ABA JUDICIAL DIVISION REIMBURSEMENT POLICY
July 31, 2017

GENERAL GUIDELINES
(Note: Additional rules apply for the ABA Annual, ABA Midyear, Judicial Clerk Program, Spring Planning Meetings and Liaison Travel, as specified below.)

In light of the budget cuts to the Judicial Division budget, it has been necessary to adopt a reimbursement policy. The purpose of these guidelines is to ensure that adequate cost controls are in place, that travel and other expenditures are appropriate and to provide a uniform and consistent approach for the timely reimbursement of authorized expenses. Before incurring expenses with the intent to be reimbursed with Judicial Division funds, members should seek approval from the Judicial Division Director. The Judicial Division Director does not have the discretion to change the policy.

Each of the conferences of the Judicial Division has also developed policy pertaining to the reimbursement of expenses incurred during attendance of specific meetings. Please refer to the appropriate JD conference staff for these individual guidelines and approval.

RECEIPTS
Receipts are required for all out-of-pocket expenditures. Requests for reimbursement for any item costing more than $25 must be supported by sufficient, original, documentation, such as a receipt or voucher, to verify the expense – this includes hotel bills and airline ticket stubs.

Travel agent itineraries or invoices are not an acceptable form of documentation, and credit card receipts alone will not be sufficient.

ITEMIZATION
All expenses, including all hotel bill charges, must be itemized on the expense report form according to date and category.

TIMELINESS
Originally signed, written expense reports must be submitted to the ABA Division Coordinator within 30 days of the conclusion of the meeting or trip.

ELIGIBLE EXPENSES
TRANSPORTATION
Air and rail expenses may be reimbursed at coach or economy rates for tickets purchased a minimum of (14) days in advance, not to exceed $350, with the exception of the Judicial Division Chair. No reimbursement may be made for tickets acquired through frequent flyer programs.

No reimbursement may be made for airline clubs, insurance, baggage fees, in-flight charges or first-class tickets or upgrades.

Taxi charges to and from home, airport and hotel may be reimbursed. Automobile mileage may be reimbursed at the ABA approved rate, plus tolls and necessary parking fees.

LODGING
Hotel room and taxes may be reimbursed at the ABA negotiated standard single room rate beginning the day before the meeting start date (if necessary) and through the duration. Automatic bellman and housekeeping gratuities and resort fees may also be reimbursed.

No reimbursement will be provided for telephone charges, mini- or honor bar expenses, in-room movies, valet parking fees, etc.

MEALS
On days when group meals are not provided, meals may be reimbursed at actual costs, not to exceed $75 per day. Receipts are required for any expenses exceeding $25.
ABA ANNUAL & MIDYEAR MEETINGS
Attendance at the ABA Annual and Midyear Meetings is only reimbursable for Judicial Division Officers, including the Chair, Immediate Past Chair, Chair-Elect, and Vice-Chair. The Division does not reimburse Judicial Division Committee chairs.

JUDICIAL CLERKSHIP PROGRAM
A total of all approved expenses is capped at $200 for all approved participants in the JCP. Originally signed, written expense reports with sufficient, original, receipts to verify the expense. Expenses will only be reimbursed for participants who attend all three days of the JCP activities.

SPRING PLANNING MEETINGS
Each Conference of the Judicial Division has developed a policy pertaining to the reimbursement of expenses incurred during the attendance of their meeting. Please refer to the appropriate JD Conference Staff for these individual guidelines and approval.

LIAISON TRAVEL
If the sponsoring entity does not waive its registration fee, liaisons will be reimbursed for any appropriate registration fee, and meal fee up to $75 per day. Additionally, liaisons will need to submit a written report on the outcome of the meeting and how the Judicial Division can collaborate with the entity.