I. General Principles

The Executive Committee (Officers) and Council Members of the Section of Family Law (Section) of the American Bar Association (Association or ABA) are responsible for administering meetings, programs, publications and other professional services provided by the Section to its membership.

Providing these services requires the expenditure of dues and other Section revenue, and it is the responsibility of the Officers and Council to ensure that annual expenditures do not exceed annual revenues, except as otherwise provided in this Policy. This policy sets forth the principles and procedures which will govern the revenue and expenditures of the Section.

It is recognized that every worthwhile activity the members and leadership wish to consider for adoption cannot be undertaken. As part of the budgetary process, Council must make decisions regarding allocation among competing programs.

A. Sources of Revenue

In addition to Basic Support provided by ABA, the Section receives revenue from four primary sources: member dues, fees from programs and publication sales, sponsorships and the earnings from reserve fund investments. It is the Section's goal to operate and budget on an annual basis so that projected revenues meet or exceed projected expenses. This goal will not prohibit the Section from planning an activity to meet an exceptional need or from financing a program or publication that will produce revenues only in subsequent years.

The Section's policies concerning investment revenue are set forth in the Section Investment Policy.
B. Reserve Fund

The Section shall budget a reserve fund balance, as set forth in the Section Investment Policy. Reserve funds are primarily used for special projects or for other undertakings that cannot otherwise be financed from Section revenues. Appropriate steps shall be taken to replenish this reserve if it falls below the level prescribed in the Section Investment Policy.

C. Finance Committee

The Finance Committee shall be composed of a minimum of six members of the Section, designated as follows:

- Immediate Past Financial Officer, unless a current member of the Executive Committee
- Financial Officer for the current year
- Incoming Financial Officer (Financial Officer-Designee) as appointed by the Chair-Elect
- An appointment by the Vice-Chair with the approval of the Chair of the Section
- Secretary of the Section
- An appointment or appointments by the Chair of the Section as needed to meet or exceed the minimum

All appointments by the Chair and Vice-Chair shall be a past Chair of the Section; past or current Council Member; current committee chair; or other Section member with significant Section experience.

The term of each member of the Finance Committee shall be one year. The Chair of the Finance Committee shall be the Immediate Past Financial Officer, unless he or she is a current member of the Executive Committee; or, if the Immediate Past Financial Officer declines to serve, then a past Financial Officer designated by the Chair of the Section; or, if past Financial Officers decline to serve, then a past member of the Financial Committee, at the discretion of the Chair of the Section.
The duties of the Finance Committee shall be to recommend fiscal polices and procedures to the Officers and Council and to review and propose to Council, as needed, amendments to the Financial Policy and Investment Policy of the Section.

II. The Budget of the Section

A. Purpose

The fiscal year for the Section is from September 1 to August 31. The budget shall reflect the Council's judgment regarding how funds will be expended during each fiscal year. Expenditures not specified in the budget may not be incurred without obtaining express approval in the manner set forth below. Due consideration shall be given to budget savings to meet the stated goals for the Section's Investment Policy.

B. Procedures

The budget for the upcoming fiscal year shall be approved at the Council Meeting held during the Annual Meeting. Preparation of the budget shall be according to the procedures below.

1. Requests for Expenditures

By April 1 of each year, the Financial Officer shall request the Officers, Council, committee chairs and staff to provide to the Section Director, in writing on the form prescribed by the Finance Committee, budget information for the next fiscal year.

2. Responses to Requests for Expenditures

Every person who anticipates an expenditure of Section funds in the next fiscal year is required to respond to the Financial Officer by April 20, in writing on the form prescribed by the Finance Committee, in order for the Section to consider the request. Each request shall set forth, in detail, the nature of the project and shall include, in detail, all anticipated expenses and revenues related to the project. All changes to budget line items
from the previous budget shall be explained. The Section Director will disseminate the information to the Chair-Elect, Vice-Chair, Financial Officer and Financial Officer-Designee.

3. Financial Officer and Chair-Elect to Draft Budget

The Financial Officer and Chair-Elect will have the following responsibilities with respect to each request for funding and the annual budget as a whole:

a. Collate the information and identify requests requiring Council approval

b. Contact those requesting a budget allocation to clarify the request, if necessary

c. With the assistance of the Financial Officer-Designee, Section Director and appropriate staff, prepare a draft budget for submission to the Officers and Council as provided below.

4. Chair-Elect to Set Out Programs and Budget

The Chair-Elect shall advise the Council in writing by the Spring Meeting of (a) agenda items for the next fiscal year that will vary substantially from recent budgets and (b) all new or special projects which may affect the budget.

5. Vice-Chair to Set Out Programs and Budget

The Vice-Chair shall advise the Council in writing by the Spring Meeting of (a) agenda items for the second fiscal year that will vary substantially from recent budgets and (b) all new or special projects which may affect the budget.

6. Secretary to Set Out Programs and Budget

The Secretary shall advise the Council in writing by the Spring Meeting of (a) agenda items for the third fiscal year that will vary substantially from recent budgets and (b) all new or special projects which may affect the budget.

7. Annual Budget Meeting
Each year the Chair-Elect, Vice-Chair, Financial Officer, Financial Officer-Designee, Section Director and appropriate staff will attend a meeting (Budget Meeting) at Association Headquarters or by teleconference, sufficiently in advance of the date on which the budget is to be submitted to the Officers to allow preparation of the budget. The Budget Meeting will be for one day for the purpose of reviewing all budget requests and developing the budget for the next fiscal year.

8. **Circulation of Draft Budget**

The draft budget shall be circulated among the Officers and staff during the month of June for preliminary approval no later than June 30. Thereafter, the Financial Officer and Financial Officer-Designee shall prepare the proposed budget and submit it at least two weeks prior to the Annual Meeting to the Council for consideration in advance of its Annual Meeting.

9. **Proposed Budget Approval and Budget Adoption**

At the Annual Meeting, Council shall formally approve the budget for the next fiscal year. In the event any amendments are made to the budget as a result of Council action, the Financial Officer shall revise the budget. The approved line item budget shall be submitted to ABA Financial Services.

10. **Modifications to Budget After Approval**

All requests for modification to the budget after its formal adoption must be made in writing to the Section Director, who will then circulate the request to the Officers.

Modifications of less than $2,500.00 may be approved by the Chair of the Section after consultation with the Financial Officer and shall be reported to the Council at its next regular meeting. Modifications from $2,501.00 to $5,000.00 may be approved by the Officers and shall be reported to the Council at its next regular meeting. The Council must approve modifications in excess of $5,000.00 before the expenditure is made.

11. **Later Proposals not in the Budget**
Written proposals for items not included in the budget shall be submitted to the Section Director for approval by Council. The Section Director will circulate the proposal to the Officers. All proposals shall provide the information necessary to permit a comparison of the benefit of the proposal to the cost.

The proposal must include its purposes and goals. If the project can be broken down into phases, the proposal shall indicate what those phases will be and give an estimate as to the time to accomplish each phase. The proposal shall state the anticipated revenues and expenditures contemplated. The Section Director shall be consulted in order to include in the proposal any staff resources needed and the cost of those services.

12. Maintaining the Budget; Requests for Reimbursement; Bids; Reports

It is important to the Section's fiscal integrity that expenditures be consistent with the budgetary plan as adopted or modified. To that end, the procedures below shall be followed.

All requests for payment or reimbursement must be approved by the Section Chair in consultation with the Financial Officer and processed through Section staff to assure that (a) the expenditure is authorized, (b) the amount is correct and (c) the amount is charged to the appropriate activity. The staff will then forward the request to ABA Financial Services for payment.

A written bid from the vendor must be provided to the Section Director to process an ABA Purchase Order for vendor services. The ABA will not pay an invoice to a vendor without a previously arranged Purchase Order.

Each month, financial reports are prepared by the ABA and forwarded to the Financial Officer and staff. The Financial Officer has the responsibility for reviewing these reports and promptly bringing all budgetary deviations and fiscal concerns to the Officers' attention, including without limitation concerns
such as a significant shortfall in revenue, ongoing expenses that are exceeding budget projections and deviations from the minimum required long-term investment balance.

III. Contracting Power

It is expressly recognized by the Section that only the Association President and the Executive Director have the power and authority to contractually bind the Association or the Section unless (1) the Board of Governors of the Association has specifically authorized another person to execute a contract on behalf of the Association; and (2) the President or the Executive Director, in writing, has specifically delegated to other person the authority to contractually bind the Association under conditions set forth in the written authorization. Accordingly, no contract or agreement entered by or on behalf of the Section will be valid unless it is entered in conformity with this Policy.

Prior to their submission to the ABA, all contracts must be submitted to the Section Director, who will disseminate them to an appropriate Officer. Approval by the Officer is not prerequisite to submission of a contract to ABA General Counsel. The Section Director will refer all contracts to the ABA General Counsel for review as required by ABA policy. Upon approval by ABA General Counsel, the Section Director will submit the contract to ABA Senior Management for signature.

IV. Reimbursements

A. General Policy

It shall be the policy of the Section to adhere in its reimbursement practices as nearly as possible to the general reimbursement policies of the Association. The Section shall at all times use its best efforts to conform to the rules and requirements set forth by the Association to reimburse expenditures of Section members engaged in Section business, within the financial limitations of a voluntary, dues-funded association. It is recognized that the efforts and energies donated by the Section members in carrying out their volunteer duties often are of a greater monetary value than the extent of reimbursement allowed under the Section budget, based on the member's ordinary professional fees and the value of his or her time, talents and expertise.
It shall also be the policy of the Section to administer its reimbursement policy in as equitable and even-handed a manner as possible within the constraints of fiscal responsibility set forth in this Policy.

B. General Rules of Reimbursement

The amount reimbursed shall not exceed the actual cost of the item for which reimbursement is allowed.

If a reimbursement request is submitted in a timely manner according to this Financial Policy and a correction is required by the Financial Officer, then the correction must be submitted within 14 days of the request by the Financial Officer for the correction.

All exceptions to the rules for reimbursement are subject to the prior approval of the Section Chair after consultation with the Financial Officer.

C. No Reimbursement for Routine Office Expenses

It is recognized that Section members graciously absorb many routine costs of office services, including but not limited to telephone, copier, printing, mailing and supplies. It is impossible, within its limited finances, for the Section to reimburse for such expenses. Accordingly, unless expressly included within the approved budget for that fiscal year, no reimbursement shall be provided to a member for routine office expenses.

D. Section Staff Oversight of Services

It is the policy of the Section that all general administrative services of the Section shall be performed by Section staff, including without limitation services required for printing, photocopying, mailing and shipping, together with preparation and distribution of intra-Section communications, materials for on-site programs and preparation and mailing of promotional materials for programs and membership development.

E. Planning for Meetings

Section staff shall plan meetings of Council and committees of the Section and may use the Meetings and Travel Department of the Association at the discretion of Section staff, except as provided below in Reimbursement-Booking of Hotel Space, where use of the Meetings and Travel Department is mandatory. It is the policy of the Section to maximize the benefits received from travel purchases and to take maximum advantage of special bargain rates and promotions.
F. Booking of Hotel Space

The Meetings and Travel Department negotiates all contracts for meetings. The ABA form Letter of Agreement shall be used to contract with a hotel or other space provider. Thus, while the Section Officers and staff may conduct their own review of potential facilities and providers, the Section must negotiate and book all hotel and related space through the Meetings and Travel Department, using the ABA Letter of Agreement.

G. Reimbursement for Meetings

In accordance with the policy of the Association, there ordinarily is no reimbursement for travel or lodging expenses incurred while attending the Annual Meeting of the Association.

At meetings other than those meetings held concurrently with the Annual Meeting, Officers, members of Council, authorized committee members and other authorized persons attending meetings of Council or the Section, shall be reimbursed for expenses of travel and shall receive a *per diem* allowance, in accordance with Section and Association policy. Effective September 1, 2003, past Section Chairs will not be reimbursed for travel to Council Meetings, but their Fall and Spring Meeting registration fees will be waived, provided that they attend and advise at the Council Meeting.

Officers attending meetings of the Officers shall be reimbursed for expenses of travel and shall receive a *per diem* allowance in accordance with Section and Association policy.

From time to time, a limited number of persons may officially be invited for the good of the Section to attend or speak or otherwise participate at a meeting of Council, of the Section or of the Officers. Upon the written prior approval of the Section Chair after consultation with the Financial Officer, these persons may be reimbursed for the expenses of transportation to and from the meeting and they may receive a *per diem* allowance in accordance with Section and Association policy.

No reimbursement for expenses of travel or attendance at meetings shall be provided, except as specifically authorized in this Policy. Original receipts must be attached to all reimbursement requests in compliance with ABA Financial Services policy.
H. **Per Diem Allowance**

Reimbursement on a *per diem* basis shall be made for hotel and meals as follows:

**Council Meetings:** A maximum of three days' *per diem* allowance shall be paid to each Council Member attending the Council Meeting, registering for the Section Meeting and attending the primary social ticketed event at the Section Meeting.

**Officer Meetings:** A maximum of four days' *per diem* allowance shall be paid to each Officer attending and registering for the Section Meeting and attending the primary social ticketed event, or attending an Executive Committee Meeting or Retreat.

**Funded Editorial/Publication Boards:** A maximum of two days' *per diem* allowance shall be paid to each member attending the Board Meeting. Board members who also attend the Section Meeting must register.

**Funded Committees:** A maximum of one day's *per diem* allowance shall be paid to each member attending and registering for the Section Meeting.

**Scope and Correlation Committee:** A maximum of one day's *per diem* allowance shall be paid to each member attending and registering for the Section Meeting.

**Approved Attendees:** One day's *per diem* allowance shall be paid to each committee member or other invited guest attending a Council or Officers Meeting and registering for the Section Meeting, for which such invitee has received written prior approval of the Section Chair after consultation with the Financial Officer, as detailed above.

The amount of the authorized Section *per diem* allowance shall be fixed, from time to time, by the Council in a sum not greater than that permitted in accordance with the applicable rules of the Section and Association. The current *per diem* allowance is the amount of the actual expenditure but no more than $100.00. No member shall receive more than four days' *per diem* allowance for attendance at a Section Meeting. The *per diem* allowance shall include lodging and meals.

The Chair of the Section, after consultation with the Financial Officer, may from time to time make an exception to a *per diem*
allowance as above, in order to provide a modest increase or decrease, as long as such modification (1) is consistent with the reimbursement policies of the Section and Association overall, (2) is shown to accommodate a particular instance of hardship decided on a case-by-case basis and (3) will result in a benefit to the business of the Section.

I. Allowances for Ground Transfers and Airport Transfers

Reimbursement for ground transportation to and from airports and for airport or other parking for which a member is eligible will be limited to a maximum total of $50 per meeting and will include costs for parking, car rental and taxi fare.

J. Hotel

Members entitled to reimbursement shall stay at the Section's hotel. All exceptions require advance written approval by the Section Chair after consultation with the Financial Officer. The original hotel receipt must accompany the Reimbursement Request Form and show a balance of zero. When a hotel room is shared by members who are all entitled to reimbursement (entitled members), each must include with his or her request form a written notation that indicates (1) the number of persons who are sharing the cost, (2) the names of all of the entitled members who are sharing the cost and (3) which person includes the original zero balance hotel bill with his or her request form. Each entitled member will be reimbursed for his or her pro rata share of the hotel charge, up to the maximum per diem allowance.

K. Meals

Receipts for meals must be original and must itemize the amount paid for each meal, all beverages and other items purchased, as well as the tip and total.

When the charge for a meal is shared by members who are all entitled to reimbursement (entitled members) or includes persons who are not entitled to reimbursement, each entitled member must include with his or her Reimbursement Request Form a written notation that indicates (1) the number of people whose meals or other purchases appear on the receipt; (2) the names of all entitled members whose charges appear on the receipt, (3) the name of the entitled member who includes the original receipt with the request form and (4) the dollar amount of the charge for which each entitled member requests reimbursement.

In certain instances, the cost of group meals for committee
members or other groups are allowed to exceed the per diem allowance. Such group meals must be pre-approved in writing by the Section Chair after consultation with the Financial Officer.

L. Editorial/Publications Board Meals

The Family Advocate, Family Law Quarterly and Publications Development Boards are primary sources of membership and revenue for the Section. Their members contribute extraordinary amounts of time and effort to the activities of the Boards. Therefore, in addition to the reimbursement for which this Financial Policy provides, members attending an Editorial/Publications Board meeting may participate in a group meal reimbursed by the Section, provided that approval from the Section Chair is obtained prior to the meal. The restaurant chosen must be reasonably priced in accordance with the location of the meeting. Any member of an Editorial or Publications Board may attend another Board's group meal. All guests must be pre-approved by the Section Chair.

M. Airfare, Auto Expense and Rail Fare

Airfare shall be reimbursed in an amount equal to the lowest airfare which is then reasonably available for the subject trip, consistent with purchase rates obtained from ABA Online Travel. "Lowest airfare" shall be the fare for coach class or equivalent (tourist or economy) tickets purchased not less than 14 days in advance of the departure date.

When a private automobile is used to travel to and/or from the meeting site, reimbursement will be made at the rate recognized by the Internal Revenue Service for mileage, or reimbursement will be made in the amount of the "lowest airfare" (as defined in this section above) available for the trip, whichever is less.

When rail is used to and/or from the meeting site, reimbursement will be made for the actual cost for day coach, or reimbursement will be made in the amount of the "lowest airfare" (as defined in this section above) available for the trip, whichever is less.

When a member who is eligible for reimbursement does not originate from or return to his or her home area or when the member makes additional stops en route, the Section will reimburse no more than the actual cost of transportation up to the "lowest airfare" (as defined in this section above) directly to and from the member's home area.

When one or a combination of the following occur,
airfare has not been booked as coach or equivalent class at least 14 days in advance; or

the member does not originate from or return to his or her home area; or

the member makes additional stops en route; or

the fare for the actual dates and times of travel cannot be ascertained,

then the "lowest airfare" (as defined in this section above) for the same days of the week, same times of day on the same airline, albeit for different dates, will be accepted by the Section as the reasonable estimate of the appropriate reimbursement. In the event that the reasonable estimate is not submitted with the Reimbursement Request Form, reimbursement will be denied.

Where a penalty is imposed for change of a non-refundable ticket, there will be no reimbursement for the penalty without good cause shown and written approval of the Section Chair after consultation with the Financial Officer.

All Section members who qualify for airline reimbursement will receive compensation for the cost of checking a maximum of one bag. In the event that the airline allows one piece of luggage to be checked free of charge, there will be no reimbursement.

Airline fares differ from different points of departure. In the event that the cost of

the airfare from a member's preferred home airport of departure

is higher than

the airfare plus the cost of ground transportation to an alternative airport,

then a Section member who otherwise qualifies for reimbursement will be reimbursed for the lower cost of airfare plus the full cost of ground transportation, even where the latter exceeds the fifty dollar maximum allowable for ground transportation.

No reimbursement will be made for lodging and meals en route.

N. Gratuities
Gratuities paid in the normal course of Section business will be reimbursed in the amount paid, to a maximum of 20%. This amount shall be fixed from time to time by Council in a sum not greater than that permitted in accordance with the applicable rules of the Section and the Association.

**O. Car Rentals**

No person shall be reimbursed for auto rental in an amount exceeding the ground transportation allowance then in effect, unless such rental is shown to be reasonably required in view of the particular circumstances and is shown to be economically prudent in comparison with alternate means of ground transportation reasonably available to carry out the business of the Section. In order to be reimbursed, auto rental must be expressly authorized in writing in advance by the Section Chair after consultation with the Financial Officer.

**P. Meeting Registration**

In order to qualify for reimbursement, members of Council, Scope and Correlation Committee and other funded committees must fulfill all requirements of registration for the meeting for which they seek reimbursement. Council Members must attend the Council Meeting. Scope and Correlation Committee members and other funded committee members must attend their respective committee meetings. Editorial/Publications Board members must attend their Board meetings, but they are not required to register for the Section meeting in order to be eligible for reimbursement.

**Q. Expenses for Committee Meetings and Task Force Meetings**

Members will be reimbursed for transportation as set forth in this Policy under *Reimbursements-Airfare, Auto Expense and Rail Fare*. Members will be reimbursed for other expenses as set forth in this Policy under *Reimbursements-Per Diem Allowance*. However, members of committees and task forces will be reimbursed for transportation, lodging and other expenses only to the extent that funds are available in their committee and task force budgets and, therefore, members are well advised to determine the extent of the available reimbursement prior to incurring the expense.

**R. Representatives Authorized to Attend Functions**

If the Section Chair designates a Section member, including himself or herself, to represent the Section at a conference or other event related to the member's duties as a Committee Chair or in another official capacity serving the Section (for example, ABA Day, a conference on diversity or fund raising or a State Bar Association meeting), then, subject to pre-approval in writing by the Section Chair after consultation with the Financial Officer, the Section will reimburse
the representative for the actual cost of registration fees, transportation to and from the event (as set forth in this Financial Policy under Reimbursements---Airfare, Auto Expense and Rail Fare), hotel charges, meals and ground transportation incurred by the member in connection with the event, but only for the days on which the event takes place.

S. Section Officers Conference

Officers attending the Section Officers Conference (SOC) will be reimbursed for transportation to and from SOC, as set forth in this Policy under Reimbursements- Airfare, Auto Expense and Rail Fare. Reimbursement for hotel charges, meals and ground transportation incurred in connection with attendance at SOC will be reimbursed at the per diem rate as set forth in this Policy under Reimbursements-Per Diem Allowance, but only for the days on which the event takes place.

T. Sponsorship Committee and Technology Show

The Sponsorship Committee has demonstrated success in obtaining sponsors for Section meetings and activities. To facilitate the work of the Sponsorship Committee, the Section will reimburse all reasonable expenses of members of the committee who are authorized in advance to attend the annual Technology Show, if the expenses are pre-approved and do not exceed the Sponsorship Committee's budget. Likewise, the Section will reimburse all reasonable expenses of members authorized to meet with sponsors to enlist sponsors' participation in the Section sponsorship program, including meals, lodging and transportation, so long as those expenses are pre-approved and do not exceed the budget of the Sponsorship Committee.

U. Annual Meeting

It is the policy of the Section and Association that there will be no reimbursement for expenses of transportation, lodging or meals incurred for attendance at the Annual Meeting or for such expenses incurred to attend a meeting held within the seven days preceding the Opening Assembly or seven days following the Closing Assembly of the Annual Meeting.

An exception to the general policy of the Association recognizes that, in arranging for the Annual Meeting, it may be necessary from time to time to waive registration fees or provide for reimbursement of program speakers, in order to attract the best possible participants. The Section hereby adopts such exception in the same nature and to the same extent as administered by the applicable guidelines of the Association.

Requests for waiver of registration fee and reimbursement for transportation and other expenses for the Annual Meeting must be addressed to the Section Director on a person-by-person basis and in
accordance with Association procedures. The Section Director will transmit the requests to the Section Chair and Financial Officer. However, as a matter of general policy, payments by the Section to participants in the Annual Meeting are disfavored, and, therefore, good cause must be shown that (1) but for such reimbursement of expenses, the person would not attend or participate in the Annual Meeting and (2) participation by such person in the Annual Meeting will materially benefit a significant number of the Section members.

V. **Budget Meeting**

If the annual Budget Meeting is held at Association Headquarters or other meeting site and not by teleconference, the Chair-Elect, Vice-Chair, Financial Officer and Financial Officer-Designee who attend will be entitled to reimbursement for transportation to and from the meeting according to this Policy at **Reimbursements- Airfare, Auto Expense and Rail Fare.** Each will also be entitled to one day's **per diem** allowance for hotel, ground transportation and meals which are incurred in compliance with this Policy under **Reimbursements-Per Diem Allowance.**

W. **Gifts**

Gifts as condolences, congratulations, thanks or for other purposes shall not be funded by the Section unless otherwise specifically provided in this Policy.

X. **Past Chairs of the Section**

Registration fees for all Past Section Chairs who attend the Council Meeting will be waived, provided that they attend and advise at the Council Meeting.

Y. **Officer Site Selection Visits**

When Officers travel to a potential meeting site, they will be reimbursed for all reasonable expenses incurred, so long as they obtain prior approval for those expenses from the Section Chair after consultation with the Financial Officer. Site visits shall be scheduled so as to allow a staff member to accompany the Officer and so as to obtain the most advantageous cost of travel for the Officer and staff member. Total annual cost for an Officer's site selection visits shall not exceed the amount provided in the budget for the year of the expenditures. Reimbursement for expenses for site selection visits must comply with Association guidelines.

Z. **Law Student Division Liaison**

To enable a law student to attend all Section-wide functions, not including the Annual Meeting, the Section shall provide to the
Law Student Division Liaison reimbursement for transportation as provided in this Policy at Reimbursements-Airfare, Auto Expense and Rail Fare, per diem allowance as provided in this Policy at Reimbursements-Per Diem Allowance, registration fees and the cost of one ticket to each social function, consistent with the general policy of the Association to encourage maximum participation by law students and as further provided in this Policy.

AA. Documenting of Expenses

All reimbursement requests must include an original receipt for each expense exceeding $25.00. Receipts must show the date of the transaction, all expense detail, the name and address of the vendor or business and otherwise as set forth in this Policy. The original of all Reimbursement Request Forms and original receipts for each expense shall be delivered to the Section Director within 30 days after the expense is incurred. Facsimile and e-mail submissions will not be accepted, in accordance with Association policy. A copy of all Reimbursement Request Forms and copies of all receipts shall also be delivered to the Section Financial Officer by mail, facsimile or email.

Time is of the essence in requesting reimbursement, because requests for reimbursement that are unduly delayed in their filing impede adherence to the Section budget and Section and Association Financial Policies. Therefore, as a matter of fiscal policy, reimbursement requests (1) not submitted within 30 days of the date on which the subject expense was incurred or (2) made other than on the duly signed Reimbursement Request Form or (3) otherwise not properly submitted shall be deemed irrevocably waived by the party requesting reimbursement.

The person requesting reimbursement shall be responsible for ensuring that his or her Reimbursement Request Form and supporting information are timely delivered to staff. Neither staff nor the Officers will be responsible for loss of a Reimbursement Request Form or supporting information prior to receipt by the Section Director.

BB. Prior Approval

It is a material element of the fiscal policy of the Section that, except in extraordinary situations and for good cause shown, no payment shall be made to any Officer or member in advance of the Officer or member's actually incurring the subject expense; and no reimbursement shall be provided to anyone unless that expenditure was specifically approved beforehand, consistent with the rules and regulations of the Association and the Family Law Section, or
otherwise authorized by the terms of this Financial Policy.

CC. Reimbursement for Family Members or Guests

No reimbursement shall be authorized for spouses, family members or guests who are not otherwise entitled to reimbursement according to the terms of this Policy, unless prior approval has been obtained from the Section Chair after consultation with the Financial Officer.

DD. Trial Advocacy Institute

Because the Trial Advocacy Institute (TAI) is a complex and unusually extensive project of the Section; because the Section jointly sponsors and administers the TAI with the National Institute for Trial Advocacy; and because the faculty, who are members of the ABA, contribute an extended, continuous period of time to serve at and in preparation for the Trial Advocacy Institute, special provision is made in the Section Financial Policy for revenue and expenses of the TAI and for reimbursement of expenses of participants.

The budget of the TAI shall be recommended by the TAI Board in accordance with this Policy under The Budget of the Section, and it shall be approved each year by Council for the upcoming year. Within the discretion of Council, the TAI will be provided sufficient exception to this Policy to operate in an efficient and cost effective manner, subject to the General Principles section of this Policy and subject to the rules and policies of the Association.

V. Financial Gain

No member, while acting on behalf of the Section, shall realize any financial gain or other benefit without first providing written notice to and receiving approval by the Chair of the Section, Financial Officer and Section Director. Benefits conferred by reason of the Section's use of a particular vendor or provider of services belong to the Section, not to the member who makes arrangements or negotiates potential arrangements with the vendor or provider.