

SECTION

Request for Reimbursement of Expenses

REIMBURSEMENT POLICY

The policy of the State Bar of Texas with respect to the reimbursement of expenses is shown below.
The policy was revised at the April, 2006 meeting of the Board of Directors.

The actual out-of-pocket expenses incurred by the State Bar Board Officers, Directors, Out-of-State Lawyer Liaison, Judicial Liaison, State Bar members, State Bar staff, and others authorized to travel in performing their duties on behalf of the State Bar of Texas will be reimbursed as follows:

A. Transportation – Coach air fare, taxi fare, parking and airport limousine, or applicable mileage reimbursement for travel in a privately owned vehicle, as provided in the travel provisions of the current General Appropriations Act.

B. Meals and Lodging – Actual reasonable expenses.

C. Other Expenses – Other reasonable and necessary expenses of conducting Board or State Bar business may be reimbursed, including such items as copying, postage and long distance telephone bills.

All expense reimbursement requests shall be accompanied by the original bills and vouchers, except that for taxis, mileage, tips and miscellaneous expenses for which no bill or receipt is normally obtained, the signed statement of the person submitting that statement that he or she incurred the expense will be accepted.