



# SPEAKER TRAVEL REIMBURSEMENT

**SUBMIT WITHIN TWO WEEKS OF COURSE PRESENTATION**

Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Florida Bar #: \_\_\_\_\_ Travel Dates: \_\_\_\_\_

Course Title: \_\_\_\_\_ City: \_\_\_\_\_

### TRANSPORTATION:

\* Air: \_\_\_\_\_ airlines (coach, 21-day advance purchase) \$ \_\_\_\_\_

Personal Car: \_\_\_\_\_ miles at \_\_\_\_\_ per mile \$ \_\_\_\_\_

\* Car Rental: \_\_\_\_\_ company (# of days \_\_\_\_\_) \$ \_\_\_\_\_

**Both the rental car agreement and the rental car receipt are required.**

**FOOD EXPENSES:** Actual expenses, not to exceed **\$50** per travel day  
**Any AMOUNT over \$25.00 requires a receipt.**

Record actual amount per meal:	DAY 1	DAY 2	DAY 3	
Breakfast (example \$12 / day)	\$ _____	\$ _____	\$ _____	
Lunch (example \$14 / day)	\$ _____	\$ _____	\$ _____	
Dinner (example \$24 / day)	\$ _____	\$ _____	\$ _____	
				\$ _____

### OTHER EXPENSES: **Any AMOUNT over \$25.00 requires a receipt.**

\*\* Hotel (Room and tax only, at lowest rate available) \$ \_\_\_\_\_

Taxi \$ \_\_\_\_\_

Tolls \$ \_\_\_\_\_

Parking \$ \_\_\_\_\_

Itemize: \_\_\_\_\_ for a total of \$ \_\_\_\_\_

\_\_\_\_\_ for a total of \$ \_\_\_\_\_

\_\_\_\_\_ for a total of \$ \_\_\_\_\_

**TOTAL AMOUNT DUE SPEAKER:** \$ \_\_\_\_\_

Please make check payable to: \_\_\_\_\_

(Name)

\_\_\_\_\_

(Address)

\_\_\_\_\_

(City/State/Zip)

\* Receipts Required

\*\* Actual Hotel Bill, Not Charge Slip

**Return to: Professional Development**  
**ATTN:**  
**The Florida Bar**  
**651 East Jefferson Street**  
**Tallahassee, FL 32399-2300**

<b>FOR OFFICE USE ONLY</b>	
Course #	_____
Approval	_____
Date	_____

## CLE EXPENSE REIMBURSEMENT POLICIES

***Requests for reimbursement must be submitted within 2 weeks of your presentation.***

*We appreciate your agreeing to volunteer on behalf of The Florida Bar. We understand this requires a substantial expenditure of time on your part for which there is no payment. We can, however, reimburse you for your actual expenses directly related to the course presentations, one steering committee meeting and one speakers' workshop if held.*

The following are CLE Committee policies governing the reimbursement of travel expenses. If you have any questions as to whether an expense is reimbursable, please contact your staff liaison, in advance, to avoid any misunderstandings.

### **A. Transportation**

Air Fare - We will reimburse up to the cost of a 21-day advance purchase. Please make your reservations early to obtain the lowest rate. Submit the original airline ticket (or copy of ticket) with your reimbursement request. First class air fare will not be reimbursed.

Mileage - Automobile mileage will be reimbursed at the maximum rate per mile allowed by the IRS.

Ground Transportation - The cost of ground transportation (taxicabs, airport shuttles) will be reimbursed. Please share transportation with other faculty members when possible.

Rental Cars – ***A Receipt is Required (and a copy of the rental car agreement).***

The one day cost of a rental car, if necessary or if more economical than cab fare, will be reimbursed. If special circumstances warrant a rental car, prior approval of the staff liaison is needed. In addition, parking fees, tolls, etc., will also be reimbursed. Include originals or copies of your invoices and receipts with reimbursement request. ***The full rental car cost may not be reimbursed without the required rental car agreement and the rental car receipt (or copy).***

### **B. Meals**

Meals will be reimbursed on an actual expenditure basis for up to \$50 per day (24-hours) per speaker. If more than one speaker is included on a meal charge, please list all the names and provide a receipt. A receipt is required for any expense exceeding \$25.

### **C. Lodging - Receipt Required (or copy)**

Lodging will be reimbursed for no more than the lowest rate (single/regular) room plus applicable taxes at the host hotel, and will be paid for no more than one night. If special circumstances warrant additional nights, prior approval of the staff liaison is needed. Lodging expenses will not be reimbursed for lecturers speaking in the general vicinity of their home. Please include a copy of the hotel bill with your reimbursement request.

### **D. Family Members**

We cannot reimburse expenses of your spouse, children or other family members should you choose to have them accompany you to the course.

### **E. Long Distance Telephone Charges**

Long distance telephone charges directly attributable to the course are reimbursable.

### **F. Printed Materials**

We endeavor to have ***complete electronic course material two weeks in advance*** of each seminar presentation. Therefore, we discourage the practice of "handouts" at the seminar locations. If you cannot avoid this, you will be responsible for your printing expenses.

*Any speaker expenses exceeding the amounts set forth above may be reimbursed from the co-sponsoring section's/division's funds, upon approval of that section or division.*