

Date: \_\_\_\_\_

### Tennessee Legal Community Foundation Expense Reimbursement Request

**CHECK ALL THAT APPLY:**

- Speaker
- TBA Board Member
- Volunteer
- ABA Delegate
- Officer
- Section/Committee: \_\_\_\_\_
- House of Delegates
- Other: \_\_\_\_\_

**TRAVEL EXPENSES:**

Meeting: \_\_\_\_\_ Site: \_\_\_\_\_ Date(s): \_\_\_\_\_

Airfare (lower of actual fare or standard coach): \$ \_\_\_\_\_

Automobile ( \_\_\_\_\_ miles @ 58¢ per mile): \$ \_\_\_\_\_

Taxi, Train or Shuttle Fare: \$ \_\_\_\_\_

Parking (\$35 per day maximum) and Tolls: \$ \_\_\_\_\_

Rental Car Expense (specific approval required): \$ \_\_\_\_\_

Meals (\$60 per day including tips): \_\_\_\_\_ days \$ \_\_\_\_\_

Lodging ( \_\_\_\_\_ nights @ \$ \_\_\_\_\_ per night including tax): \$ \_\_\_\_\_

**SUBTOTAL (TRAVEL EXPENSES):** \$ \_\_\_\_\_

**OTHER EXPENSES:**

Activity: \_\_\_\_\_ Date(s): \_\_\_\_\_

Describe: \_\_\_\_\_

**SUBTOTAL (OTHER EXPENSES):** \$ \_\_\_\_\_

**- MINUS ABA REIMBURSEMENT (Attach supporting documents):** \$ \_\_\_\_\_

**TOTAL REIMBURSEMENT:** \$ \_\_\_\_\_

SPECIAL CIRCUMSTANCES FOR POLICY EXCEPTION (rental car, excess photocopies, etc.): \_\_\_\_\_

Approved by: \_\_\_\_\_

I hereby certify that the amount of reimbursement claimed was incurred on behalf of the TLCF for the purpose noted and that this request is submitted in accordance with TBA Policies on the reverse of this form except as noted.

**Submit Request to:**

**TLCF**  
**221 Fourth Avenue N., Suite 400**  
**Nashville, TN 37219-2198**  
**Attn: Accounting Department**  
**Email: expense@tnbar.org**

Signature: \_\_\_\_\_

Type or Print Name: \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Mail To Name: \_\_\_\_\_

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

Check here if this is a new address.

<b>For Office Use Only</b>
Executive Director
Treasurer
Other ( )
Date of Final Approval

**Tennessee Bar Association  
Expense Reimbursement Policy**

**I. GENERAL POLICIES:**

- A. Scope.** These policies shall apply for the reimbursement of all expenses incurred by members of the TBA Board of Governors (BOG), House of Delegates (HOD), committees, task forces, commissions, divisions, sections, and CLE speakers when undertaking travel for the association. Officers and staff whose travel is separately budgeted shall be exempt from these policies. Exceptions to these policies may, under special circumstances, be approved by the President, Treasurer, Executive Committee (acting as a whole), or Executive Director. Special limitations for the YLD and other entities may apply.
- B. Reimbursement Request Procedure.** All requests for reimbursement must be completed on a reimbursement request form and submitted by mail or other reasonable means including electronic mail and must be submitted within thirty (30) days from the conclusion of the meeting or the event. Expense Reimbursement Requests should be submitted directly to the Association, Attention: Accounting Department.
- C. Supporting Documentation Required.** Supporting documentation for all expenses other than automobile mileage and gratuities incurred separately from meals must accompany each request. Such documentation may be in the form of receipts, invoices from suppliers, law firm expense statements, credit card statements or canceled checks.
- D. General Limitation Approval.** All expenses must be incurred for Association-related activities or in the performance of services or duties on behalf of the Association. The Executive Director or Assistant Executive Director shall approve all reimbursements. Advance approval is strongly recommended for any expense not included in, or in excess of, the applicable budget.
- E. Association Business.** Association business includes any activity that requires your attendance based on title or role within TBA, or that has been expressly authorized by the Board or Executive Director. Optional events that are not required may not be considered Association Business without prior approval of the Executive Director or the Board.

**II. TRAVEL EXPENSES:**

- A. Airfare/Automotive Mileage.** Airfare will be reimbursed for distances of more than four (4) hours if traveled by car. Airfare will be reimbursed at lesser of the actual fare or standard coach fare but no more than \$500.00 for reservations made 30 days in advance unless a special exception is requested from the Executive Director or the Executive Director's designee. Reduced fares should be requested at all times. Penalties incurred for flight changes may be reimbursed if the fare was incurred in a reasonable attempt to reduce costs, and the change in plans was necessitated by matters beyond the traveler's reasonable control. Advance purchase of tickets to obtain reduced fares may be reimbursed in advance of travel. Persons who elect to travel by air within shorter distances (less than four (4) driving hours) will be reimbursed at the automotive mileage rate. Automotive travel will be reimbursed at the maximum rate permitted by the Internal Revenue Service, but not for more than the generally available round-trip coach fare to the destination. No reimbursement will be granted for rental automobiles unless authorized for special circumstances in advance by the Executive Director. If authorized, TBA will pay the rental car fee in lieu of mileage. See special rules in the TBA Administrative Policy Manual. Travel by bus, train, boat, helicopter, or other unusual means will be reimbursed at the lesser of actual fare or applicable airfare or automotive rate.
- B. Taxi, Shuttle Fares; Parking and Tolls.** Taxi, shuttle, Uber/Lyft, train or other car service between the airport and the meeting site will be reimbursed. Other intra-city taxi fares will be reimbursed only if incurred directly on Association business. Reimbursement for parking will be limited to \$35 per day.
- C. Lodging; Meals; Tips.** Lodging will be reimbursed at the single occupancy room rate unless additional occupants are also directly entitled to reimbursement. For events as to which the Association has negotiated a special rate, reimbursement will be limited to that rate even if the traveler registers too late for the special rate or stays at a different facility and pays a higher rate. Reimbursement for meals and beverages shall be

the actual cost (including tips) up to \$60 per day. A receipt for each day of meal reimbursement will be required. Members may not aggregate receipts to total the equivalent of \$60 per day. TBA will not reimburse for meals when an official event is planned that offers food and beverage. Reservations for meals that are not cancelled within 48 hours of the event, except in emergency situations, will result in the per person cost of the meal being deducted from the board member's reimbursement.

If a submitted receipt includes meals for individuals other than the member seeking reimbursement, the member requesting reimbursement must include the names and titles of all those included in the receipt. If the receipt includes members who otherwise would be entitled to reimbursement for meals on their own, the \$60 per diem for those individuals may be reduced to the extent the total amounts for meals exceeds the limits under this policy. Special exceptions will be made for Officers depending on the circumstances, but names of individuals included in the meals should still be provided. Reimbursement under these circumstances is subject to the approval of the Executive Director and the Treasurer of the TBA.

#### **D. Annual Convention; Mid-Winter Meeting.**

1. **BOG and HOD.** If the Board of Governors or House of Delegates meet in conjunction with the Annual Meeting, Mid-Winter Meeting or any other meeting with a registration fee, members of the Board of Governors or House of Delegates will be reimbursed for inter-city travel (in accordance with the above-referenced language) and two nights lodging if the board member or delegate registers for the meeting.
2. **Committees, Commissions, Task Forces.** Reimbursements for certain committees, commission, and task force meetings are permitted at the Annual Meeting and Mid-Year Meeting by special, advance permission. If approved, Committee, Commission, Task Force Chairs and Vice-Chairs will receive reimbursement for two nights of lodging associated with the committee meeting and for travel and meals in accordance with subsection C above. Committee, Commission, Task Force members will receive reimbursement for one night of lodging associated with the committee meeting and for travel and meals in accordance with subsection C above.
3. **Section Leadership.** Reimbursements for section chairs and vice-chairs are permitted at the Annual Meeting and Mid-Year Meeting. Chairs and Vice-Chairs will receive reimbursement for two nights of lodging associated with the section meeting and for travel and meals in accordance with subsection C above. Section Executive Council Members will receive reimbursement for one night of lodging associated with the section meeting and for travel and meals in accordance with subsection C above.

**E. Sections and Committees Conference.** Section and Committee Chairs and members will be reimbursed for a maximum of two days of lodging, for travel and meals in accordance with subsection C above.

**F. House of Delegates (all other meetings).** House meetings (other than those held during annual convention and mid-winter meeting) are scheduled to allow for travel and attendance in person for one day without lodging. With advance permission, House members may receive reimbursement for one night of lodging for meetings requiring over four (4) hours of travel by car. Meals will only be covered for the day of the meeting related to attendance, travel to and from the House of Delegates meeting. Members may submit documentation to support an exception to this provision.

**G. Other Nonreimbursable Expenses.** Entertainment expenses, in-room movies, phone and telecopy charges not for Association business, intra-city transportation not necessary for Association business, and any other personal or non-Association expenses are not reimbursable.

### **III. AMERICAN BAR ASSOCIATION MEETINGS**

**A. ABA Reimbursements.** ABA House of Delegates Reimbursement Rules provide guidelines on expenses for attendance at meetings of the House of Delegates for Midyear Meetings and any special meetings. This reimbursement includes transportation. Members of the House of Delegates are not entitled to reimbursement for lodging and meals; however, members of House Committees which are required to meet the days before the House sessions begin either at Midyear or Annual Meetings may be allowed their actual expenses not to exceed \$1000 to cover lodging and meals. Committee members are also eligible for \$100.00 per diem for the days on which the committee is required to meet for special meetings. In addition, members of the

Nominating Committee are allowed their actual expenses not to exceed \$100.00 to cover lodging and meals for the day on which the Nominating Committee holds its nominating meeting and orientation session.

- B. Annual Meetings.** Reimbursement of travel expenses to attend the Annual Meeting of the House of Delegates is not authorized by the ABA's Bylaws and implementing reimbursement policy. However, a per diem allowance of \$100 may be paid for attendance to a House Committee Meeting for days the committee meeting is held.
- C. TBA Reimbursements.** All requirements set forth in Sections I and II above in this policy apply to reimbursement submitted for ABA Delegate Meetings. These include, but are not limited to, daily limits on food and parking, requirements for receipts, and advanced authority for rental cars and flights over \$500 (to the extent not covered under the ABA Reimbursement Policy). To the extent a Delegate is reimbursed for expenses for attendance at ABA meetings, their TBA reimbursement will be reduced by the amount received from the ABA. TBA will not reimburse for more than four days for lodging and only for meals not otherwise provided during ABA events (meal reimbursement is limited to days in which the Delegate is required to participate in ABA meetings or receptions on behalf of TBA).

#### **IV. OTHER EXPENSES:**

- A. Telephone, Fax, and Photocopies.** The actual out-of-pocket expense for telephone calls and facsimiles on Association business will be reimbursed whether incurred in connection with travel or otherwise. Members are encouraged to provide facsimile services (other than actual out-of-pocket costs) to the Association free or at a reduced rate. Copies made by members utilizing a source other than the TBA or contract suppliers must be approved in advance by the Executive Director. Photocopying will be reimbursed at the rate of up to \$.10 per copy not to exceed 500 copies per calendar month. Members are strongly encouraged to provide electronic versions of materials or prepare materials for copying sufficiently in advance to be copied or printed at Association offices.
- B. Special Expenses for Officers.** TBA will reimburse travel, meals and hotel for Officers and Members of the Board of Governors as outlined above related to mandatory meetings of the Association. TBA will additionally reimburse expenses for specific Officers as outlined below:
- TBA President - In addition, TBA will reimburse travel, lodging and meals for the President of the Association for attendance at the following meetings or conferences:
    - ABA Annual and Midyear Meetings
    - Southern Conference of Bar Presidents
    - Annual Big Shrimp Event with members of the Tennessee Legislature
    - House of Delegates Meetings
    - TBALL Opening Retreat
    - ABA Day on the Hill
    - SCOTUS Academy
  - TBA President-Elect – TBA will reimburse travel, lodging and meals for the President-Elect's attendance at the following meetings or conferences:
    - ABA Annual and Midyear Meetings
    - Annual Sections and Committees Conference
    - ABA Day on the Hill
  - TBA Vice-President – TBA will reimburse travel, lodging and meals for the Vice-President for attendance at the following meetings or conferences:
    - Annual ABA Bar Leaders Institute in March
    - Annual ABA Equal Justice Conference
  - Other conferences, meetings and events may be reimbursed at the discretion of the Executive Director or the Executive Director's designee.

Revised 10/18