

Reimbursement Guidelines

The ABA requires that you submit the **original reimbursement form, along with original itemized receipts** for all reimbursements, including meals, hotel and airfare. Submit receipts for all expenditures greater than \$25.00. **All receipts must be originals, not photocopies or fax copies**, and must be itemized receipts, not credit card slips.

Member reimbursement is made up of the following:

Transportation

Actual airfare/train ticket/car mileage/car rental/taxi combination equivalent **up to the designated amount for each meeting**. Airfare based on a round-trip, 21-day advance purchase/Saturday night stay/low penalty discounted coach airfare.

Airline Ticket: Submit printed original receipt from travel book or original electronic travel acknowledgement.

Lodging and Meals

\$100 per diem for actual overnight stays, up to the number of meeting days approved. **Please note: The per diem of \$100 is to include your hotel room rate, taxes, and meals.** Because LPM negotiates hotel rates based on room guarantees, and incurs penalties when guarantees are not met, **no reimbursement requests for hotel/food per diem will be paid unless the member stays at the designated Section hotel property.** In cases where members share room expenses, each member will still be entitled to reimbursement of actual expenses up to the per diem limit. Hotel and other costs in excess of \$100 per day may not be claimed under the miscellaneous heading on the reimbursement form.

Hotel: Submit itemized original hotel receipt listing room charge, taxes, room service charges, etc. **The ABA internal control procedures require that proof of payment be reflected on your hotel folio.** There are several ways by which this can be accomplished without causing undo delay in your departure - Use the television check-out that is available on the hotel channel of many hotel chains; contact the desk the night before checkout and ask them to close your bill to the credit card under which you made your reservation and slip the "paid" statement under your door; or when you submit your unpaid express checkout statement, include a copy of your credit card statement that reflects the amount charged to your card (In this instance, please remember to block out all but the last four digits of the card number.).

Meals: Submit an itemized original receipt listing food ordered, subtotal and tax.

Please send reimbursement request to **American Bar Association, Law Practice Management Section, 321 N. Clark Street-MS 18.2, Chicago, IL 60654, Attn: Barbara Perez.**

If you have any questions, please contact Barbara Perez at 312.988.5686 or by email at perezb@staff.abanet.org.