

**SECTION OF INDIVIDUAL RIGHTS AND RESPONSIBILITIES  
FINANCIAL POLICIES AND PROCEDURES**

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**Reimbursement Policy**

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The Section's Financial Policies and Procedures will operate in accordance with stated ABA reimbursement and other policies and procedures, as set out in the current edition of the ABA's Policies and Procedures Handbook (the "green book").

The Section will reimburse regular Council members for transportation, lodging, and meal costs associated with Council meeting attendance in accordance with ABA reimbursement policy. Under ABA policy, a Section may reimburse Council members attending the Council's spring and fall meetings, as well as Council meetings held in conjunction with the ABA's mid-year meetings. No reimbursement will be provided for costs of attending a Council meeting held in conjunction with an ABA Annual Meeting. Other, miscellaneous out-of-pocket expenses incurred in conjunction with the meeting, such as gratuities, also may be reimbursed at the discretion of the Section Chair. Telephone calls are not considered incidental expenses, but personal expenses that are not reimbursable. Other expenses, such as purchase of supplies or equipment, may be considered only as a part of the Committee expense process.

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**Travel, Lodging, and Meals**

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Council members should make travel arrangements sufficiently in advance to take advantage of any available supersaver airfares or discounted rail fares. Reimbursement will not be made for travel costs exceeding the amount a person could have paid by using ABA travel service with bookings at least 21 days in advance of travel. A member will be reimbursed at the per diem rate for an extra night's stay, if necessary to qualify for the lowest available transportation costs, in instances where the savings in transportation costs exceeds the cost of the extra night's stay. A member who exceeds his or her stay to participate in other ABA entity activity will be reimbursed per diem for the days beyond the Council meeting only if reimbursement is consistent with other provisions of this policy, and expressly authorized by the Section Chair.

Only the cost of coach or rail transportation and reasonable ground transportation expenses will be reimbursed. Only the most economical fare – e.g., \$100 coach fare, vs. \$150 metroliner fare – will be reimbursed; and additional fare charges incurred as a result of reservation changes not attributable to a Council meeting schedule changes will not be covered. Cab fares will be reimbursed only for transportation between terminals and meeting sites including designated Section dinner events. Where available, shuttle services should be used instead of cabs. A member who wishes to travel by personal automobile will be reimbursed for actual mileage at the ABA-established rate, up to a maximum amount that is the equivalent of allowable alternative air or rail transportation costs. The use of a rental car for Section-related purposes must be pre-approved and substantiation of use provided. A reimbursement will not exceed the cost of cab fares as authorized by this policy. A member who combines travel for non-Section related business with travel to or from a Council meeting may seek reimbursement for actual travel expenses up to the amount that travel for the Council meeting alone, without any stopovers, would have cost.

**Total reimbursement for lodging and meals during Council meetings is a maximum of \$100 per day for two days, unless staying an additional day results in net savings to the Section.**

Section Committee Chairs may receive reimbursement for costs of attending a Council meeting only when the Council or the Section Director specifically has requested the Committee Chair's attendance and the Section Chair has provided written authorization for reimbursement prior to the meeting. Such reimbursement will be made in accordance with the provisions regarding Council member expenses.

The Law Student Division representative to the Council will be reimbursed actual necessary and reasonable expenses for attendance at all Council meetings, except that reimbursement for meetings held in conjunction with the ABA's annual meetings will be made only as permitted by ABA rules and with the prior approval of the Section Chair. The student representative should make every effort to obtain the lowest possible airfare or other transportation cost. Maximum reimbursements for room and meal costs will be those established by the ABA for staff reimbursement.

Section Officers, Council members, Committee Chairs, or members appointed by the Section Chair to serve as Section liaisons to other ABA entities are appointed with the understanding that they generally will not be reimbursed by the Section for expenses incurred as a result of liaison obligations or activity. Exceptions to this policy may be made for specific purposes or in specific instances upon request to and approval of the Section Chair prior to expenditure of any potentially reimbursable funds.

Whenever possible, an officer, Council member, or Committee Chair otherwise eligible for reimbursement of Council meeting expenses first should seek reimbursement from his/her firm or organization. Section reimbursement will be provided for uncovered costs.

Officers, Council members, and Committee Chairs must process mailings or other significant jobs through the Section Office to take advantage of the ABA's substantial discounts on costs. Costs for non-ABA services will be reimbursed only with the prior approval of the Section Director.

Under ABA policy, Committee Chairs generally are expected to absorb minor costs – e.g., occasional letters, routine copying – associated with committee work. Any expenditure beyond that allocated to an activity or committee in any given year must be approved in advance by the Budget officer and the Section Chair.

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### **Required Documentation**

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All reimbursement requests must be submitted within 30 days of the time the expenses were incurred. Requests for reimbursements for Council meeting expenses must be submitted on ABA Form No. 7116, available through the Section office, together with original receipts for expenses and invoices showing a zero balance. The form should be sent directly to the Section office as quickly as possible. Requests for reimbursement for non-Council meeting expenses may be submitted to the Section office in letter invoice form, with supporting documentation attached for all expenses listed.

The Section Chair has authority to waive specific reimbursement requirements in exceptional cases. Such waivers must be requested and approved before expenses are incurred.