Section Budget

The fiscal year for the Association and the Section is September 1 to August 31. Based on information provided by the Committee Chairs, Council members and Officers, the Section staff prepares a proposed line item budget. After review by the Budget Officer and the other Section Officers, the proposed budget is submitted to the Council at the Annual Meeting for approval. The approved budget is then submitted to the ABA Financial Services Department.

It is very important to note that funding authorizations are not carried over from one year to the next, and that payments during the fiscal year will only be made for expenses that have been approved and provided for in the budget.

Dues and Other Income

The Section dues (currently $55) are fixed from time to time by the Section Council. Should the proposed dues amount exceeds $75, approval by the ABA Board of Governors is required. The Council may classify members for dues purposes and has established a FREE membership rate for law students. The Section receives other revenues from sale of Section publications, royalties, rental of its mailing lists, interest on its reserve fund, and revenue from Section functions, including CLE programs administered by the ABA Center for CLE.

A registration fee is collected for both the Section Spring Meeting and Section Annual Meeting to recover a portion of the meeting costs. Meal functions at all meetings are ticketed and payment is required in advance. Committees holding stand-alone meetings or programs involving meeting room charges, meal functions, printing and on-site staff assistance, must charge a registration fee to meet those expenses, and should budget those meetings to break even financially.

Approval of Commitment and Expenditure of Section Funds

The Section Bylaws place the control of the expenditure of Section funds with the Council. The Officers, as the Executive Committee of the Council, may amend the budget for needs previously not authorized that arise in the periods between Council meetings.

Although the Section's budget is not approved until August of each year at the ABA Annual Meeting, the budgeting process begins in April. Committee chairs are asked to forecast their committee's activities for the next fiscal year, and to provide estimates of quantifiable activities, i.e., mailings, newsletters, on which predetermined budget assumptions may be applied to arrive at estimated costs.

To assist Committee chairs with this process, a summary of each committee's budget activity to-date accompanies each request for budget information. The information provided on these
budget request forms provides the basis for developing the Section's budget for the coming year.

Unusual mailing expense, new programs or publications, and reimbursement of expenses for committee members or speakers must be noted. The request should specify the use to which the funds will be put, the period over which they will be spent, and any other relevant information. If the project will produce revenues, an estimate should be included. Projects that are in the planning stages should also be listed, even if the costs cannot be estimated.

A request for an appropriation that could not have been anticipated during the budget process should be sent to the Section Chair, with copies to the other Officers and the Section Director. It will be acted upon by the Officers or at the next Council Meeting. A request for appropriations may be included in a committee's report for the Midwinter or Annual Section Meeting, but a specific request should also be sent to the Section Officers and staff as described above.

**IMPORTANT--If funds appropriated for a project will not have been expended at the end of the fiscal year, the Committee chair must request that the project authorization and remaining unused funds be carried over for use the following fiscal year.**

### Reimbursement for Section and Committee Meetings

The tradition in the Section has been that Section members bear their own expenses in attending committee meetings and other Section functions. However, the Council has authorized the Section Chair to approve reimbursement of members in special circumstances. Generally, this discretionary authority has been exercised sparingly and only in cases of those who are judges, government or public service lawyers, or academic attorneys not engaged in the private practice of law. For eligible members who are Officers, members of the Council, or committee chairs, reimbursement has customarily been made for attendance at Officers' and Council meetings.

Reimbursement of academics, government or public service lawyers, and judges for attendance at committee or subcommittee meetings will be made only when the Committee chair has requested the reimbursement in advance of the scheduled meeting, and states that the attendance of the member(s) to be reimbursed is important to the work of the committee and cannot otherwise be secured.

Committee chairs are notified by the Section office in the summer about which, if any, committee members have been approved for reimbursement of expenses incurred to attend specified meetings. It is the committee chair's responsibility to notify his/her members of their eligibility for reimbursement. A suggested confirmation letter, to be sent by the committee chair to any "reimbursable" member, accompanies the notification sent to committee chairs. Upon receipt and review of a request for reimbursement by the Section office, the committee member will be reimbursed according to the terms of the confirmation letter issued to the committee member at the beginning of the year, and the reimbursement policy as stated on the back of the reimbursement form. If an additional night of lodging or any other exception to the terms of the approved reimbursement is requested, the committee
The Council has also authorized reimbursement of travel expenses involved in attending Council meetings for the one Law Student Division member and two Young Lawyers Division members who are appointed as liaisons to the Council.

The Business Law Section will reimburse, if requested, all necessary and reasonable expenses (subject to the Section’s Policy Limits on Reimbursement and only to the extent not otherwise reimbursed by the ABA) incurred by officers that result from the Section’s participation in the Annual and Midyear meetings of the ABA or the Section Officers Conference. Other members of the Section who assist in advocating positions of the Section also will be entitled to reimbursement if authorized in advance by the Chair of the Section.

**Reimbursement of Liaisons**

The Section will reimburse Section members who act as liaisons to other organizations under the following circumstances:

- The Section is not meeting at the same time.
- The Chair has asked the member to go to a specific meeting to represent the Section.
- The Chair has asked the member to represent the Section on a specific issue or to advocate for the Section.
- The Officers have approved the reimbursement request.

**Reimbursement of Officers' Expense**

In recognition of the significant increase in the size of the Section and the expenses associated with serving as Chair of the Section and Editor of *The Business Lawyer*, the Council has authorized partial reimbursement of expenses for the Chair and the Vice Chair (also the Editor of *The Business Lawyer*). The payments are to partially defray the cost of clerical assistance, telephone, postage and duplicating services associated with the performances of their duties.

The Section Chair, Chair-Elect, Vice Chair and Secretary and their spouse may be reimbursed for necessary and reasonable expenses for site visits for future meetings. A staff member from the Section’s Meetings Unit will accompany the Officer(s) on the visit. Reimbursement will be made for: one site selection and one pre-planning visit for the Section's Midwinter Council and Spring Meetings. (Only one pre-planning visit will be available for the ABA Annual Meeting.) Reimbursement will be limited to the lower of either supersaver or 14-day advance purchased economy airfares using one of the ABA preferred carriers whenever possible. Lodging expense will be reimbursed for a maximum of three days and two nights per trip. Meal and local transportation expense (not including transportation to and from airport) shall not exceed $75.00 per person per day.
**Policy Limits on Reimbursement**

**General:** Receipts are required for all single expenses of $25.00 or greater. Items for which receipts are not received will be reduced to $24.99.

For the subsidized travelers, including the Law School Division Liaison, the Young Lawyers Division Liaisons, Business Law Fellows, Business Law Ambassadors, Diplomats, Envoys and Consumer Fellows, the daily total for meals and local ground transportation cannot exceed $75.00, (excluding Section Leadership dinners). Requests for reimbursement properly substantiated, should be submitted promptly. No reimbursement will be made if the request is not submitted within three months of the date on which the expenses were incurred. The Section will not waive or reimburse registration fees except for the Law School Division Liaison, the Young Lawyers Division Liaisons, Business Law Fellows, Business Law Ambassadors, Diplomats, Envoys and Consumer Fellows.

**Transportation:** The registration materials for each meeting will indicate the preferred carriers of the American Bar Association. These carriers provide discounts off coach fares. Requests for reimbursement may not exceed an amount equal to these special discounted fares unless the traveler's city is not serviced by these airlines. In this case, airfare reimbursement will be limited to coach or tourist class only.

Automobile mileage is limited to .57 cents per mile plus parking. Mileage is restricted to that accrued for business purposes only.

Hotel shuttle service or other economical means of ground transport to and from airline terminals should be used whenever practical. Expenses incurred for car rental will be reimbursed to the extent that the cost is equal to or less than other economical means of transportation.

**Lodging:** Reimbursement will be made at the conference rate for standard SINGLE occupancy for the number of nights indicated in the confirmation letter received by the traveler. The traveler will be reimbursed those number of nights only, unless the traveler receives written authorization before the meeting from the Meetings Director or Section Director to extend the stay. The traveler is expected to stay at the Section's headquarter hotel, and will only be reimbursed at the conference rate offered by that hotel.

**Meals:** Meals are reimbursable (subject to the limits set forth under General) and will vary in cost depending upon the city and the type of function. Speakers are provided complimentary tickets to group meal functions related to their presentation. Where such meals are provided at a meeting, it is expected that they will participate in that group function at no additional cost on the expense report. The Section will not reimburse a traveler for the meal expenses of other Section travelers, regardless of whether they are eligible for reimbursement.

**Nonreimbursable Expenses:** Personal expenses will not be reimbursed. Examples of such expenses are:
- Meal/lodging costs for spouses or guests.
- Special room service; in-room TV movies; hotel room safe; use of hotel facilities such as its health club.
- Internet Service
- Airline upgrades; airline change fees
- Meal/lodging costs for spouses or guests.
- Telephone calls, faxes.
- Entertainment.
- Laundry and dry-cleaning expenses.

Requests, properly substantiated, should be submitted promptly. **No reimbursement will be made if the request is not submitted within three months after the date on which the expenses are incurred.**

**Reimbursement of Other Expenses**

In addition, committee chairs may incur other costs beyond the normal costs associated with the performance of their duties. The Section recognizes the significant size of some committees and, at times, significant undertakings by some committee chairs, personally, to incur abnormal or extraordinary costs and expenses in the conduct of Section or committee affairs. Should a committee chair expect to incur abnormal or extraordinary costs or expenses, the committee chair may either request reimbursement in the committee's annual budget request for such costs and expenses or request specific approval from the Section Chair or Section Budget Officer.