2019-2020 Member Travel and Other Expense
Reimbursement Guidelines

I. Purpose

The Council of the Section of Litigation recognizes that council members, officers, leader volunteers, speakers, and invited guests may be required to travel or incur expenses from time to time to conduct Section business and to further the mission of this organization. The purpose of these Guidelines is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses. These guidelines are not expected to cover every possible situation. However, it is the Section’s policy to reimburse only reasonable and necessary expenses.

Everyone attending meetings at the Chair’s invitation is entitled to expense reimbursement in accordance with the Section of Litigation Reimbursement Policy. The Section does not reimburse attendees to the extent that they are entitled to reimbursement from their firms, employers, or some other third party. The intent is to limit reimbursement to those who are in “actual need”.

When incurring business expenses:

- Exercise discretion and good business judgment with respect to those expenses
- Be cost-conscious and spend money as carefully and judiciously as possible
- Report expenses, supported by appropriate documentation, as they were actually spent

II. Meetings

A. Fall and Winter Leadership Meetings

The Fall and Winter Meetings are reimbursable meetings for invited members of the Section leadership, which generally include (a) Executive Committee, (b) Council, (c) Division Directors, (d) Committee Chairs/Co-Chairs, (e) Task Force Chairs, and (f) invited guests who meet the Section’s reimbursement criteria as determined by these Reimbursement Guidelines and have been pre-approved by the Budget Officer and Chair.

Exceptions: Editorial Board members are generally reimbursed for the Fall Leadership Meeting and one standalone Publications Leadership Meeting. Children’s Rights Litigation Committee members are generally reimbursed for one leadership meeting (to be determined by the Chair). Subcommittee Chairs’ reimbursement is capped at $200 for the Fall Leadership Meeting.
B. Section Annual Conference, Spring Leadership Meeting (in conjunction with Section Annual Conference), ABA Annual Meeting, and ABA Midyear Meeting

Attendance at the Section Annual Conference, Spring Leadership Meeting (in conjunction with Section Annual Conference), ABA Annual Meeting, and ABA Midyear Meeting are non-reimbursable.

III. Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. Requests for reimbursement must be made within 30 days of the conclusion of the meeting or event.

IV. 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 documentation, such as a receipt or voucher. Reimbursement requests must include the original receipt or invoices supporting each expense item, including 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. If the required documentation is not submitted, payment will be delayed until all documentation has been received.

V. Guidelines for Reimbursement

The Section of Litigation has two main reimbursement categories – Standard and Full. To qualify for Full reimbursement, individuals must fall within one of the following groups: (a) judges, (b) full-time academics, (c) government attorneys, (d) public interest lawyers, (e) Young Lawyers Division Council Representatives, or (f) Law Student Council Representative. All other expense submissions will be reimbursed at the Standard rate according to the reimbursement chart below.

Exceptions: Individuals in the Young Lawyer Leadership Program (YLLP) and Diverse Leader Academy (DLA) receive a maximum reimbursement of $2,000 per year per individual. Subcommittee Chairs' reimbursement is capped at $200 for Fall Leadership meeting.

**Standard Reimbursement Guidelines**

Maximum of $500 per meeting (eligible expenses below):

| **Airfare:** | Lowest possible coach air travel subject to maximum reimbursement |
| **Per Diem:** | $100 per night towards lodging and meals |
| **Ground Transportation:** | Lowest possible ground transportation subject to maximum reimbursement |
Full Reimbursement Guidelines

Maximum of $1,000 per meeting (eligible expenses below):

<table>
<thead>
<tr>
<th>Expense</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare:</td>
<td>Lowest possible coach air travel subject to maximum reimbursement</td>
</tr>
<tr>
<td>Hotel:</td>
<td>Actual expenses incurred for standard room/single occupancy at negotiated meeting rates for actual days of meeting</td>
</tr>
<tr>
<td>Ground Transportation:</td>
<td>$100 maximum</td>
</tr>
<tr>
<td>Reasonable Meals:</td>
<td>$75 per day</td>
</tr>
</tbody>
</table>

YLLP/DLA Reimbursement Guidelines

Maximum of $2,000 per year (Fall & Winter Leadership Meetings)

Subcommittee Chair Reimbursement Guidelines

Maximum of $200 (Fall Leadership Meeting)

VI. Limitations

A. Local leaders (those who live within 20 miles of the host hotel), who would otherwise be eligible for full reimbursement (See Section V – Guidelines for Reimbursement), are eligible only for reimbursement of reasonable meal expenses outlined above.

B. No reimbursements to invited leaders who are entitled to reimbursement from their firms, employers, or a third party.

VII. Unallowable Expenses

The Section's policy allows for reimbursement of reasonable and necessary expenses incurred in transacting Section business. However, certain expenses are considered personal and unallowable. These include (but are not limited to):

- Airline clubs
- Travel Insurance
- First Class tickets or other upgrades
- When lodging accommodations have been arranged by the Section and an individual chooses to stay elsewhere, reimbursement will be no higher than the rate negotiated by the Section. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Credit card late fees
- Baggage fees and insurance
- Collision and personal injury insurance on car rental
- In-flight charges for beverage services or entertainment
- Lost, stolen, or damaged personal items
- Unauthorized tips, trips, gifts, or donations
- Expenditures reimbursed from another source