

FEDERAL BAR ASSOCIATION - SAN ANTONIO CHAPTER
BOARD OF DIRECTORS

STANDING RESOLUTION

CHAPTER TRAVEL REIMBURSEMENT GUIDELINES

Adoption Recorded in the Minutes, Federal Bar Association - San Antonio Chapter, Board Of Directors Meeting – September 1, 2004, Paragraph D, 2 (Encl 5 to BOARD OF DIRECTORS MEETING MINUTES – September 1, 2004 (As Amended and Approved)):

San Antonio FBA Chapter Travel Reimbursement Guidelines

1. All travelers will be reimbursed for meals and incidental expenses limited to U.S. General Service Administration (GSA) Federal per diem rates based on event location. In order for any additional meals and incidental expenses to be reimbursed, they must be reasonable, supported by original receipts, and have been approved in advance by the Executive Committee.
2. Federal government members will be reimbursed for lodging only at government single room hotel rates (not to exceed GSA maximum per diem lodging rate). All other travelers (and government travelers where government hotel rates are unavailable) will be reimbursed for lodging only at the special FBA discount group rate for a single room.
3. In those cases in which the National FBA reimburses a traveler for a portion of his / her transportation fares, the Chapter may reimburse the traveler only for the remainder and only at the rate for coach or economy tickets purchased a minimum of 14 days in advance of travel. No reimbursement will be made for tickets acquired through frequent flyer programs. First class / business class air tickets and / or upgrades will not be reimbursed.
4. Reimbursement for ground transportation is limited to one round trip each between (1) home / office and airport and (2) destination airport and meeting site not to exceed \$25 per cab or shuttle trip.
5. Automobile mileage will be reimbursed at the prevailing IRS approved rate (currently 37 cents per mile) plus tolls and parking not to exceed the total of the reimbursable airfare and allowable ground transportation set forth in paragraphs 3 and 4.
6. Original receipts must be provided for any expense over \$20.00 including airline tickets, cabs, and hotel bills.
7. No advance travel payments are authorized.
8. No continuing legal education (CLE) reimbursements are authorized.
9. Reimbursement requests must be submitted no later than 30 days after travel.
10. The Chapter will not reimburse travelers for expenses reimbursed by the National FBA, travelers' employers, or any other entities.