

THE WEST VIRGINIA STATE BAR TRAVEL REIMBURSEMENT REQUEST

For travel to: _____

Date(s): _____

Meeting/Project: _____

TRANSPORTATION

_____ miles, personal auto/Airfare \$ _____

Other: Parking/Ground Transportation
(Attach Receipts) \$ _____

TRANSPORTATION TOTAL \$ _____

LODGING

Hotel, Motel _____ days (Attach Receipts) \$ _____

Tips, Gratuities \$ _____

LODGING TOTAL \$ _____

MEALS

(Attach Receipts) \$ _____

MEALS TOTAL \$ _____

OTHER MISCELLANEOUS EXPENSES

(Receipts must accompany expenses over the amount of \$25) \$ _____

GRAND TOTAL \$ _____

Make Check Payable to: _____

Address: _____

Date: _____ Signature _____

Mail to: The West Virginia State Bar
Attn: Connie Blessing
2006 Kanawha Blvd, E
Charleston, WV 25311-2204

(Requests for reimbursements must be received within 60 days of the expenditure)

THE WEST VIRGINIA STATE BAR

RULES FOR MEETING AND TRAVEL EXPENSE PAYMENT AND REIMBURSEMENT

RULE 1 APPLICABILITY

These rules shall apply to State Bar officers, State Bar Board of Governors members, members of the State Bar Young Lawyers Section Executive Committee, members of State Bar committees and State Bar employees (hereinafter collectively referred to as "member") for requests for reimbursement and the payment of travel expenses incurred in connection with the discharge of their duties. For purposes of these rules, "members of the Board of Governors" shall include any newly elected governor attending the annual meeting prior to the start of such governor's term of office.

RULE 2 TRAVEL EXPENSES

Expenses traveling to and from meetings or for other State Bar business shall be reimbursed as follows:

2.1 Actual rail, bus or air fare, including shuttle, taxi and/or transfer charges, may be reimbursed.

2.2 If the member is traveling in his or her private automobile, or in a rental car rented by the member, mileage may be reimbursed up to the federal reimbursement rate per mile in existence at the time of travel, together with any associated parking fees. Mileage shall not be reimbursed in addition to rental fees for an authorized rental car expense, but actual out of pocket expenses for a reimbursed rental car for gasoline, oil or the like may be reimbursed upon submission of receipts for such expenses.

2.3 Unless the executive director determines that a rental car is deemed reasonably necessary for the participant(s) of a particular meeting or event, other than permissible mileage costs as provided in section 2.2 above, the cost of a rental car shall not be reimbursed.

RULE 3 LODGING EXPENSES

3.1 For regularly scheduled two-day board of governors meetings, two nights' room and lodging at the hotel or facility where the meeting is taking place may be reimbursed if not direct billed to and paid by the State Bar. If an additional night or nights are reasonably required, the executive director may approve such additional night(s). Reimbursement shall include any mandatory fee or charge levied by the lodging facility as a required "add-on" fee, such as a "resort fee." The room rates paid and/or reimbursed shall be those established by the hotel/facility and State Bar staff and any increase in the rate as a result of upgrades requested by the member shall be the responsibility of the member.

3.2 For all other State Bar business, including national and regional bar and bar-related meetings, lodging will be reimbursed as the same is incurred and is reasonably necessary to accomplish State Bar business. Other than State Bar officers' expenses for national or regional meetings, the executive director must approve all other such reimbursement requests. Unless payment is to be made from a committee's budget, committee members attending committee meetings must obtain the prior approval of the committee chair before incurring reimbursable lodging expenses.

3.3 Incidental personal expenses incurred by a member such as recreational activities, shopping and charges not related to State Bar business, whether made to the room bill or otherwise, shall not be direct paid or reimbursed.

RULE 4 MEAL EXPENSES

Meals traveling to, during and from a meeting or sponsored event shall be reimbursable.

RULE 5 SPOUSE/GUEST RULE

Board of Governors members and members of the State Bar Young Lawyers Section Executive Committee shall be permitted to take a spouse, or a guest in lieu of a spouse, to meetings and/or sponsored events and the expenses for such spouse or guest shall be reimbursed as if the spouse or guest were a member, provided:

5.1 Only one lodging room will be reimbursed/provided for the member and spouse/guest. Any additional rooms, or any increase in the room rate as a result of more than two persons occupying a room, will be at the expense of the member without reimbursement.

5.2 Unless a child is the "guest" of the member, expenses for children of members are not included in the reimbursement policy. At the discretion of the executive director, children may be included in any meal provided as part of the meeting.

5.3 Meals for the spouse/guest are reimbursable and the spouse/guest may also attend any meals provided as part of the meeting.

5.4 Travel expenses (typically rail, air, bus or mileage for a separate automobile) under Rule 2 are not reimbursable for a spouse/guest.

RULE 6 GENERAL RULES

6.1 Requests for reimbursement must be received within sixty (60) days following the expenditure and shall be on a form, or in a format, provided or required by the State Bar. All requests must be signed and dated by the member requesting reimbursement, but need not be signed by the spouse/guest. If requested by State Bar staff, a member shall provide such supporting information as may be required to determine if an expense is reimbursable. Unsigned, illegible or incomplete requests shall not be considered for reimbursement and shall be returned to the member for correction/supplementation as needed. A member shall provide any additional information required within thirty (30) days of the request.

6.2 Except for mileage expense, any expense over \$ 25.00 shall be documented with a written receipt or other written evidence of payment.

6.3 Expenses for committee members attending committee meetings shall not be reimbursed unless the same are approved by the committee chair, or in absence thereof, the executive director.

6.4 Communications expenses including, but not limited to, telephone charges for State Bar business calls and temporary hotel internet access fees shall be considered reimbursable expenses.

6.5 Any "miscellaneous expense" listed on a reimbursement form shall be appropriately detailed to show the business activity and its relation to State Bar business or interests sufficient to justify its payment as a State Bar business expense. Any miscellaneous expense which does not appear to be a routine, usual and normal State Bar expense must be approved by the executive director.

RULE 7 OTHER EXPENSES/CASES NOT PROVIDED FOR

In order to provide flexibility for this policy, the executive director and the president of the West Virginia State Bar may approve any lawful meeting or travel expense or request for reimbursement not covered or permitted by these rules which they both determine are reasonable State Bar expenses and should be paid and/or reimbursed.