

**THE STATE BAR OF CALIFORNIA  
TRAVEL & BUSINESS EXPENSE POLICY  
Revised January 01, 2002**

**I. GENERAL PRINCIPLES**

A. Except as hereinafter provided, this Travel & Business Expense Policy applies to all persons seeking reimbursement for travel and business expenses incurred in conducting State Bar business.

B. As a general rule, travelers are urged to use the most economical mode of transportation. However, in the application of this general rule, extenuating circumstances such as the best economic use of the time of the traveler may be taken into consideration.

C. There will be no reimbursement for the expenses of a spouse or guest who accompanies a traveler on State Bar business. No traveler will be reimbursed for travel expenses other than their own even if the traveler paid for another State Bar representative's expenses. Each traveler must seek reimbursement for his/her own expenses.

D. This Travel & Expense Policy may differ in various respects from the reimbursement provisions contained in a Memorandum of Understanding or in rules and regulations that are applicable to State Bar employees. The policies and procedures contained in such Memorandum of Understanding or other rules and regulations adopted by the Board of Governors shall govern the travel reimbursement of State Bar employees covered under the Memorandum of Understanding or other rules and regulations except that the rates established for lodging, meal reimbursement and mileage pursuant to this Travel & Business Expense Policy shall also apply to State Bar employees where such amounts are greater than those provided in the Memorandum of Understanding or other rules and regulations.

**II. PROCEDURES IN TRAVEL EXPENSE REPORTING**

A. Except where set forth in this policy, only when a person is considered to be on Travel Status is he or she eligible for travel

reimbursement and/or a travel advance as stated in this policy.

B. A person is on Travel Status when, in the course of performing duties for the State Bar, he or she travels to one or more destinations that are at least thirty miles (one way) from the person's primary workplace.

C. An Expense Report on a form furnished by the State Bar must be filed to request reimbursement of expenses. A report must also be filed if a State Bar Purchasing Card (P-Card) is used during the course of travel, even if no reimbursable expenses are incurred.

**D. Documentation Guidelines:**

1. **Approvals:** For a State Bar employee, the traveler's Expense Report must be reviewed and, if correct, approved by the employee's manager. The Executive Director's Expense Report must be reviewed and, if correct, signed by the Deputy Executive Director or Chief Financial Officer. For a member of the Board of Governors, Section and committee members, and other volunteers, the traveler's Expense Report must be reviewed and, if correct, signed by the staff liaison or Executive Staff manager assigned to the relevant volunteer activity who has approval authority.

2. **Documentation:** Receipts for air travel fares, car rentals, lodging and any expense in excess of \$25.00 must be attached to the Expense Report.

3. **Deadlines:** The deadline for submitting an Expense Report to an approval authority is 30 calendar days after the traveler incurs the expense. Expense Reports submitted after 60 calendar days from incurring the expense shall be rejected and not processed for payment unless approved for late payment by the Executive Director or designee.

**III. AIR TRAVEL**

Reimbursement or direct billing for air travel will be limited to the cost of a coach/economy fare.

## **IV. AUTOMOBILE TRAVEL**

### **A. Personal Automobile**

Travelers using a personal automobile to conduct State Bar business will be reimbursed at the current authorized rate per mile. When a personal automobile is required to conduct State Bar business away from individual's primary workplace, the State Bar will reimburse the individual's mileage at the authorized conformity with the terms and guidelines of the Travel & Business Expense Policy regardless of whether the Travel Status requirements are met.

### **B. Personal Auto Mileage Reimbursement Guidelines**

1. Reimbursable mileage is incurred when a traveler leaves the location of his or her primary workplace during the course of the work day because of State Bar business. Reimbursement will be for that mileage between home and the primary workplace.
2. Reimbursable mileage is incurred when a traveler does not report to his or her primary workplace during the course of the work day because of State Bar business. Reimbursement will be for that mileage in excess of normal round trip mileage between home and the primary workplace.
3. Reimbursable mileage is incurred while conducting State Bar business while on the way to or from home to or from the primary workplace. Reimbursement will be for that mileage in excess of normal round trip mileage between home and the primary workplace.

### **C. Taxi Service**

Actual cost including customary gratuity will be reimbursed when a less expensive service is not suitable. When taxi service is required to conduct State Bar business away from the individual's primary workplace, the State Bar will reimburse the expense in conformity with the terms and guidelines of the Travel & Business Expense Policy regardless of whether Travel Status requirements are met.

## **D. CAR RENTAL**

Reimbursement for car rentals will be made where justified from the standpoint of economical use of the traveler's time or the necessities incident to the particular trip. When a rental car is required to conduct State Bar business away from the individual's primary workplace, the State Bar will reimburse the expense and in conformity with the terms and guidelines of the Travel & Business Expense Policy regardless of whether the Travel Status requirements are met.

### **E. CAR RENTAL GUIDELINES**

1. As a general rule, when renting a car, economy models should be requested taking advantage of the rental car company's available discounts.
2. The State Bar may contract with one or more rental car agencies in order to receive preferential rates. State Bar travelers are encouraged to take advantage of these arrangements when they are available.
3. When there is no contract with a car rental agency, travelers are to assure competitive rates are obtained.
4. The State Bar carries insurances that cover staff when renting a vehicle while on State Bar business. Thus, travelers can waive the collision and liability coverage offered by rental agencies when traveling on State Bar business.
5. In the event a traveler rents a vehicle to be used for both business and personal use, the traveler will not be covered by the State Bar's insurance when the car is used for personal purposes. To assure the traveler's personal liability is addressed in such circumstances, travelers are encouraged to obtain the appropriate insurance for the period the traveler is using the car for personal purposes.

6. Individuals will be responsible for any car rental charges, insurance charges and liability while on personal business. The State Bar is not responsible for any injuries or damages caused as a result of a car rental used for personal purposes.

7. Whenever practical, travelers should return cars with a full tank of gas to avoid excessive re-fueling charges by the car rental companies. Car rental companies offer a "Fuel Purchase Option" which allows for the purchase of a full tank of gas allowing the car to be returned with an empty tank. This option is cost-efficient but should be used only if it is expected that the car will be driven enough to utilize nearly a full tank of fuel.

8. Compliance with the rental car agency agreement is the responsibility of the traveler who signs the rental agreement. Please be aware of provisions in the rental agreement that prohibits any other person from driving the car.

9. In the even of an accident, follow these steps:

- Attend to any medical issues.
- Consult the rental contract and follow its instructions.
- Report to appropriate law enforcement agencies immediately.
- Promptly submit an accident report to the State Bar's Manager, Insurance Programs.

#### **F. Tolls and Parking**

Tolls and parking fees incurred by travelers using a personal automobile or rental car are reimbursable expenses and must be identified as such on Expense Reports under auto expenses. When travel is required to conduct State Bar business away from the individual's primary workplace, the State Bar will reimburse tolls and parking expenses in conformity with the terms and guidelines of the Travel & Expense Policy regardless of whether the Travel Status requirements are met.

#### **G. Parking Tickets and Traffic Fines**

Parking tickets and traffic fines incurred by travelers shall not be reimbursed.

#### **V. LODGING**

A. In the rare cases where lodging away from home is required to conduct State Bar business and Travel Status is not invoked, the State Bar will reimburse lodging expenses at the authorized rates in conformity with the terms and guidelines of the Travel & Business Policy regardless of whether the Travel Status requirements are met.

#### **B. Lodging Guidelines**

1. Reimbursement or direct payment of lodging expenses will be made for the actual expense of single accommodations, up to the maximum authorized rates. Contract or government rates should be requested at the time reservations are made.

2. Lodging expenses in excess of the current authorized lodging rates shall not be reimbursed unless a prior Contracted Group Rate arrangement has been made with the hotel by the State Bar or unless expressly authorized by the Executive Director or designee. This must be confirmed in writing by an attached memo providing the appropriate authorization.

3. If the Expense Report is submitted without the necessary approval memo and the lodging rate is in excess of the authorized rate, reimbursement will be made for only the authorized maximum hotel rate for that city.

4. Any charges resulting from failure to cancel lodging reservations are not the responsibility of the State Bar unless adequate explanation of the reason for failure to cancel in time is included on the Expense Report.

5. Tips in connection with the handling of bags are reimbursable expenses.

C. Individuals engaged as speakers for State Bar sponsored programs may be reimbursed for the actual cost of a standard single accommodation hotel room.

## VI. MEALS

### A. Travel Status Per Diem Guidelines

1. Individuals on Travel Status will be reimbursed for their own out-of-pocket expenses up to the maximum amount allowed under the authorized per diem meal rates. Payment will be made only for the traveler's own expenses. One person may not pay for the meals of other travelers and request reimbursement for their meal expenses. Each traveler must submit his/her own travel reimbursement request.

2. If the cost of a meal exceeds the approved meal rates, only the amount of the meal rate will be reimbursed by the State Bar.

3. Eligibility for meal reimbursement is based on the time(s) during which an individual is on Travel Status. The following guidelines apply:

Breakfast: Travel status before 7:00 a.m.

Lunch: Travel status at 12:30 p.m.

Dinner: Travel status after 7:00 p.m.

4. The meal reimbursement is only for costs incurred, consistent with authorized rates. Thus, a traveler shall not request reimbursement for a meal if he or she partakes of a meal provided in the course of attending an event or provided by another organization without cost to the traveler.

5. Tips for restaurant service are considered to be part of the meal rate and are not reimbursable beyond the meal rate reimbursement.

### B. Non Travel Status Reimbursement Guidelines

1. In certain instances, the cost of business-related meal expenses may be allowed when an individual is not on Travel Status. It must be clearly shown that it was impractical to conduct State Bar business at a State Bar facility and/or that the meal took place in conditions beyond the individual's control. Examples include:

An employee is not on Travel Status But required by the State Bar to staff or attend an off-site meeting or function where a meal is required under

circumstances beyond the employee's control. This includes staffing the bar examination.

An Employee is not on Travel Status but is required by the State Bar to stay overnight away from home during authorized meal times.

An employee is not on Travel Status but is required by the State Bar to attend off-site training where a meal is required under circumstances beyond the employee's control.

2. Travel Expense Report should be used to report these expenses. The report must include the purpose or goal of each business-related meal and the conditions that justify payment.

3. The individual may claim expenses not to exceed the authorized per diem meal rates for the meal consumed.

4. Only the individual's own meal expense may be claimed, not the expenses of others.

5. An individual will not be reimbursed for a meal if he or she partakes of a meal provided by the State Bar of another entity or individual at not cost.

6. Meal reimbursement is not allowed where State Bar representative are not on Travel Status and have a meal together incidental to a State Bar function they are attending or staffing.

7. In situations where an individual is dining and/or hosting a meal for one or more other individuals in the furtherance of State Bar business, the costs of such, including those of the guest(s), may be reimbursable beyond the established meal rates in accordance with the State Bar's Business Expense Account procedures set forth below.

### **C. Catered Meals Guidelines**

1. Refreshments and or meals may be catered at State Bar expense at State Bar meetings and events provided that the attendees are not exclusively State Bar employees and the subject matter of the event is not routine internal State Bar business. Individuals (including members of the Board of Governors, committee members, and State Bar employees) attending such activities as part of their duties are entitled to partake of the catered meal, regardless of whether they are on Travel Status. Meal reimbursement is not allowed when a catered meal is provided.

2. In certain circumstances, a State Bar meeting or function may occur in which the cost of a meal or refreshments is included in the registration fee or is to be reimbursed by attendees individually. The State Bar is to be invoiced for such events by the service providers and will pay the invoice out of the registration fees or the individual reimbursements collected. It is the obligation of the State Bar office sponsoring the event to keep accurate records for auditing purposes showing that the registration fees or individual contributions cover the meal refreshment costs.

### **D. Alcoholic Beverages**

Alcoholic beverages are not paid for nor reimbursed by the State Bar.

### **VII. TELECOMMUNICATIONS**

A. Reimbursement is provided for reasonable expenses incurred in making business-related telephone calls and limited calls to the individual's home resulting from the requirements of business. As long as the calls are required by State Bar business, the State Bar will reimburse these expenses in conformity with the terms and guidelines of the Travel & Business Expense Policy regardless of whether the Travel Status requirements are met.

B. Reimbursement is also provided for reasonable work-related telecommunication services such as lap top computer connections to the Internet that are required to conduct State Bar Business.

### **VIII. INCIDENTALS**

Expenses incurred incidental to State Bar business such as copying costs, facsimile costs and other expenses required to conduct State Bar business, will be reimbursed in conformity with the terms and guidelines of the Travel & Business Expense Policy regardless of whether the Travel Status requirements are met.

### **IX. EXPENSE ADVANCES**

A. It is preferred that State Bar employees who travel regularly make use of the State Bar's Purchasing Card (P-Card) rather request reimbursement or advances.

B. For State Bar representatives who do not have a P-Card, it is preferred that they use their personal funds for travel expenses and request reimbursement at the conclusion of the trip in conformity with this policy.

C. Travelers may, under exceptional circumstances, request temporary travel advances. In order to be processed, such requests must be signed according to the same procedure as for Expense Reports and submitted to the Finance Department at least 3 full work days before the funds are needed.

D. The amount of advance will be based on the nature and requirements of the trip but shall not exceed \$250 per day.

E. All advances must be repaid or offset by Expense Reports within the 30-day deadline for submission of reports as noted above.

F. Additional advances will not be made when a prior advance is outstanding.

### **X. BUSINESS EXPENSE ACCOUNT**

Senior Managers may budget for "Business Expenses" (account code # 4212). The amount in this account is to be limited and approved by the Executive Director and Chief Financial Officer. This account is to be used at the Senior Manager's discretion in the course of their duties to cover applicable business expenses for themselves and others. Reasonable expenses charged to this account and approved by the

appropriate managers are exempt from this State Bar Travel and Business Expense Policy its Catered Meals Guidelines. Please note that no reimbursement will be made against the Business Expense account unless there is a sufficient amount budgeted in the account to cover the expenses.

**THE STATE BAR OF CALIFORNIA  
TRAVEL AND BUSINESS EXPENSE POLICIES  
AUTHORIZED RATES  
In Effect as of January 1, 2002**

**LODGING  
(taxes included)**

San Francisco:	\$205.00
Los Angeles:	\$130.00
All other areas:	\$150.00
Orange County	
San Diego	
Sacramento	

**MEALS**

Breakfast	\$6.00
Lunch	\$10.00
Dinner	\$18.00

MILEAGE	\$ .34
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**RENTAL CAR**

The State Bar does not maintain a contract with a rental car agency for 2002. Individuals may use an agency of their choice adhering to the terms of the Travel & Business Expense Policy.

**REIMBURSEMENT REQUEST  
FOR ACCOMODATION EXPENSES  
IN EXCESS OF AUTHORIZED RATE**

Overnight hotel accommodations expense reimbursement will be provided at the rate authorized Under the State Bar's Travel & Business Expense Policy. In two circumstances, accommodation rates in excess of the authorized rate may be reimbursed. Request is being made for reimbursement under the circumstances marked below:

Check One

- \_\_\_\_\_ The accommodation rate for which I am seeking reimbursement was the Contracted Group Rate with the hotel at the event I was attending. I was required by the State Bar Business to obtain accommodations at this hotel. *(This must be approved by the appropriate Executive Staff manager below).*
  
- \_\_\_\_\_ The accommodation rate for which I am seeking reimbursement has been approved by the Executive Director or designee. I was required by State Bar business to obtain accommodations at this hotel. *(This must be approved by the Executive Director or designee below).*

Name of Event: \_\_\_\_\_

Name of Hotel: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Contracted Group or  
Other Rate (Inclusive of tax)  
For which Reimbursement  
Is Sought: \_\_\_\_\_

*Approval Authority*  
*Check One*

- \_\_\_\_\_ *(For Contracted Group Rates):* I am the Executive Staff Manager responsible for the attendance at the event above and attest that this is the Contracted Group Rate for the event.

Signed: \_\_\_\_\_

- \_\_\_\_\_ *(For other Rates):* I am the Executive Director, or authorized designee and authorized reimbursement at the above rate.

Signed: \_\_\_\_\_



**REIMBURSEMENT REQUEST  
FOR TRANSIT PASS OR PARKING EXPENSE  
(San Francisco Employees)**

REIMBURSEMENT FOR THE MONTH OF \_\_\_\_\_

- A. Reimbursement for Transit Pass cost of \$\_\_\_\_\_ *(Attach a copy of transit pass)*
  
- B. Reimbursement for Parking Expense of \$\_\_\_\_\_ *(Attach copy of parking receipt)*

**Maximum reimbursement is \$100**

\_\_\_\_\_  
Signature of Employee                      Date

\_\_\_\_\_  
Signature of Manager                      Date

This form is used to support the transit subsidy amount on the Department Time Summary from submitted to Finance from Management. Receipts and/or passes must be dated within 15 days of the requesting reimbursement month or marked for the same month as the request. The receipt or pass may not be used for more than one month.

Submit this signed reimbursement request, along with copies of any parking receipts, Fast Pass, CalTrain, BART or other public transit tickets, when you turn in your time card on the **first** payday of the month. Your subsidy will be included with your **second** paycheck of the month.

The maximum amount to be subsidized is \$100. If you car pool with other commuter(s) and wish to be reimbursed for your share of the parking costs, you must provide a parking receipt indicating your share of the cost.

If you use this subsidy for a Cal Train, BART, MUNI or other acceptable public transit expense, you will be subsidized, when the pass(es) are presented, for up to \$100. If your choice of commuting does not cost a full \$100, you will receive only the amount expended.

**REIMBURSEMENT REQUEST  
FOR TRANSIT PASS OR PARKING EXPENSE  
(Los Angeles Employees)**

REIMBURSEMENT FOR THE MONTH OF \_\_\_\_\_

Reimbursement for Transit Pass/Fare cost of \_\_\_\_\_ \$ \_\_\_\_\_  
*(Attach a copy of transit pass or fare receipt(s)  
Employees purchasing a transit pass through  
Human Resources do not need to submit this form)*

**Maximum reimbursement is \$100**

Signature of Employee	Date	Office of Human Resources	Date
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This form is used to support the transit subsidy amount and must be completed and submitted to Human Resources. Receipts and/or passes must be dated within the same month as the request. The receipt or pass may not be used for more than one month.

Submit this signed reimbursement request, along with a copy of your MTA, Metrolink or other public transit pass or fare receipt(s), on the **last day of each month**. Your subsidy will be included with your **second** paycheck of the month. The maximum amount to be subsidized is \$100.

If you use this subsidy for MTA, Metrolink or other public transportation, you will be subsidized when your pass or fare receipt(s) are presented for up to \$100. If your choice of commuting does not cost a full \$100, you will be reimbursed only the amount expended.