

FEDERAL BAR ASSOCIATION - SAN ANTONIO CHAPTER
BOARD OF DIRECTORS

STANDING RESOLUTION

REIMBURSABLE EXPENSES

*Excerpt From the Minutes, Federal Bar Association -
San Antonio Chapter, Board Of Directors Meeting -
August 14, 2002, Paragraph B, 5:*

5. Reimbursable Expenses: The Board approved a list of chapter reimbursable expenses for officers and directors (attached as Exhibit 2) with the exception that no reimbursement will be allowed for copying costs. Reimbursement of parking expenses for officers and directors remains under consideration.

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(Exhibit 2):

REIMBURSABLE EXPENSES FOR OFFICERS/DIRECTORS SAN ANTONIO FEDERAL BAR ASSOCIATION

1. Postage - in full with receipt.
2. Email - no charge.
3. Facsimiles - Local - no charge.
Long Distance - up to \$1.50 per page.
4. Copying - ~~no more than 10 cents per page.~~
5. Supplies - in full with a receipt.
6. Training - in full with prior board approval.
7. Seminars/Programs - in full with board approval.
8. FBA Cellphone - in full with copy of bill.
9. Presidential Expenses - up to \$200/mo (not subject to limitations above)

All reimbursable expenses should be submitted to the treasurer with an explanation of how expenses were incurred.