SECTION

Request for Reimbursement of Expenses

			_		Date of Domicot	
DUDDOSE OF TRAVEL.			To be comed-	40 d on -! "	Date of Request	
PURPOSE OF TRA		To be completed and mailed to:				
	From	То	Treasurer:	Pete Wahl,		
Date(s) of meeting	-		Section:	Environmenta	I & Natural Resources Law Section	
Date(s) of travel	-		Address:	2323 Ross Ave	e Ste 600	
Location of meeting						
•			City, State and Zip:	Dallas, TX 752	01	
			Telephone #:	(214)953-6101		
			Fax #:	(214)661-6611		
MAKE CHECK PAYABLE TO:			Email:	pwahl@jw.com		
(Name of Individual, Firm, or 0				pridin Optioon.		
Barcard # (if applicable)	Sompany)			ADD	IDOVAL	
Name				APP	ROVAL	
Street Address			Date Approved	for Payment:	, 20	
oueet Auuress			2 a.o / pp. 0 vou			
City, State and Zip				(Scation T	acuror Signaturo)	
Telephone Number				(Section Trea	asurer Signature)	
reiebilone ianimei						
			Accounting	Category		
MEETINGS AND T		<u>E</u>				
Transportation Items a	and Descriptions				AMOUNT	
Airfare		\$ -			\$	-
Speaker Airfare		\$ -			\$	-
Car Rental & Fuel		\$ -			\$	-
Taxi / Limo Service		\$ -			\$	-
Parking & Tolls		\$ -	Effective 1/1/2020		\$	-
Auto Mileage		- (@ 0.575 =	=======>	\$	-
Other		\$ - (Enter Description Here	e)	\$	-
		T I			,	
				Travel Subtotal	\$	-
	Lodging and Me	als Items and Desc				
Date		Hotel	Meals	Daily Total		
		\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -		
			Lodging &	Meals Subtotal	\$	-
ı	Expenses Not Relate	ed to Travel I odgi				
	=Aponoco Hot Nelati	ou to Travel, Lough	Ī		¢	
Description			\$ -		\$	-
					\$	_
					¥	_
01-9325-50975			Total Reimbursement Requested			
					•	
				CE	RTIFICATION OF CLAIMANT	
				The above des purpose stated	cribed expenses were incurred by me for the I. I have attached receipts for applicable	

purpose stated. I have attached receipts for applicable expenditures (airlines, hotels, etc.), except in cases where receipt has been lost. I certify that this request is true, correct, and unpaid.

Signature of Claimant	Date

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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.