

**OFFICERS / PROGRAM CHAIRS  
(HOTEL REIMBURSEMENT ONLY)**



**The Florida Bar  
Labor and Employment Law**

Name \_\_\_\_\_ Atty. # \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

In accordance with the policies outlined on the reverse of this form and the policies of the Labor & Employment Law Section, please reimburse the following:

***TIME LIMIT TO SUBMIT REQUEST IS QUARTERLY. See SBP 56.1(6).***

**Travel Expenses**

Date of Travel: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Lodging \_\_\_\_\_ \$ \_\_\_\_\_  
(Room and tax only. Hotel receipt required--*not* credit card slip.)

**Total HOTEL Expense \$ \_\_\_\_\_**

*(Please use Executive Council Reimbursement Form for other travel expenses.)*

\_\_\_\_\_ Make check payable to me.

Officer's [TREASURER'S] Approval:

\_\_\_\_\_ Make check payable to my firm.

\_\_\_\_\_  
Signature

Return to: Angie Froelich  
The Florida Bar  
651 E. Jefferson Street  
Tallahassee, Florida 32399-2300  
Fax: 850/561-5825  
Email: afroelic@flabar.org

\_\_\_\_\_  
Date

This form is for hotel expenses only. Other travel expenses should be listed on the Executive Council Reimbursement Form.

**TIME LIMIT TO SUBMIT REQUEST IS QUARTERLY. See SBP 56.1(6).**

## **STANDING BOARD POLICIES REGARDING SECTION DISBURSEMENT POLICIES**

### POLICY 5.61-

(e) **Section Reimbursement Policy.** Sections may separately budget a fixed amount to be paid annually to section officers for reimbursement of all expenses incurred as opposed to reimbursing expenses on an item-by-item basis. Except for the expense allowance herein provided for section officers, all reimbursement of expenses must be in accordance with the following or be on a more restrictive basis as determined by individual sections:

(5) **Travel Expenses.** Travel expense reimbursement is essentially the same as for bar employees.

(A) Air fare in all instances shall be "coach."

(B) Mileage is reimbursed at the maximum rate permissible by IRS without reporting such reimbursement to the Internal Revenue Service or some lower figure set by the section.

(C) When taxis or limousines are not practicable, a rental car may be used. The rental car shall be a subcompact or compact, or any other vehicle at a rate no greater than the rates for a subcompact or compact.

(D) The method of travel should be the most economical, considering both time and travel costs.

(E) Meals shall be reimbursed at the same rate as is then applicable for expenses by staff members of The Florida Bar. If there is a group meal function which is paid for by the section, no individual meal reimbursement shall be permitted.

(F) Copies of receipts for lodging, out-of-town travel expenses (airline tickets, etc.) and all other charges of \$25.00 or more (other than mileage and authorized meal allowances) must be attached.

(I) The travel expenses of the spouse, companion or associate of a Florida bar CLE speaker may be reimbursed in the same amounts and for the same items of expenditures as otherwise allowed for the speaker; however, reimbursement shall not be allowed unless provided for in the section's annual budget as an "excess speaker expense" under SBP 5.60(k).

**(6) Time Limits for Reimbursement Requests. Expenses to be considered for reimbursement must be submitted at least quarterly within 30 days of the end of the quarter for any quarter the cumulative unreported expenses exceed \$100.00. Expense reports due for periods ending on June 30 must be filed by July 15. A section may elect to hold actual payment of such expense statements until July 15 after the end of the fiscal year.**

(f) **Conflicting Policies.** Any existing policy of The Florida Bar that is in conflict with this policy shall not be controlling and should be amended. These policies are otherwise minimal umbrella policies within which sections are to operate. Sections shall establish policies specific to the individual section within the umbrella policies.

**In addition to Standing Board Policy 5.61-(e)(5) and (e)(6), the Executive Council of the Labor and Employment Law Section adopts the following disbursement policies:**

#### **HOTEL REIMBURSEMENT (FOR OFFICERS AND PROGRAM CHAIRS)**

**Hotel expenses (for officers and program chairs) shall not be reimbursed in excess of the conference rate quoted and available to the members.**

#### **EXECUTIVE COUNCIL REIMBURSEMENT**

**On Executive Council Reimbursement Form, total executive council reimbursements shall not exceed \$250 of reimbursable expenses per member per trip.**

**On Executive Council Reimbursement Form, the following travel expenses may be reimbursed: Storage, parking fees, portage not to exceed \$1 per bag, tips and gratuities not to exceed 15 percent.**

**On October 25, 2001, the Labor & Employment Law Executive Council voted to reimburse officers and program chairs for their hotel expenses -- room & tax only. Hotel expenses shall be reimbursed at the conference rate quoted and available to the members.**