



# The Florida Bar Section/Division Reimbursement

Name: \_\_\_\_\_ Atty. No.: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

In accordance with the policies outlined on the reverse of this form and the policies of the Section/Division, please reimburse the following:

### **Office Expenses**

Telephone Charges (attach itemization if more than \$50)	\$ _____
Photocopies _____ copies at _____ per copy (not to exceed 10¢ per copy)	\$ _____
Postage	\$ _____
Printing	\$ _____
Other (please explain) _____	\$ _____
<b>Total Office Expense</b>	<b>\$ _____</b>

### **Travel Expenses**

Date of Travel: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Airfare (receipt of photocopy of ticket required)	\$ _____
Personal Car: _____ miles at "_____" per mile	\$ _____
Taxi	\$ _____
*Car Rental: _____ company (# of days _____)	\$ _____
(Both the rental car agreement and the rental car receipt are required.)	
Meals (maximum: \$50 per day)	\$ _____
Lodging (hotel receipt required, <b>not</b> credit card slip, room and tax only)	\$ _____
Other (please explain) _____	\$ _____
<b>Total Travel Expense</b>	<b>\$ _____</b>

**TOTAL** \$ \_\_\_\_\_

Make check payable to  me  my firm.

Return to: \_\_\_\_\_

Professional Development Department  
The Florida Bar  
651 East Jefferson Street  
Tallahassee, Florida 32399-2300

Officer's Approval:  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

# The Florida Bar Section Reimbursement Policies

Outlined below is an excerpt from Florida Bar Standing Board Policy 5.61, Section Disbursement Policies.

- (e) **Section Reimbursement Policy.** Sections may separately budget a fixed amount to be paid annually to section officers for reimbursement for all expenses incurred as opposed to reimbursing expenses on an item-by-item basis. Except for the expense allowance herein provided for section officers, all reimbursement of expenses must be in accordance with the following or be on a more restrictive basis as determined by individual sections:
- (1) **Telephone Charges.** All conference call charges must identify the parties called and the amount and purpose of the call. Telephone calls of up to \$50 per month may be reimbursed without itemization. If charges exceed that amount, all charges must be identified as to at least one of the following:
- a. party called,
  - b. telephone number called, or
  - c. purpose of the call.
- (2) **Copy Costs.** Office copy costs are not to exceed 10¢ per copy and must be itemized by number of copies and purpose. Miscellaneous, general, etc. is an appropriate description for a small number of copies.
- (3) **Postage.** Any large mailings must be itemized as to what was mailed to whom and at what cost. Mailings should be done by section staff at the Bar headquarters when possible.
- (4) **Printing.** All printing shall be done at The Florida Bar headquarters unless, for the benefit of the section and the Bar, circumstances warrant otherwise.
- (5) **Travel Expenses.** Travel expense reimbursement is essentially the same as for Bar employees.
- a. Air fare in all instances shall be “coach”.
  - b. Mileage is reimbursed at the maximum rate permissible by IRS without reporting such reimbursement to the Internal Revenue Service or some lower figure set by the section.
  - c. When taxis or limousines are not practical, a rental car may be used. The rental car shall be a subcompact or compact, or any other vehicle at a rate no greater than the rates for a subcompact or compact.
  - d. The method of travel should be the most economical, considering both time and travel costs.
  - e. Meals shall be reimbursed at the same rate as is then applicable for expense by staff members of The Florida Bar. If there is a group meal function which is paid for by the section, no individual meal reimbursement shall be permitted.
  - f. Copies of receipts for lodging, out-of-town travel expenses (airline tickets, etc.) and all other charges of \$25 or more (other than mileage and authorized meal allowances) must be attached.
  - g. When paying expenses (meals, etc.) for other individuals, the names of the other parties must be indicated and the relation to Bar activity disclosed.
  - h. The travel expenses of the spouse, companion or associate of a Florida Bar CLE speaker may be reimbursed in the same amounts and for the same items of expenditures as otherwise allowed for the speaker; however, reimbursement shall not be allowed unless provided for in the section’s annual budget as an “excess speaker expense” under SBP 5.60(k).
- (6) **Time Limits For Reimbursement Requests.** Expenses to be considered for reimbursement must be submitted at least quarterly within 30 days of the end of the quarter for any quarter the cumulative unreported expenses exceed \$100. Expense reports due for periods ending on June 30 must be filed by July 15. A section may elect to hold actual payment of such expense statements until July 15 after the end of the fiscal year.
- (f) **Conflicting Policies.** Any existing policy of The Florida Bar that is in conflict with this policy shall not be controlling and should be amended. These policies are minimal umbrella policies for sections to operate within. Sections shall establish policies specific to the individual section within the umbrella policies.

NOTE: As stated above, these are minimal umbrella policies. Each section/division may or may not provide for member reimbursement of expenses. If you have questions, please contact your section administrator.