

## **POLICY: EXPENSE REIMBURSEMENT**

### **1. General Policy.**

This policy applies to participation at Oregon State Bar Family Law Section Conferences hosted throughout the state and has been created within the framework and limitations established by the Oregon State Bar.

Any request for expense reimbursement must be received by Section no later than 20 days after the date of the conference. If an expense reimbursement form is not submitted within 20 days after the conference, an explanation should be provided and the Executive Committee shall have final approval over reimbursement.

Supporting documentation, for example, receipts or tickets are required for air, bus, taxi, train, rental car transportation, parking, and lodging. Credit card bills cannot be accepted in lieu of receipts. The documentation must show the details of purchase.

### **2. Reimbursable expenses.**

The following are reimbursable expenses:

- 2.1 **Transportation.** Note that the Oregon State Bar allows for reimbursement only after the date of travel.
  - 2.2.1 Use of personal automobile shall be reimbursed at the allowable IRS rate.
  - 2.2.2 Actual cost of coach airfare for presenter only.
  - 2.2.3 Actual cost for taxi, bus, or other public transportation.
  - 2.2.4 Actual cost of car rental at economy car rate.
  - 2.2.5 Actual cost of parking.
- 2.2 **Lodging.** Cost for lodging on Thursday and Friday night of the annual conference will be paid by the Section. No receipt is required as the Section will coordinate directly with the facility for payment of lodging, as well as reserve the appropriate room. Note that the lodging facility may require a party to provide a credit card upon check-in, however, that information is used only for incidental expenses charged to the room that are non-reimbursable as described in paragraph 2.5.

Each party receiving a compensated room shall be designated the type of room they are to receive. In the event a party wishes to reserve a different room, the cost to which is greater than the room assigned to them, they may do so by advising the Salishan resort and making arrangements directly with the facility for both the

upgrade and for payment of the difference in price.

- 2.3 **Meals.** Reimbursement for meals for speakers traveling from out of state on days of travel to and from the conference (such as in layovers or prior to arriving at the conference facility) shall be made at an actual cost but no greater than \$75 per day. The conference has all meals prepared for participants beginning Thursday night and continuing through breakfast on Saturday morning. No reimbursement shall occur for meals purchased during that time.
  - 2.4 **Miscellaneous.** Telephone, postage, office expense and other legitimate business expense items related to participation in the conference shall be reimbursed at actual cost with submission of detailed receipts and an explanation of the purpose of the expense. Personal expense items shall not be reimbursed by the Section.
  - 2.5 **Non-reimbursable Expenses** include:
    - 2.5.1 Alcoholic beverages.
    - 2.5.2 Room service or other incidentals such as fees for pets, mini bar purchases, movie rental, fitness center, resort spa or golf usage, and special cleaning.
    - 2.5.3 Fees resulting from parking or traffic tickets.
    - 2.5.4 Expenses incurred for travel, food, or entertainment of family members accompanying presenter.
  - 2.6 **Time Period Covered as Reimbursable.** It is the expectation of the Section that the conference will run from Thursday evening through Saturday at noon. The Section anticipates presenters will travel such that they arrive on Thursday and leave either Saturday or Sunday. Reimbursable expenses include meals and travel on Thursday and Saturday, and rental car use on Sunday. No lodging on Saturday or meals on Sunday shall constitute a reimbursable expense.
3. **Parties for whom Reimbursement is Appropriate.** Only members of the conference planning committee and speakers presenting at the annual conference shall be authorized to seek reimbursement for expenses in addition to mileage. All Family Law Section Executive Committee Members who appear in person for the annual meeting shall be entitled to request reimbursement for mileage.