

**American Bar Association
Young Lawyers Division**

GUIDELINES FOR SPEAKER REIMBURSEMENT

Participation benefits the professional stature of those involved and ABA YLD event speakers will not be reimbursed. Exceptions are generally limited to judges, full-time academics, government attorneys, and non-lawyers. No ABA Members are to be reimbursed for the ABA Annual Meeting per ABA policy.

Reimbursement exception requests must be made by the program planner to the YLD Chair and Staff in writing. Such requests must list in detail the anticipated reimbursement amount. The YLD Chair and Staff will review the request render a decision in 5 business days.

Where reimbursement is approved, a minimum 14-day advance economy airfare or a lesser fare and a per diem of \$100 for no more than two days will be provided. The speaker will be expected to obtain the lowest possible airfare. Maximum airfare is \$350 without additional approval prior to purchase. Speakers are required to contact Gina Sadler, sadlerg@staff.abanet.org, for fare review and the additional approval **before** airfares above \$350 are purchased. Airfare discounts are available through ABA Online Travel, Travelocity Business or directly from the airline. To access ABA Online Travel, visit www.abanet.org/travel and click on the Online Travel link at the top of the page. The toll-free number for Travelocity Business is 1-866-321-8403.

Actual expenses, i.e., hotel charges, meals, taxis, laundry, will not be reimbursed. Fees or honorariums will not be paid to any program speaker. Requested exceptions require a full explanation of why the exception is necessary. Speakers approved for reimbursement will be sent a letter from YLD outlining reimbursement details.

Officers, Council Members and other YLD Leadership will never be reimbursed as speakers.

Registration fee waivers will be approved for speakers if the following criteria are met:

- 1.The person is attending the program solely as a speaker and would not otherwise attend; and
- 2.The person is at the site of the meeting for no more than two nights (the night before and the night of his/her appearance on the program).

PLEASE NOTE: Once an amount is approved, it cannot be applied to non-approved expenses. For example, if up to \$400 is approved for airfare but the actual cost is \$220, the remaining \$180 cannot be applied to hotel costs, taxis, etc.

DEADLINES

Approved requests for reimbursement should be submitted (mailed, not faxed) no later than 30 days after the expense is incurred with airline voucher, hotel bill, any other supporting receipts and copy of approval letter to:

Gina Sadler
ABA/Young Lawyers Division
321 N Clark Street
Chicago, IL 60654-7598

