

The Missouri Bar Reimbursement Form

Please note that all reimbursement requests must be submitted within the calendar year or within 60 days of the date the expense was incurred. See reverse side for reimbursement policy.

MAKE CHECK PAYABLE TO:

Name _____

Address _____

MEETING ATTENDED:

Committee or other (explain) _____

Location: _____

Travel From _____

Travel To _____

DATES OF TRIP OR MEETING: _____

DATE SUBMITTED: _____

I hereby certify that the amounts herein stated were incurred by me for travel and other necessary expenses on behalf of The Missouri Bar.

SIGNATURE: _____

APPROVED BY:

Signature _____

Title _____

Date _____

TRANSPORTATION

Airline (attach copy of ticket, coach only) \$ _____

Train (attach copy of ticket) \$ _____

Bus (attach copy of ticket) \$ _____

Taxi (attach receipt if available) \$ _____

Automobile (allow 57.5 cents per mile) \$ _____

Parking and tolls \$ _____

Other transportation (attach receipt) \$ _____

HOTEL (attach bill) \$ _____

MEALS:

Date _____

Breakfast \$ _____ Lunch \$ _____ Dinner \$ _____ = \$ _____

Date _____

Breakfast \$ _____ Lunch \$ _____ Dinner \$ _____ = \$ _____

Date _____

Breakfast \$ _____ Lunch \$ _____ Dinner \$ _____ = \$ _____

Date _____

Breakfast \$ _____ Lunch \$ _____ Dinner \$ _____ = \$ _____

Date _____

Breakfast \$ _____ Lunch \$ _____ Dinner \$ _____ = \$ _____

Date _____

Breakfast \$ _____ Lunch \$ _____ Dinner \$ _____ = \$ _____

If meals are purchased for guests, identify them and briefly explain: _____

TELEPHONE, PHOTOCOPY,

POSTAGE, ETC. (attach statement) \$ _____

TIPS \$ _____

MISCELLANEOUS (explain below) \$ _____

TOTAL DUE \$ _____

**Mail this form to: The Missouri Bar
P.O. Box 119 • Jefferson City, MO 65102-0119**

SUMMARY OF REIMBURSEMENT POLICIES AND PROCEDURES

- I. Officers, Board of Governors and staff shall be reimbursed for expenses incurred in the performance of official duties and assignments as follows:
 - A. Transportation: All necessary local and long distance transportation on the basis of cost, or when a private automobile is used, at the current applicable IRS per mile rate, plus tolls and parking. Reimbursement for use of a private automobile for out-of-state travel shall not exceed the cost of commercial air coach travel had air transportation been utilized. Reimbursement to members of the Board of Governors and staff for air travel shall not exceed the commercial air coach rate.
 - B. Lodging and Meals: Actual cost of sleeping room accommodations and meals. (For certain meetings, a maximum lodging and meal per diem expense allowance will be set. When a maximum per diem is set, advance notice will be given).
 - C. Incidentals: Actual and reasonable expenditures for tips, gratuities, baggage handling and other miscellaneous items.
 - D. Telephone, Photocopy, Postage, etc.: Reimbursement for these expenses is available only for actual cost, not client rates. (Attach statement itemizing and explaining items).
- II. Board Committee chairpersons and members, appointed by action of the Board of Governors, while in the performance of committee duties, shall be reimbursed for expenses set forth at A, B, C and D above.
- III. Other Committee chairpersons and members are expected to meet twice yearly without reimbursement for expenses incurred. Expenses incurred in attending more than two meetings in a calendar year, when authorized in advance, will be reimbursed as set forth at A, B, C and D above.
- IV. Members of the Young Lawyers' Section Council shall be reimbursed for expenses incurred in the performance of official duties on the basis set forth at A, B, C and D above, provided that reimbursement shall not be given for attending more than four meetings per calendar year.
- V. Members of committees who are authorized reimbursement must submit their reimbursement request first to their committee chairperson for approval, who in turn shall forward said request to the Executive Director of The Missouri Bar for determination that the request is authorized, is within budget limits and is properly documented.
- VI. Requests for reimbursement must be authorized, reasonable, sufficiently documented, within budget and submitted within the calendar year or within 60 days of the meeting/event for which reimbursement is sought.