



## Travel and Business Reimbursement Guidelines and Procedures

### I. Permitted Expenses Generally:

The State Bar of Arizona (SBA) will reimburse expenses that: 1) are pre-approved through an authorized SBA staff person prior to being incurred, and 2) are documented with original detailed receipts

### II. Guidance and Requirements for Specific Expenses

#### A. Air Travel

Travelers should select the least costly air route, considering advance purchase rates and airline discounts, and should be influenced by price and not by the traveler's frequent flyer affiliation. Whenever possible, travelers should make travel plans early enough to book flights at least fourteen (14) days in advance to allow enough time to take advantage of special advance purchase fares. Travelers should utilize electronic tickets (e-tickets), unless unusual circumstances require otherwise. The SBA does not reimburse travelers for tickets purchased with frequent flyer miles. Travelers may use their airline miles to upgrade as long as the airfare actually paid is the lowest available economy class airfare. If the traveler chooses to purchase a more expensive airfare to obtain the upgrade, the traveler must pay the difference between the lowest fare available and the fare purchased. The source of the upgrade must be noted on the expense report. Fees incurred for flight changes will not be reimbursed unless the designated SBA staff person requested the flight change.

#### B. Automobiles

If personal vehicles are used for official SBA business, SBA will reimburse for tolls and reasonable parking fees as well as for actual mileage incurred at the standard Internal Revenue Service mileage rate, which is adjusted periodically. Travelers should maintain a record of miles traveled (such as a MapQuest printout) and submit it along with their expense reports.

If transportation services (such as taxi cab) are used for official SBA business, SBA will reimburse for reasonable fees. Travelers should obtain an original receipt from the service with a date.

#### C. Lodging

The SBA is authorized to pay for a one-night stay either prior to a presentation or the day of a presentation, not including room incidentals. Additional nights must be pre-approved by an authorized SBA staff person. If lodging arrangements are made at a hotel other than the one designated by the SBA, the reimbursement will be at the lower of the rate actually paid or the rate of the SBA designated hotel.

#### D. Meal Expenses

Reasonable meal expenses incurred during travel and/or on official SBA business will be reimbursed. Each attendee's name, his/her title or affiliation, the business purpose, and the matter(s) discussed must be included in the reimbursement documentation. For group functions, it is helpful to provide additional supporting documentation such as a copy of the announcement, the invitation list, and the final number of attendees.

#### F. Itemization

Meals, travel, lodging and other business expenses must be itemized and substantiated by original receipts showing date of purchase, vendor name, itemized list and unit price of the purchased items, and total amount with proper explanations. When an original or duplicate receipt cannot be obtained the individual requesting reimbursement must submit a signed statement that includes an explanation of the omission, the date and time when the expenses were incurred, who was present, the business purpose of the expense, and confirmation that reimbursement of the expenses has not been nor will be paid from any other source. The credit card receipt, with no detail of the charges incurred, is not an acceptable form of receipt. Receipts must reflect that a payment has been made. For lodging, the hotel portfolio should be submitted.



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### Appendix A

#### Examples of Allowable Travel and Business Expenses

The following types of expenses (if reasonable and necessary, incurred for SBA business purposes, and properly documented), are examples of expenses that may be payable or reimbursable under this policy.

**Air and rail travel**, including reasonable airline luggage charges, and change or cancellation penalties imposed by the airlines if due to business-related unavoidable circumstances and supporting documentation is supplied with the reimbursement form;

**Car rental** daily fees and taxes, gasoline for rental vehicles, tolls, and parking fees, insurance purchased through the car rental agency will not be reimbursed;

**Ground transportation** including taxi and public transportation fares, mileage for personal vehicles (calculated at the rate per mile established by the IRS), parking fees, and tolls;

**Reasonable meal charges;**

**Miscellaneous** reasonable and necessary room service, luggage storage, and valet;

**Registration and fees** for attendance at approved conferences and seminars;

**Taxes** associated with transportation, lodging, and meals;

**Telephone, fax, internet** and other data transfer costs or fees;

**Tips associated with lodging, meals, and transportation** if customary;

**Travel to and from an airport, train station or bus station when traveling for SBA business**, calculated at the rate per mile established by the IRS. If a second party drives the traveler to airport, train station or bus station and picks him or her up after the trip, the traveler may be reimbursed at the mileage rate for personal vehicles but not more than the cost of other commercial means of transport (such as taxi or shuttle service).

**Personal auto use-** The driver must have a valid driver's license and current comprehensive auto insurance, including liability insurance.

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## Request for Reimbursement

Name \_\_\_\_\_ Date of request \_\_\_\_\_

Name of Event or Project \_\_\_\_\_

Sponsoring State Bar of Arizona Group (Section, Committee, Division) \_\_\_\_\_

### Business Meeting Expenses:

Date	Description/Purpose	Attendee/Staff Person	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Travel: Lodging, Airfare, Taxi, Car Rental, Tips, etc.

Date	Description/Purpose	Attendee/Staff Person	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Mileage:

Date	Description/Destination/Purpose	Total round trip miles x 0.54	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### OTHER/PURCHASES: Dues, Memberships, Books, Misc. Supplies, etc.

Date	Description	Purpose	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Expenses \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_