

## STATE BAR OF TEXAS REIMBURSEMENT GUIDELINES

State Bar of Texas volunteer committee participants are eligible to be reimbursed for reasonable expenses. Reimbursement is limited to actual, reasonable expenditures necessary to plan or complete committee work. We ask that you keep your expenses to a minimum, and any volunteer who is able to contribute their time and effort without requesting reimbursement does so with our gratitude. State Bar ledgers are public records and are scrutinized by auditors, so please notify State Bar staff in advance if you anticipate a large or unusual expense. **Please note that reimbursement requests will not be processed without the necessary receipts included.**

### TRANSPORTATION

#### Air Travel:

- Book your air travel no less than 14 days in advance to get the least expensive fares.
- Free airline tickets used for committee business travel are not eligible for reimbursement.
- Use of personal or charter aircraft will be reimbursed for the comparable round trip economy rate.

#### Automobile Travel:

- Use of a personal vehicle is reimbursed as of 07/01/2011 at \$.51 per mile.
- Please do not rent a car unless necessary; taxis and airport buses are generally less expensive.
- If you need to rent a car, please choose an economy or mid-size car. Luxury car rental costs will not be reimbursed.
- Reasonable parking and toll costs will be reimbursed.

### LODGING & MEALS

#### Hotel Approval:

- Meetings are scheduled on a fly-in/fly-out basis to limit the need for lodging.
- All hotel stays must be approved in advance to be eligible for reimbursement. To request approval, please contact the Committees Department by phone (512-427-1505), e-mail ([gmajor@texasbar.com](mailto:gmajor@texasbar.com)) or fax (512-427-4361).
- Please contact the Committees Department for assistance in locating reasonable hotels. The State Bar will not reimburse luxury hotel costs.

#### Meals:

- Meals will be provided at committee meetings at the Texas Law Center and other approved meeting sites. For fly-in/fly-out meetings, additional meal costs are not expected.
- If you have special dietary needs, please notify the Committees Coordinator or staff liaison at least 5 days prior to the meeting.

### OTHER EXPENSES

#### Out-of-Pocket Costs:

- Reasonable expenses incurred in preparing for committee meetings, such as long distance, faxes, and postage, will be reimbursed.

#### Expenses Not Allowed:

- The State Bar does not reimburse alcohol expenses.
  - The State Bar does not reimburse travel expenses for a spouse or other family members.
- Submit reimbursement requests, with all necessary receipts enclosed, to the address listed below within 45 days of the committee meeting. Please allow 3 weeks for processing.

**State Bar of Texas**

**Attn: Committees Department**

**P.O. Box 12487**

**Austin, TX 78711-2487**