



Federal Bar Association

Policy No. 2-3: Reimbursements

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 their 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 three (3) nights of lodging and incidentals (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 four (4) nights (based on actual attendance). Directors-elect shall be reimbursed for up to four (4) nights plus airfare and ground transportation (based on actual attendance) for the board meeting held in conjunction with the Annual Meeting and Convention. Guests who attend in person board meetings at the request of the Board of Directors shall be covered by this reimbursement policy.
- Vice Presidents for the Circuits and members of the Sections and Divisions Council shall be reimbursed for up to four (4) nights of lodging and incidentals (based on actual attendance) plus airfare and ground transportation for Leadership Summit and three (3) nights (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 three (3) nights (based on actual attendance) plus airfare and ground transportation for Annual Meeting and Convention. Attendance at the National Council meetings is required for reimbursement.
- Chairs and Chairs-elect (or their designee) for the Sections and Divisions shall be reimbursed for up to four (4) nights of lodging and incidentals (based on actual attendance) plus airfare and ground transportation for Leadership Summit and three (3) nights (based on actual attendance) plus airfare and ground transportation for Annual Meeting and Convention.

Attendance at the National Council meetings is required for reimbursement. Officers and Board members of Sections/Divisions shall be reimbursed for up to three (3) nights of lodging and incidentals (based on actual attendance) plus airfare and ground transportation as provided in this policy when traveling on Section/Division business, other than travel for the Leadership Summit or Annual Meeting and Convention that has been pre-approved by the FBA Budget and Finance Committee as part of the Section/Division's annual budget request.

- Chapters are permitted two seats on the National Council: the Chapter President or their 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. Attendance at the National Council meetings is required for reimbursement.
- Past National Presidents, National Committee Chairs, and National Council Appointed members shall be reimbursed for airfare for Leadership Summit and Annual Meeting and Convention. Attendance at the National Council meetings is required for reimbursement.

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. If miles are used to purchase a ticket, a record of the ticket cost from the airline must be provided with the reimbursement request. If miles are used to purchase a ticket less than 21 days in advance of the meeting, the reimbursement will be capped at \$500. If another class other than coach is purchased, a record of the coach rate ticket cost from the airline must be provided with the reimbursement request. Seat upgrades and baggage costs are not reimbursable.
- Rail: up to the maximum of equivalent airfare in lieu of air or car travel.
- Car Travel: Current IRS standard mileage rate per mile up to the maximum of equivalent airfare in lieu of air or rail travel.
- Lodging and incidentals: \$200 per night (actual incurred, up to the \$200 maximum). Absent extenuating circumstances, individuals must stay in the official meeting hotel to receive reimbursement.
- Ground transportation: up to the maximum of \$100.
- Registration Fees: Registration fees for FBA and non-FBA conferences and events are not reimbursable. Exceptions may be considered if this policy creates a hardship that would

prevent participation. A request for an exception must be submitted for approval prior to incurring an expense and attending the event.

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

Members are encouraged to represent the FBA on other association boards and committees, but no reimbursement will be available.

Exceptions may be approved by the Executive Director of the Federal Bar Association. A request for an exception to this policy must be submitted prior to incurring the expense and attending the event. 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.

Change Notice: Amended 6/12/2026 and effective immediately (clarifies attendance at National Council is required for reimbursement; clarifies reimbursement for airfare purchased via miles/points; and clarifies reimbursement for non-economy class tickets); Amended and effective FY26 (reimbursements for section and division chairs/officers and members of the Sections and Divisions Council governed by this policy; addition of registration fees section to formalize existing practice) Amended 4/8/2022 (increased lodging to \$200 per night and ground transportation to \$100); amended 11/17/2021 (changed per diem to per night of lodging and incidentals) 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