

**ABA Administrative Law & Regulatory Practice Section
Council Reimbursement Guidelines
As of December 2, 2008**

Following are the Administrative Law Section's policies relating to reimbursement of costs for Council members engaged in Council activities. In addition, ABA policy requirements are listed from the current Policy and Procedures Handbook. Finally, in ALL CAPS are requirements from the ABA's Accounts Payable department. We greatly appreciate your participation in Section activities, and are grateful for all of your efforts on behalf of the Section. We hope to make the reimbursement process as smooth as possible, recognizing that we must follow guidelines established to meet requirements of ABA's auditors, so they are fairly strenuous. Please call us if you have any questions. We will process the reimbursements as soon as possible.

**Administrative Law Section Policy on Member/Volunteer Reimbursement of
Council Meeting Expenses – Enacted April 13, 2008**

1. Council members' Airfare will be reimbursed up to a maximum of \$500
2. Reimbursement for other expenses will be limited to a total of \$100 per day for up to two days.

ABA Reimbursement Policies & ABA ACCOUNTS PAYABLE REQUIREMENTS

Reimbursement Request Procedures

1. Each request for reimbursement shall be submitted in writing using an approved ABA reimbursement form. Upon completion this form shall be signed and dated by the person submitting it, and shall be accompanied by receipts supporting any expenditure of \$25 or more. **HOWEVER, THE ABA ACCOUNTS PAYABLE DEPARTMENT ALWAYS REQUIRES ORIGINAL RECEIPTS FOR:**
 - **TAXIS SHOWING PICKUP AND DROPOFF LOCATION**
 - **RECEIPTS FOR ALL MEALS REGARDLESS OF THE COST**
 - **A ZERO BALANCE HOTEL BILL SHOWING THE ACTUAL COST PAID**
2. Committee and section reimbursement forms are sent, after approval by the committee or section chair, to the staff liaison assigned to the committee or section. Law Student Division reimbursement forms are sent, after approval by the Division Treasurer, to the Law Student Division Director.
3. Requests for reimbursement, appropriately substantiated, should be submitted promptly. Under no circumstances will reimbursement be made if the request therefore is not submitted within six months after the end of the fiscal year in which the expense is incurred.
4. **PLEASE SUBMIT ALL ORIGINAL RECEIPTS TO THE ABA – WE CAN NOT PROCESS A REQUEST THAT DOES NOT INCLUDE ORIGINAL RECEIPTS, OR A REQUEST WHEN CHARGES HAVE ALREADY BEEN REIMBURSED BY THE INDIVIDUAL'S EMPLOYER.**

Transportation

1. Generally, reimbursement may include all necessary long-distance transportation, not to exceed coach economy class fares published by appropriate commercial air carriers. Air travelers are encouraged to purchase the lowest coach airfares possible by booking on an advance purchase basis. ORIGINAL Ticket receipts are required for reimbursement.

2. Local transportation between terminals and hotel, home or office may also be reimbursed. Original receipts are required for reimbursement, showing point of origin, destination and cost. **ORIGINAL TAXI RECEIPTS ARE REQUIRED REGARDLESS OF TOTAL COST OF THE TRIP.**
3. When rail transportation is used, the actual cost of the rail fare may be reimbursed. ORIGINAL receipts are required for reimbursement.
4. When a private automobile is used, reimbursement may be at the rate recognized by the IRS (48.5 per mile for 2007) plus tolls and parking. When air transportation is not used for long distance travel, no reimbursement will be made for lodging and meals enroute. Automobiles rented at remote sites, may be reimbursed for the portion of charges that are reasonably allocable to Association business.

Lodging and Meals

- Generally, lodging, meals and gratuities may be reimbursed at cost but not to exceed \$100 per day.
- Hotel charges in excess of the single rate per day are considered personal and are not reimbursable.
- When an individual's travel is related to a section council or committee meeting, the per diem allowance may be provided for each day or fraction thereof during which the section council or committee meets, plus not more than one additional day if required for transportation.
- **AN ORIGINAL ZERO BALANCE HOTEL RECEIPT IS REQUIRED SHOWING THE DOLLAR AMOUNT PAID FOR THE ROOM. THE ABA DOES NOT PROVIDE REIMBURSEMENT WHEN HOTEL POINTS ARE USED TO PAY FOR LODGING.**
- When an individual's travel is related to a section council or committee meeting, the per diem allowance may be provided for each day or fraction thereof during which the section council or committee meets, plus not more than one additional day if required for transportation.
- **AN ORIGINAL RECEIPT SHOWING THE FOOD ITEMS ORDERED AND THE FULL PRICE OF THE MEAL IS REQUIRED, REGARDLESS OF THE PRICE OF THE MEAL (EVEN IF IT IS LESS THAN \$25).**
- **THE REGISTRATION FEE FOR SECTION EVENTS INCLUDING BREAKFAST, LUNCH OR DINNER, ARE NOT REIMBURSABLE.**

Specific Meetings

Annual Meeting

1. Generally, no individual may be reimbursed from any Association funds for travel, lodging or subsistence for attendance at an Annual Meeting or for expenditures incurred to attend any meeting held in the seven days preceding or following the Annual Meeting. However, the per diem reimbursement allowance may be paid for days of attendance at a section or committee business meeting or a House committee meeting during the seven days preceding or following the Annual Meeting.
2. To assure compliance with the spirit of this rule, chairs should not schedule business meetings at some intermediate point, outside the area of the Annual Meeting site, but during the seven-day period preceding or following the Annual Meeting, except with the understanding that the cost of transportation will not be reimbursed.

3. All attorneys attending the Annual Meeting must be registered for the meeting. A lawyer who is invited as a speaker or panelist for the educational programs will normally pay the registration fee, although the section or committee may pay it on the individual's behalf. However, the Executive Director or designee shall have the authority to waive payment of the registration fee. Transportation expenses and necessary and reasonable expenses may be paid for such individuals if it has been reasonably determined that, but for payment of such expenses, the special guest, speaker or panelist for educational programs would not attend the Annual Meeting.

Midyear Meeting

1. Normal reimbursement guidelines are in effect for committee, section or council meetings when such groups meet during a Midyear Meeting.
2. Members of the Board of Governors, however, may be reimbursed actual reasonable expenses for the days the Board is in session, the days thereafter prior to but not including the days the House of Delegates is in session and days when their attendance is required at meetings of Board committees.
3. House of Delegates members may be reimbursed only for transportation to and from the meeting and not for lodging and meals for the days on which the House is in session. Other members may be reimbursed for lodging and meals by the entities they represent. House members are encouraged to seek reimbursement for transportation expenditures from their representative organizations. House members qualify for reimbursement when it can be determined from the signed roster book or otherwise that the delegate was, in fact, in attendance at the meeting. In December 1995, the Board approved an interpretation to the *Policy Respecting Authorized Expenditures and Procedures for Reimbursement* to provide that for Midyear Meetings members of the House of Delegates must be present at the conclusion of the meeting of the House in order to be eligible for reimbursement of travel expenses.
4. Volunteers attending the Midyear Meeting in multiple capacities, e.g., a Board member and House member or member of more than one committee which is meeting, should not compound the reimbursement rules so that attendance at more than one group meeting on the same day equates to more than one per diem allowance for that day.

Booking Tickets/Use of Travel Agency

1. Members are encouraged to use ABA Online Travel or the ABA travel agency, Travelocity Business. ABA Online Travel can be accessed at www.abanet.org/travel > click under the Online Travel logo at the top of the page > click on appropriate site > login. Travelocity Business can be reached, toll-free, 1-866-321-8402. Travelocity Business is a full service agency offering 24/7 online and offline (by phone) service for reservations and online booking support. Both ABA Online Travel and the ABA travel agency automatically apply either the ABA volume discount or group discount, for which a member's airfare qualifies. Additionally, members have access to Travelocity negotiated volume discounts. When members use either ABA Online Travel or the ABA travel agency, the volume is consolidated through a single source facilitating the tracking of volume needed to negotiate future discounts, other benefits and the awarding of productivity tickets. ABA Online Travel and Travelocity Business offer favorable and competitive low transaction fees comparable to public travel

- reservation sites. Low transaction fees are yet another means of effectively managing ABA travel expenses.
2. Members may choose to use their own travel agency, provided the agency books member reservations using the ABA discount codes. These codes must be used in order to obtain the lowest fare at the time of booking reservations and to attribute the purchase to the ABA for purposes of volume tracking and awarding of productivity tickets.
 3. Members may also purchase ABA discounted airfares directly from the airlines at the toll-free numbers listed below. Only group and meeting discounts are available directly from the carriers. Volume discounts must be obtained from the ABA travel agency and ABA Online Travel. Airline discounts codes are valid on a calendar year basis. The discount codes for calendar year 2008 will be available by contacting Travel Services at 312-988-5890 or via email at grullonr@staff.abanet.org.

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