Travel Reimbursement Guidelines for Accreditation Project Related Expenses

These are guidelines for reimbursement of expenses for work related to the activities of the Accreditation Project of the Section of Legal Education and Admission to the Bar.

Because the Section engages in both work related to the accreditation of law schools (the Accreditation Project) and non-accreditation related projects and activities related to legal education, admissions to the bar, and the interests of its members (Section Activities), whether an expense is reimbursable and the level of reimbursement provided varies with the underlying work to which the expense relates. In general and consistent with the policies of the American Bar Association, the ABA Reimbursement Policy for Members and Volunteers [ABA reimbursement policy] is generally applicable to all Section Activities.

Because the Accreditation Project operates separately and independently of the ABA, the Council determines reimbursement policies for those activities and expenses. These reimbursement guidelines (a) ensure that members of the Council, an accreditation-related committee, or others who are engaging in Accreditation Project work are reimbursed for all reasonable and necessary expenses incurred in connection with their work and (b) allow for the appropriate management and control of Accreditation Project expenses.

A. Transportation:

1. **Air/rail tickets.** The Section will reimburse the expense of travel by air or rail to a meeting or accreditation-related assignment up to the amount of a coach/economy airplane ticket. First or business class travel will not be reimbursed over and above the cost of the coach/economy class fare. Travelers are encouraged to plan ahead and purchase tickets enough in advance to secure a reasonable price.

2. **Ground transportation.** The Section will reimburse the cost of ground transportation connected to accreditation-related travel. These costs include getting to/from the airport/train station, getting to/from the hotel to a meeting or group social function, and the like. Travelers should use common sense and good judgment and take advantage of subways, shuttles, and buses when that is feasible.

3. **Travel by car.** The Section will reimburse the cost of transportation by private automobile at the rate recognized by the IRS, plus tolls and parking up to the amount that would have been reimbursable for travel by air to the same location.

4. **Car rental.** Members should avoid renting a car that will primarily be used for travel between the airport and the hotel unless the expense (rental, tolls, parking, and gas) of the rental is likely to be no more than the expense of taking a taxi or other reasonable transportation option.
5. **Spouse/partner/guest.** The Section will not reimburse travel expenses incurred by a member’s spouse or guest.

### B. Lodging:

1. **Meeting/conference hotel.** The Section will reimburse room costs at the hotel designated for the meeting at the negotiated room rate for a period beginning the day of the meeting and ending the last day of the meeting, and for an additional night on the front end or back end of the meeting if it is impractical to travel on the precise day (e.g., meeting begins in the morning and member cannot travel to the site in time on that day; or meeting ends mid-day and the airline schedule does not reasonably allow the person to get home on the day the meeting ends).

2. **Non-meeting/conference hotel or other lodging.** If a Council or committee member chooses to stay at a hotel other that the meeting hotel, reimbursement will be limited to the amount that would have been reimbursed for stay at the Section hotel. Hotel charges in excess of the Section rate are not reimbursable. If the reimbursement is for travel on accreditation business outside of a Council or committee meeting, the traveler should use common sense and good judgment in securing lodging at a reasonable expense. No reimbursement is provided for lodging with family or friends.

3. **Non-reimbursable expenses.** The Section will not reimburse expenses on accreditation-related travel for valet services, hotel shop purchases, personal recreational activities, long-distance telephone charges, hotel health facility charges, mini-bar snack charges, or in-room movies. In arranging accommodations at the Section hotel, the Section will typically arrange for free internet access. In the event, however, that the arrangements do not include free internet access, the Section will reimburse the cost of internet access at the Section hotel.

4. **Lodging for spouse/partner/guest.** While members are free to bring a spouse/partner/guest to a meeting, the Section will not reimburse the member for lodging expenses in excess of the Section rate.

### C. Meals:

1. **Meals in transit.** The Section will reimburse reasonable meal costs incurred while en route to or from an accreditation-related meeting or as part of other accreditation-related travel up to a maximum of $75 per day (including tax and gratuities).

2. **Meals during meetings.** Generally, the meeting arrangements provide for breakfast, lunch, and dinner. Members are generally expected to participate in these group meal functions. The Section generally will not reimburse a member for meal expenses during a meeting if group meals have been arranged. This includes, for example, a member opting to have dinner with a friend or skipping the group meal and ordering room service. If a member misses a group meal because of a late arrival (or some exigency related to the conduct of Section business), the
member will be reimbursed for the reasonable cost of a meal (including tax and gratuities) but in no case will the reimbursement exceed $75 (for a dinner), $30 (for a lunch), or $25 (for a breakfast).

3. **Spouse/partner/guest meals.** Because members are volunteers who give considerable time to their work for the Accreditation Project and because it furthers the esprit of the group, spouses/partners are welcome at group meals unless otherwise indicated in the planning arrangement memo. Members intending to bring a spouse/partner to a group meal should so indicate that intention on the planning arrangements survey that members are asked to complete in advance of meetings. Members generally should not invite other guests to meal functions without checking in advance with the Council/committee chair or the Managing Director’s Office (Barry Currier or Carl Brambrink). While members on a rare occasion may wish to invite a child or parent to a meeting, members should not invite friends, professional colleagues, or other guests. If you wish to do so, please check with the Council/committee chair, Barry, or Car. The Section will not reimburse any spouse/partner/guest meal costs outside of group meal functions.

D. **Council or committee members attending a meeting as liaison or to give a report.**

A Council or committee member may attend a meeting of another accreditation-related group to give a report or serve as a liaison. In such instances, the invited guest will be treated as a member of the Council/committee for purposes of applying these reimbursement guidelines.

E. **General Considerations and Waivers**

It is appropriate for the Council to have and to generally adhere to these reimbursement guidelines. Members are asked to be aware of these guidelines and to talk with the Council/committee chair and/or the Managing Director or the Director of Operations about the need for an exception and to do so prior to making commitments and in advance of the meeting. This will reduce any potential hard feelings if a reimbursement request is denied.

Reimbursement requests and all necessary receipts or support material must be submitted within 14 days of the end of the meeting. Submitting the requests within that time facilitates the smooth operation of the office and helps with managing the budget. No reimbursement request will be processed if it is submitted more than 180 days after a meeting ends.