

# CERTIFICATION COMMITTEE REIMBURSEMENT



## The Florida Bar Labor and Employment Law Section

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

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

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

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

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

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

### TRAVEL EXPENSES

**Any AMOUNT \$25.00 AND OVER requires a receipt.**

#### TRANSPORTATION:

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

*(Airline receipt required—Proof of 21-day purchase is required)*

Personal Car: \_\_\_\_\_ miles at .535¢ per mile \$ \_\_\_\_\_

Car Rental: \_\_\_\_\_ company (# of days \_\_\_\_\_) \$ \_\_\_\_\_

*(Original Car Rental Agreement & Receipt required)*

**FOOD EXPENSES:** \_\_\_\_\_ days *(Not to exceed \$50 a day)*

Please provide breakdown: \$ \_\_\_\_\_

Breakfast (not to exceed \$12 per day) \$ \_\_\_\_\_

Lunch (not to exceed \$14 per day) \$ \_\_\_\_\_

Dinner (not to exceed \$24 per day) \$ \_\_\_\_\_

#### OTHER EXPENSES

Hotel (Room and tax only, group rate or lowest rate available) \$ \_\_\_\_\_

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

Taxi \$ \_\_\_\_\_

Tolls \$ \_\_\_\_\_

Parking \$ \_\_\_\_\_

Itemize: \_\_\_\_\_ for a total of \$ \_\_\_\_\_

\_\_\_\_\_ for a total of \$ \_\_\_\_\_

\_\_\_\_\_ for a total of \$ \_\_\_\_\_

**(\$300 MAXIMUM REIMBURSEMENT / SUBMIT REQUESTS QUARTERLY) TOTAL \$ \_\_\_\_\_**

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

Labor & Employment Law Section Approval:

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

\_\_\_\_\_  
Signature

Return to: Angie Froelich, The Florida Bar  
651 E. Jefferson Street  
Tallahassee, Florida 32399-2300  
Email: [afroelic@flabar.org](mailto:afroelic@flabar.org)

\_\_\_\_\_  
Date

**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 conflicts 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 for labor certification committee members:**

- 1) Hotel expenses shall not be reimbursed more than the conference rate quoted and available to the members.**
- 2) Total reimbursements shall not exceed \$300 of reimbursable expenses per member per trip.**
- 3) The following travel expenses may be reimbursed: Storage, parking fees, portage not to exceed \$2 per bag, tips and gratuities not to exceed 15 percent.**
- 4) Airline ticket must be purchased 21-days in advance. Proof of 21-day purchase is required.**

**\*On May 9, 2003, the Labor & Employment Law Section voted to increase the maximum reimbursement of actual expenses for Labor Certification Committee Members to \$300.**