

**FEDERAL BAR ASSOCIATION
NEW ORLEANS CHAPTER
REIMBURSEMENT POLICIES AND PROCEDURES**

ADOPTED 9 OCTOBER 2001

The Federal Bar Association New Orleans Chapter ("FBANO") recognizes that the time and talent of volunteers are necessary in order effectively to serve its membership. The FBANO Board of Directors has developed the following policies to provide guidance for the reimbursement of reasonable and necessary expenses incurred in carrying out the functions of the FBANO. These policies apply to all officers, members and staff.

I. NATIONAL FBA MEETINGS

A. Eligibility. FBANO wishes to assist in defraying the expenses of those members on official business to any biannual FBA National Meeting. To be eligible, a member must serve in one of the following offices:

1. FBANO Chapter President
2. FBANO Chapter Delegate to National Council or His/Her Proxy
3. Appointed Members/National Past President

B. Reimburseable Expenses. As FBA National will reimburse these travelers for airfare, FBANO will reimburse:

1. **Per diem.** Two days' per diem @ \$115/day, or as otherwise approved by the Chapter's Board of Directors.
2. **Ground transportation.** Up to \$60 per trip.
3. **Lodging.** Two nights' lodging at the hotel where the meeting is being held at the FBA rate for the event as published in The Federal Lawyer.

II. GENERAL REIMBURSEMENT POLICIES

The following policies apply to reimbursement of expenses on all other occasions.

A. Transportation

1. **Mileage.** Mileage will be reimbursed at the IRS rate (.345/mile as of 1/1/01) for all authorized personal automobile travel.
2. **Airfare.** Coach airfare will be reimbursed. Travelers are expected to obtain the lowest discount fare available on air travel. When making arrangements for air travel, if the overall cost to the FBANO is less expensive when a Friday night or Saturday night stay is included, individuals may request to stay the additional night in order to obtain the less expensive airfare. All costs should be considered, not just lodging and meals. Written explanations of the savings should accompany expense reimbursement requests.

Frequent flyer points accumulate to the traveler's personal benefit. Scheduling and cost of travel, however, should be arranged solely for the benefit of the FBANO.

3. Ground Transportation

- (a) Use of shuttle buses and other low cost airport to hotel transportation should be used when available.
- (b) When necessary for travel between the airport and the hotel/meeting site, taxi fare will be reimbursed, provided that receipts listing pick up and delivery points are submitted. When traveling outside the member's home city, reasonable taxi fare for travel to restaurants, meetings, official social functions, etc. will be reimbursed with appropriate documentation.

- B. Lodging.** The FBANO will reimburse lodging expenses when an overnight stay is necessary. Lodging costs, including tax, are reimbursable as per the following guidelines:

1. When the FBA or the meeting sponsor has negotiated a special rate, reimbursement will be limited to that rate even if the traveler registers too late for the special rate or stays at an alternate facility and pays a higher rate.
2. If a member attends a meeting where a special meeting rate has not been negotiated, the member is expected to stay in a hotel at which the FBA has negotiated a general purpose discount for its members.
3. Lodging will be reimbursed at the single occupancy room rate unless additional occupants are also directly entitled to reimbursement.

C. Meals. The FBANO recognizes that members who attend meetings are not able to eat at home and thus are entitled to reasonable reimbursement for the cost of their meals. Meals will be reimbursed subject to the following limitations:

1. The cost of up to three meals per day will be reimbursed at a maximum total of \$35 per day, with appropriate receipts/documentation.
2. Meal reimbursement requests should include the itemized receipt in addition to the credit card/cash receipt.
3. Room service charges will be included as part of the \$35 daily meal reimbursement maximum.

D. Other Expenses

1. **Miscellaneous Expenses.** Miscellaneous expenses such as parking, tolls, etc. will be reimbursed, provided appropriate documentation is submitted.
2. **FBANO Related Entertainment.** It is anticipated that from time to time, officers or members may entertain others on FBANO related business. Such expenditures will be considered for reimbursement, subject to providing proof of the FBANO related nature of the expenditure, the names of persons present, and the reason why FBANO should be responsible for the expense.

3. **Personal Entertainment.** Reimbursement for personal entertainment/expenses is prohibited. This includes in-room movies, in-room mini bar charges, golf, tennis, recreational vehicle rentals, tours, shows or any other such personal activities unless sponsored as part of the meeting the member is attending.
4. **Office Expenses.** The FBANO will reimburse all actual expenses incurred for postage and telephone/fax charges in connection with FBANO activities conducted from the offices of any board member. Under no circumstances will secretarial expenses or other administrative overhead costs be reimbursed. Charges will be reimbursed at the rates listed below:
 - (a) **Copies.** Up to .05 per impression
 - (b) **Telephone.** Actual cost of long distance charges, with documentation
 - (c) **Facsimile.** No reimbursement for local faxes; actual cost of long distance charges for long distance faxes.

III. **PROOF AND APPROVAL FOR REIMBURSEMENT**

- A. Supporting documentation for all expenses other than personal automobile mileage must accompany expense reimbursement requests. Such documentation may be in the form of original receipts, invoices from suppliers, law firm expense statements, or canceled checks. The FBANO reserves the right to ask for additional information from those seeking reimbursement.
- B. The FBANO Treasurer will review and approve reimbursement requests and draft the reimbursement check.
- C. As per rules established by the Internal Revenue Service, the FBANO requires the following information for all meal expenditures of \$25.00 or more:
 1. The business purpose of the meal.
 2. Date and location.

3. Names and positions of individuals entertained, if applicable.

IV. TIME FOR REIMBURSEMENT

- A. Reimbursement requests must be submitted within 60 days of the date of the meeting or function for which reimbursement is requested.
- B. Reimbursement requests must be submitted and reimbursed in the same fiscal year in which the expenses are incurred. Expenses for each fiscal year (September 1 through August 31) must be received by the FBANO Treasurer by August 21 in order to be considered for reimbursement.