



SPEAKER TRAVEL REIMBURSEMENT

SUBMIT WITHIN TWO WEEKS OF COURSE PRESENTATION

Name: _____ Course #: _____

Florida Bar #: _____ Travel Dates: _____

Course Title: _____ City: _____

TRANSPORTATION:

* Air: _____ airlines (coach, 21-day advance purchase) \$ _____

Personal Car: _____ miles at _____ per mile \$ _____

* Car Rental: _____ company (# of days _____) \$ _____

Both the rental car agreement and the rental car receipt are required.

FOOD EXPENSES: Actual expenses, not to exceed **\$50** per travel day
Any AMOUNT over \$25.00 requires a receipt.

| Record actual amount per meal: | DAY 1 | DAY 2 | DAY 3 | |
|--------------------------------|----------|----------|----------|----------|
| Breakfast (example \$12 / day) | \$ _____ | \$ _____ | \$ _____ | |
| Lunch (example \$14 / day) | \$ _____ | \$ _____ | \$ _____ | |
| Dinner (example \$24 / day) | \$ _____ | \$ _____ | \$ _____ | |
| | | | | \$ _____ |

OTHER EXPENSES: **Any AMOUNT over \$25.00 requires a receipt.**

** Hotel (Room and tax only, at lowest rate available) \$ _____

Taxi \$ _____

Tolls \$ _____

Parking \$ _____

Itemize: _____ for a total of \$ _____

_____ for a total of \$ _____

_____ for a total of \$ _____

TOTAL AMOUNT DUE SPEAKER: \$ _____

Please make check payable to: _____

(Name)

(Address)

(City/State/Zip)

* Receipts Required

** Actual Hotel Bill, Not Charge Slip

Return to: Professional Development
ATTN:
The Florida Bar
651 East Jefferson Street
Tallahassee, FL 32399-2300

| | |
|----------------------------|-------|
| FOR OFFICE USE ONLY | |
| Course # | _____ |
| Approval | _____ |
| Date | _____ |

CLE EXPENSE REIMBURSEMENT POLICIES

Requests for reimbursement must be submitted within 2 weeks of your presentation.

We appreciate your agreeing to volunteer on behalf of The Florida Bar. We understand this requires a substantial expenditure of time on your part for which there is no payment. We can, however, reimburse you for your actual expenses directly related to the course presentations, one steering committee meeting and one speakers' workshop if held.

The following are CLE Committee policies governing the reimbursement of travel expenses. If you have any questions as to whether an expense is reimbursable, please contact your staff liaison, in advance, to avoid any misunderstandings.

A. Transportation

Air Fare - We will reimburse up to the cost of a 21-day advance purchase. Please make your reservations early to obtain the lowest rate. Submit the original airline ticket (or copy of ticket) with your reimbursement request. First class air fare will not be reimbursed.

Mileage - Automobile mileage will be reimbursed at the maximum rate per mile allowed by the IRS.

Ground Transportation - The cost of ground transportation (taxicabs, airport shuttles) will be reimbursed. Please share transportation with other faculty members when possible.

Rental Cars – ***A Receipt is Required (and a copy of the rental car agreement).***

The one day cost of a rental car, if necessary or if more economical than cab fare, will be reimbursed. If special circumstances warrant a rental car, prior approval of the staff liaison is needed. In addition, parking fees, tolls, etc., will also be reimbursed. Include originals or copies of your invoices and receipts with reimbursement request. ***The full rental car cost may not be reimbursed without the required rental car agreement and the rental car receipt (or copy).***

B. Meals

Meals will be reimbursed on an actual expenditure basis for up to \$50 per day (24-hours) per speaker. If more than one speaker is included on a meal charge, please list all the names and provide a receipt. A receipt is required for any expense exceeding \$25.

C. Lodging - Receipt Required (or copy)

Lodging will be reimbursed for no more than the lowest rate (single/regular) room plus applicable taxes at the host hotel, and will be paid for no more than one night. If special circumstances warrant additional nights, prior approval of the staff liaison is needed. Lodging expenses will not be reimbursed for lecturers speaking in the general vicinity of their home. Please include a copy of the hotel bill with your reimbursement request.

D. Family Members

We cannot reimburse expenses of your spouse, children or other family members should you choose to have them accompany you to the course.

E. Long Distance Telephone Charges

Long distance telephone charges directly attributable to the course are reimbursable.

F. Printed Materials

We endeavor to have ***complete electronic course material two weeks in advance*** of each seminar presentation. Therefore, we discourage the practice of "handouts" at the seminar locations. If you cannot avoid this, you will be responsible for your printing expenses.

Any speaker expenses exceeding the amounts set forth above may be reimbursed from the co-sponsoring section's/division's funds, upon approval of that section or division.