In all instances, receipts must be attached for any expense more than \$25 for reimbursement requests.**

Exceptions may be approved by the Executive Director of the Federal Bar Association. If a request is denied, the individual may submit an appeal in writing to the Executive Committee within 30 days of the denial.

**Purpose:**

To establish the time limits and devise conditions under which requests for reimbursement of expenses incurred by individuals in pursuit of their official function for the Federal Bar Association will be reimbursed.

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**Change Notice:** Amended 1/31/2019 (increased the number of days of per diem based on new Leadership Summit schedule) 2/1/2018; 1/31/2015; 6/21/2014; 1/25/2014; 4/5/2013; 2/1/2002; 6/24/2001