



# Pima County Bar Association

BOARD POLICIES AND PROCEDURES

*Proud to serve the legal profession.*

Travel and Reimbursement  
Young Lawyers Division

Travel expenses incurred by an officer, director or other authorized member of Pima County Bar Association Young Lawyers Division ("Traveler") will be reimbursed in accordance with the following policies. All travel expenses in connection with PCBA YLD business shall be reimbursable only after approval by the PCBA YLD Board. To be eligible for travel reimbursement the Traveler must be a member of the Pima County Bar Association and a member of the Young Lawyers Division at the time of travel.

## 1. PRIORITY FOR TRAVEL

Travel to an ABA Conference shall be at the discretion of the President of YLD. The following criteria shall be taken into account:

- a. Presenter or speaker at the conference, including assignment as a delegate by the State Bar YLD Executive Board.
- b. Attendance at previous conferences.
- c. Involvement in PCBA YLD activities.
- d. Discretion of YLD President.
- e. Participation in leadership track.

## 2. EXPENSES SUBJECT TO REIMBURSEMENT

In no event, shall Traveler be reimbursed for expenses related to travel to conferences for attendance at more than four (4) consecutive conferences, unless agreed upon by the PCBA YLD Board of Directors. Expenses subject to reimbursement are:

- a. Travel Expenses not to exceed \$500, unless prior written approval is received, including, but not limited to the following: airfare, airport parking fees, transportation to/from the airport, cab fare, and bus/rail fare, and registration fees.
- b. Registration fees shall be directly paid by the Committee/Section/YLD Administrator for any meeting where certification for ABA YLD Assembly voting is required.
- c. Lodging at one-half the ABA-negotiated hotel room-rate or below if the traveler stays at a less expensive venue, whenever possible.
- d. Meals (excluding social events) not to exceed \$40/day.

The PCBA YLD will not reimburse or pay for:

1. Social event tickets.
2. Alcohol
3. Air travel cancellation or change fees unrelated to meeting responsibilities.

3. ADVANCE APPROVAL

All requests to attend conferences must be submitted to the YLD President no less than 90 days prior to travel, unless agreed upon by the PCBA YLD Board of Directors.

4. RECEIPTS

All expenses for reimbursement must include a receipt. All receipts, including receipts for meals, must be itemized, detailed and legible. If no receipt is submitted, the expense will not be reimbursed without Traveler submitting an expense affidavit.

5. AIR TRAVEL

All air travel shall be at the lowest economy fare available. Travel arrangements should be made as early as possible to take advantage of special fares. Airport parking shall be a reimbursable expense, if a receipt is provided.

6. AUTOMOBILE EXPENSES

The Traveler may be reimbursed for automobile expenses on the basis of mileage at the rate of \$.25 per mile for use of a personal automobile in connection with PCBA YLD business. Automobile expenses must be approved by the Board. This reimbursement does not include travel to regular or monthly scheduled PCBA YLD meetings.

A Traveler driving a personal automobile on PCBA YLD business must have vehicle liability insurance and a valid driver's license during the period of travel. The maximum allowable reimbursable expense for using a personal automobile shall not exceed the maximum allowable reimbursable expense for round trip air fare and related expenses to the same destination.

7. GROUND TRANSPORTATION

All ground transportation shall be by taxi unless special circumstances dictate that it would be more economical to utilize a car, shuttle bus, subway, etc. Receipts for ground transportation should be provided with a request for reimbursement. The maximum amount of reimbursable ground transportation expense without a receipt will be \$15.00 per taxi, with a maximum allowable expense of \$45.00.

8. HOTEL

Hotel accommodations shall be reimbursed in an amount consistent with the average rates customarily charged for business accommodations in the city of destination and shall be for the Traveler only. Hotel accommodation expenses shall be paid for only those nights necessary to attend PCBA YLD business and/or as required to make reasonable travel connections. Whenever possible, Traveler shall make arrangements to share a room with another attendee.

9. MEALS

Meals shall be reimbursed in an amount not to exceed \$40 per day of travel. This amount shall be prorated for any partial days of travel. In the event a Traveler desires to claim an amount in excess of the maximum daily amount, the reason shall be stated in writing. Expenses for the purchase of alcoholic beverages will not be reimbursed.

10. REIMBURSEMENT FROM ABA OR OTHER SOURCE

Where the Traveler is claiming expenses for attendance at a conference, meeting or other function as a representative of the PCBA YLD and the Traveler is eligible for reimbursement from the ABA or other source, it shall be the Traveler's responsibility to seek such reimbursement. All PCBA YLD reimbursement will then be reduced by the amount of expenses reimbursed from other sources.

11. SPOUSES

Expenses for a spouse of guest's travel, accommodations and meals are not reimbursable.

12. APPROVAL OF EXPENSES

All expenses (whether travel related or not) shall be verified by appropriate itemized receipts and shall be approved by the Treasurer before reimbursement. Receipts shall be turned in to the Treasurer no later than 30 days after the end of the conference or the next meeting of the Board, whichever is later.

A maximum of \$50.00 may be allowed for reimbursable expenses for which a receipt was not obtained or has been lost. The Traveler will be required to sign and file an expense affidavit stating the nature of the expense, the date and place it was incurred and the purpose of the expense.

13. ADVANCEMENT OF TRAVEL FUNDS

If requested, the PCBA YLD will, at its option, pay in advance for airline tickets, registration fees and other similar verifiable fixed expenses. If approved, these expenses may be paid by the PCBA YLD directly to the person, business or agency providing the service. The Board may also approve \$40 per day meal advance for the Traveler.

14. REMAINING FUNDS

If at the end of the budget cycle travel funds remain and there are no other budgetary needs, Travelers may request reimbursement for previously uncovered travel expenses. Payment shall be approved by a majority vote of the Board.

*Adopted: August 21, 2004*