



STATE BAR MISSION:
Preserve and improve
our justice system in
order to assure a free
and just society under
law.

ADMINISTRATIVE ADVISORY NO. 11-03

DATE: January 27, 2011
TO: All State Bar Staff
FROM: Joe Dunn, Executive Director/Secretary
SUBJECT: **ADMINISTRATIVE ADVISORY NO. 11-03**
TRAVEL AND BUSINESS-RELATED EXPENSE POLICY

I. POLICY STATEMENT

This policy document sets forth the standards and procedures used to identify and reimburse legitimate travel and business-related expenses incurred while conducting necessary, authorized business of the State Bar.

II. SCOPE

Except as noted otherwise, this policy is designed to cover all employees and non-employees including, but not limited to: volunteers, committee members, speakers and invited guests who seek reimbursement for out-of-pocket expenses incurred while conducting State Bar business. Out-of-pocket expenses include transportation, lodging, meal and incidental costs that are necessary, authorized and reasonable, resulting from conducting State Bar business. This policy applies to State Bar Purchasing Card (Pcard), Check Request and Expense Report usage. Authorization from the Executive Director is required to make any exceptions to this policy; and such exceptions should, whenever feasible, be obtained in advance of incurring any pertinent expense. Any incurred expense not specifically referenced in this policy will need to be reviewed by senior management on a case-by-case basis for further approval. For additional details, consult the Travel and Business-Related Expense Policy [Frequently Asked Questions](#).

Should this Travel and Business-Related Expense Policy differ from the reimbursement provisions contained in a *Memorandum of Understanding* (MOU) or in rules and regulations that are applicable to State Bar employees, the MOU or other rules and regulations adopted by the Board of Governors shall govern, except that the rates established for lodging, meal reimbursement and mileage in this Travel and Business-Related Expense Policy will apply to State Bar employees where such amounts are greater than those provided in the MOU or other rules and regulations.

III. GENERAL GUIDELINES

- A. As a general rule, travelers are urged to travel economically. However, in the application of this general rule, extenuating circumstances such as the best economic use of the traveler's time may be taken into consideration in selecting transport, accommodation and other travel means. Written explanations of extenuated circumstances must be approved by a Senior Executive and accompany *Expense Reports* submitted to Finance.
- B. Each traveler is responsible for his/her own expenses and should not pay for another State Bar representative's expenses. There will be no reimbursement for the expenses of a spouse or guest who accompanies a traveler on State Bar business.

- C. Except where noted otherwise, only when a person is on Travel Status is s/he eligible to seek travel reimbursement, charge travel expenses to a State Bar Pcard, or request a travel advance as stated in this policy.
- D. A person is on Travel Status when, in the course of performing duties for the State Bar, s/he travels to one or more destinations that are at least thirty miles (one way) from the person's primary workplace. A person's primary workplace is determined by the Office of Human Resources.
- E. Volunteers are not allowed to make purchases or render services for the State Bar. All purchases or services should be initiated by State Bar employees through Procurement in Finance.

IV. REPORTING GUIDELINES

A. EXPENSE REPORT

1. Responsibilities: Travelers are required to submit to the Office of Finance an *Expense Report* form with supporting documentation for reimbursement. It is the responsibility of the travelers to submit to their approver a completed *Expense Report* with supporting documentation for approval. It is the responsibility of approvers to assure that *Expense Reports* submitted for approval are complete, accurate, and comply with this policy and are timely forwarded to Finance.
2. Expense Report /Check Request: The *Expense Report* form (example: Appendix A) is used to reimburse individuals for out-of-pocket travel expenses while conducting business for the State Bar. A firm or company other than an individual requesting reimbursement should use a *Check Request* form submitted to Finance with supporting documentation for payment.
3. Travel Dates: Travelers can use the *Expense Report* for a maximum of two trips conducted within seven consecutive days. If a single trip goes over seven consecutive calendar days, additional forms will be required. Monday's date of week one will be used for audit purposes when trips span a single calendar week.
4. Expense Report Receipts: Original issued receipts for any expense in excess of \$25.00 must be attached to the *Expense Report*. An explanation memo with manager approval must be included to document all steps taken to replace any missing receipts. When original receipts are not available, copies of the original receipts must be marked "original" or "replacement receipt" and signed and dated to indicate no other copies have or will be submitted for reimbursement. Receipts must contain itemized pricing and reflect appropriate travel detail (e.g., departure/arrival times, dates, service class, upgrades, additional fees, etc.) Statement summaries and non-itemized credit card receipts are not acceptable. Electronically issued receipts for online purchases are considered original issued receipts. To substantiate a charge for reimbursement, receipts for lodging or car rentals must be in the name of the traveler.
5. 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 will not be processed for payment unless expressly approved for late payment by the Executive Director or designee. *Expense Reports* submitted to Finance will be processed according to the Accounts Payable schedule. Incomplete, incorrect, or illegible reports will be returned to the requestors for correction, which may result in delay or non-reimbursement of a specific item.
6. Revisions: *Expense Reports* must be verified for accuracy and properly approved by the responsible Manager prior to submission to Finance. All modifications to a handwritten *Expense Report* must be individually initialed by the person making the correction. Any revisions necessary to correct or add to a previously submitted *Expense Report* must clearly state "revised" and include a copy of the original *Expense Report* attached.

7. Gifts, tokens of appreciation and other non-travel related expenses are not reimbursed under this policy. See Section VII, Business Expense Account.
8. To ensure policy control and maximize approval and audit efficiencies, employees must utilize the electronic form to seek travel reimbursements. Volunteers are strongly encouraged to use the online form as well, but if handwritten, must be legible.

B. PURCHASING CARD REPORTING

1. Pcards used for travel must be reconciled during the respective open statement period with appropriate original issued receipts and detailed documentation supporting each posted transaction. Failure to do so may result in the loss of Pcard privileges.
2. Pcard Statements not reconciled, approved and submitted within 30 days of period closing will be reported to the cardholder's approver. Audit issues not cleared within 60 days of period closing will be referred to the Senior Executive to determine if Pcard privileges should be revoked.
3. Pcard Receipts: All original issued receipts for transactions charged to a Pcard must be attached to the Pcard Statement. An explanation memo with manager approval must be included to document all steps taken to replace any missing receipts. When original receipts are not available, copies of the original receipts must be marked "original" or "replacement receipt" and signed and dated to indicate no other copies have or will be submitted for reimbursement. Receipts must contain itemized pricing and reflect appropriate travel detail (e.g., departure/arrival times, dates, service class, upgrades, additional fees, etc.) Statement summaries and non-itemized credit card receipts are not acceptable. Electronically issued receipts for online purchases are considered original issued receipts.
4. Pcard Statements must be verified for accuracy and properly approved by the responsible Manager prior to submission to Finance. The Executive Director's Pcard Statement must be reviewed and, if correct, signed by the Chief Financial Officer or Deputy Executive Director.

V. REIMBURSABLE EXPENSES

While conducting authorized business, State Bar employees and non-employees defined in the scope of this policy are eligible to be reimbursed for out-of-pocket expenses related to transportation, lodging, and meal costs.

A. TRANSPORTATION

1. Personal Automobile

- a) Travelers required to use a personal automobile to conduct State Bar business will be reimbursed for mileage at the Internal Revenue Service approved rate regardless of whether Travel Status requirements are met, consistent with the following guidelines:
 - i) Reimbursable mileage is incurred when a traveler leaves the location of his/her primary workplace on State Bar business and returns to that same location.
 - ii) Reimbursable mileage is incurred when a traveler does not report to his/her primary workplace during the workday because of State Bar business. Reimbursement will be for that mileage in excess of normal commute round trip mileage between home and the primary workplace.
 - iii) Reimbursable mileage is incurred while conducting State Bar business while on the way to or from home or from the primary workplace. Reimbursement will be for that mileage in excess of normal commute round trip mileage between home and the primary workplace.

- iv) Travelers who elect to drive rather than fly to conduct State Bar business will not be reimbursed in excess of the most economical form of transportation. Written documentation from Giselles travel must be attached to *Expense Reports* to substantiate comparable travel expense. Mileage reimbursement in excess of what comparable airfare would have cost is not reimbursable. Exceptions may be permitted when employees are required to drive in order to economically deliver materials that would otherwise be shipped at additional cost or special accommodation are required. Written explanations must accompany *Expense Reports* and be approved by a Senior Executive.
- b) Fuel that is put into a private vehicle is not reimbursable and cannot be charged to a Pcard. The mileage rate is intended to reimburse fuel costs for private auto use.
- c) Damage to personal autos while being used on State Bar business is not covered because a portion of the mileage reimbursement is intended to defray the insurance cost to the individual.

2. Car Rental

- a) Rental cars may be used only when necessary and economically practical compared to other modes of transportation. 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 in conformity with the terms and guidelines of this policy regardless of whether the Travel Status requirements are met.
- b) The State Bar does not maintain a master contract with any rental car agency. Travelers are encouraged to seek corporate or government rates and take advantage of these arrangements when they are available. As a general rule, when renting a car, low cost models should be requested taking advantage of the rental car company's available discounts. Exceptions may be permitted when employees are required to drive a large vehicle (truck /van) in order to economically deliver materials, to accommodate a physical limitation, or when multiple travelers are driving together and need the additional space for passengers, luggage and other meeting materials. Written explanations must accompany *Expense Reports* and be approved by a Senior Executive.
- c) Reimbursement for car rentals will be made where it is a justified economical use of the traveler's time in the particular circumstances. Written justification must be provided for any car rental that exceeds a total of \$250.
- d) Alternatives to a rental car should be evaluated based on cost and time. In some cases, it is less expensive and more convenient to use cab service, hotel shuttle or public transportation.
- e) The State Bar carries insurance that covers travelers when renting a vehicle while on State Bar business. Thus, travelers should not elect to carry the additional collision and liability coverage offered by rental agencies when traveling on State Bar business. All additional insurance elections will be deemed a personal expense chargeable to the traveler.
- f) A car rental and fuel used for combined personal and business purposes cannot be charged to a Pcard. When personal use and business use is combined, individuals must use their personal charge card for the total expense and seek reimbursement for the miscellaneous expense portion using the [Auto Rental Reimbursement](#) form.
- g) In the event the traveler rents a vehicle to be used for combined 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. All additional insurance elections will be deemed a personal expense chargeable to the traveler.

- h) Individuals are responsible for any car rental charges, fuel, insurance charges and liability while on personal business. The State Bar is not responsible for any costs, injuries or damages caused as a result of a rental car used for personal purposes.
- i) Whenever practical, travelers should return cars with a full tank of gas to avoid excessive refueling charges by car rental companies. Car rental companies offer a Fuel Purchase Option that allows for the purchase of a full tank of gas allowing the car to be returned with an empty tank. This option may be cost-efficient but should be used only if the car will be driven enough to exhaust a full tank of fuel.
- j) Fuel costs incurred for rental cars while on State Bar business are reimbursable, and may be charged to a Pcard.
- k) Additional charges for luxury-class-upgrades, convertibles, sports-cars, GPS navigation devices or fees for frequent-flyer points will not be reimbursed beyond the standard economy rental available.
- l) 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.
- m) In the event of an accident, follow these steps:
 - Attend to any medical issues.
 - Report to appropriate law enforcement agencies immediately.
 - Consult the rental contract and follow its instructions.
 - Promptly submit an accident report to the State Bar's Office of Operations.

3. Air Travel

- a) The State Bar is not currently participating in the California State centralized travel program, but travelers should continue to strive to obtain the most economical airline fares available.
- b) Travelers must contact the approved State Bar travel agency, Giselle's Travel, for all travel in excess of \$ \$400 (round-trip fare) unless prior manager approval is obtained ([Appendix B](#)). For round-trip flights under \$400, travelers may use their discretion to determine whether to use the State program or to book tickets directly with the airline. For round-trip flights over \$400, travelers may book tickets directly with the airlines or other travel agency, but the rate booked must be as good as or better than the documented quote available from Giselle's Travel. Documentation of comparable quote must be attached to each *Expense Report*.
- c) Compensation for air travel will be limited to the cost of a coach/economy fare. The cost of preferential seating, pre-boarding or any other accommodation upgrade, in any class, will be deemed a personal expense chargeable to the traveler. Charges or fees incurred from change of flight schedule for personal convenience is not reimbursable.
- d) Travelers are to use the lowest airfares available without regard to the accrual of personal frequent flyer miles.

4. Taxi Service

- a) 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 and Business-Related Expense Policy regardless of whether the Travel Status requirements are met.

- b) Limousine and Towncar service is not reimbursable unless a less-expensive service is unavailable. Written explanations must accompany *Expense Reports* and be approved by a Senior Executive.

5. Transit Fees, Parking and Fines

- a) Tolls, parking fees and public transit fares incurred by travelers on State Bar business are reimbursable expenses and must be identified as such on *Expense Reports* under tolls/parking fees. When travel is required to conduct State Bar business away from the individual's primary workplace, the State Bar will reimburse these expenses in conformity with the terms and guidelines of this policy regardless of whether the Travel Status requirements are met.
- b) Pcard use for bridge tolls, parking fees or city transit must be directly related to active travel status and cannot be used to load transit passes for future travel. Use of the Pcard for routine commuting charges (BART, FastTrak, bridge tolls, parking fees, city transit) is prohibited.
- c) Parking tickets and traffic fines incurred by travelers will not be reimbursed.

B. LODGING

1. When 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 ([Appendix C](#)) and in conformity with the terms and guidelines of this policy regardless of whether the Travel Status requirements are met.
2. Individuals engaged as speakers for State Bar sponsored programs may be reimbursed for the actual cost of a standard single accommodation hotel room per the individual custom contract terms and conditions.
3. Reimbursement for lodging expenses will be made for the actual expense of single accommodations, up to the maximum authorized rates or pre-negotiated meeting accommodations by State Bar staff. If no pre-arranged contract exists, travelers should request whether contract or government rates are available when reservations are made (be prepared to show State Bar identification upon check-in). The State Bar negotiates favorable contract rates with various hotels ([Appendix D](#)).
4. Lodging expenses in excess of the current authorized lodging rates shall not be reimbursed unless a prior contracted group rate arrangement has been negotiated with the hotel or unless expressly authorized. This must be confirmed in writing by completing a [Hotel Authorization](#) form.
5. If an *Expense Report* is submitted without the necessary *Hotel Authorization* and the lodging rate is in excess of the authorized rate, the *Expense Report* will be returned to the traveler for correction, or reimbursement will be made for only the authorized maximum hotel rate for that city. Pcard charges not supported by a *Hotel Authorization* may result in loss of Pcard privileges.
6. The State Bar covers the cost of the hotel room and business related telephone calls, parking, internet charges and business center expenses. Travelers are responsible for covering their personal incidental expenses including personal telephone calls, room service and other in-room self-service items. All hotel guests are asked to provide a personal credit card at the time of check in to cover the cost of personal incidentals. See Section V.D., Communications & Incidentals.

7. Any charges resulting from failure to cancel lodging reservations are not the responsibility of the State Bar unless the reason for failure to cancel in time is business-related or due to an unavoidable personal emergency and a statement of same is included on the *Expense Report* and/or Pcard Statement. .
8. Reasonable tips in connection with the handling of bags, valet service, and accommodation maid service are reimbursable expenses.

C. MEALS

1. Travel Status Meal Guidelines

- a) Pcards may not be used for any individual meals, including meals while on Travel Status. Traveler should submit an *Expense Report* to seek reimbursement according to the authorized per diem meal rates.
- b) Individuals on Travel Status will be entitled to their own meal 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. Each traveler is responsible for his/her own travel and meal expenses-- one person may not use State Bar resources to pay for the meals of other travelers.
- c) If the cost of a meal exceeds the approved per diem rates, only the amount of the per diem rate will be paid by the State Bar.
- d) Eligibility for meal per diems 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.
- e) The meal per diem may not be claimed when a meal is otherwise provided at State Bar expense (e.g. a State Bar catered lunch, conference meals, etc).
- f) Tips for restaurant service are considered to be part of the per diem rate and are not reimbursable beyond the per diem rate.

2. Non-Travel Status Meal Guidelines

- a) The cost of business-related meal expenses may be compensated when an individual is not on Travel Status if the meal was work related and in conditions beyond the individual's control. Examples include:
 - *An employee is not on Travel Status but is 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 attend off-site training where a meal is required under circumstances beyond the employee's control.*
 - *An employee is not on Travel Status but is required by the State Bar to stay overnight away from home during authorized meal times.*
- b) A travel *Expense Report* should be used to report these expenses. The report must include the purpose of each business-related meal and the conditions that justify payment. Pcards are not to be used for this purpose.

- c) The above standards governing travel status meals (VC.1. through 3., rates, tips, etc.) apply to non-travel status meal reimbursement, except for the requirement of being on travel status.
- d) Except as set forth in Section V.C., meal reimbursement is not allowed where State Bar representatives are not on Travel Status and have a meal together incidental to a State Bar function they are attending or staffing.
- e) 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 in Section VII below.

3. Catered Meals

- a) 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 or staff meetings. 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 per diem rates do not apply when a catered meal is provided.
- b) Catering is defined as a contracted for food and beverage service. Catering can either be served on State Bar, hotel or convention site premises, or pre-booked contract meeting accommodations at a commercial restaurant (e.g. catering for Board of Governors meetings in LA, SF or offsite). Individual meals ordered off a restaurant menu, absent a food and beverage contract with the provider, does not meet this definition of catering, whether for an entire committee or a subset of same.
- c) 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, in which case traveler may not claim individual per diem reimbursement.

4. Alcoholic Beverages

- a) Alcoholic beverages or corkage fees cannot be charged to a Pcard and are not generally reimbursable travel/ business expenditures.
- b) In limited circumstances, alcoholic beverages or corkage fees may be reimbursed as contracted food and beverage catering or as Business Expenses. Such charges must be reasonable both in cost and in consumption per person and charged only against non-mandatory fee revenues. See Section VII, Business Expense Account.

D. COMMUNICATIONS & INCIDENTALS

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

VI. EXPENSE ADVANCES

- A. State Bar representatives who have a Pcard should use it for all travel and business-related expenses whenever feasible to reduce processing costs and maximize organizational efficiencies.
- B. For State Bar representatives who do not have a Pcard, 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 specific circumstances, request temporary travel advances by submitting a *Check Request* form to Finance at least three workdays prior to the requested disbursement date of the travel advance. Travelers are required to comply with the State Bar's [Travel Advance Policy](#). The *Check Request* must specify the trip purposes and duration, and be approved by the traveler's immediate supervisor, manager or other authorized designee for that cost center.
- D. The amount of the advance will be based on the nature and requirements of the trip. Eligible expense includes per diem, lodging and ground transportation, and under no circumstances shall the advanced amount exceed \$250 per day.
- E. All advances are "loans" and as such must be repaid or offset by properly approved *Expense Reports* within 10 calendar days after completion of the trip for which they were advanced. It is the responsibility of the traveler to advise Finance of any circumstances that will prevent timely settlement of the advance. Traveler must submit an approved *Expense Report*, original issued receipts for all expense items, and any unused funds in settlement of the advance to Finance.
- F. All travel advances are subject to a monthly audit. A list of employees with delinquent advances will be distributed to the employee's immediate supervisor and manager. Employees with past delinquent advances or who failed to comply with the Travel Advance Policy will be denied future advances and will be subject to collection methods as allowable by law.

VII. BUSINESS EXPENSE ACCOUNT

Senior Managers may budget for "Business Expenses" (account code 40570). The amount in this account is determined by the Executive Director annually during the budget planning process and is to be funded with non-mandatory fee revenues. This account is to be used at the Senior Managers' 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 manager are exempt from this State Bar Travel and Business-Related Expense policy and its Catered Meals Guidelines. Only a Senior Manager or his or her designee may make expenditures from this account. A Senior Manager must determine in each instance that there is a business purpose to permit the business meal expenditure. Expenditures by a designee must be approved in advance by the Senior Manager. 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. Any Pcard charges that default to any other account must be reallocated to a budgeted 40570 account during the statement review period and reconciled before the annual fiscal close.

Business Expenses that may be covered under this section include meals during which discussion of State Bar business occurs where there is a business need to keep participants together. Expenses for business meals will not be authorized for meetings where State Bar business is only nominally discussed or meetings with potential or existing vendors. Business Expenses may also include costs for a meal or nominal gifts intended to recognize non-employee volunteers for work-related accomplishments on behalf of the State Bar. Reimbursements will not be allowed under this section for attendance at entertainment or sporting events.

EXPENSE REPORT 2011

STAFF
 OTHERS

This Expense Report must be completed and submitted in accordance with the State Bar's [Travel & Business-Related Expense Policy](#). Incomplete, incorrect, or illegible forms will be returned to requestors for correction. Please refer to the Instruction Page for general guidelines.

NAME	Thomas Jefferson					PHONE	434-704-1776								
ADDRESS	931 Thomas Jefferson Parkway Charlottesville VA 22902														
Travel Expense															
TRIP 1 PURPOSE	Declaration Signing					LOCATION FROM / TO	Charlottesville VA / Philadelphia PA								
TRIP 2 PURPOSE						LOCATION FROM / TO									
Enter amount paid in cash, "C" for direct bill, or "PC" for Pcard Charges															
<i>Enter Monday's date for week</i>	MON	7/2	TUE	7/3	WED	7/4	THU	7/5	FRI	7/6	SAT	7/7	SUN	7/8	TOTALS
LODGING			C		C		C		C						\$ -
TAXI / LOCAL TRANSPORT					12.50					15.00					
TOLLS / PARKING FEES			15.00		15.00			15.00							
AIR TRAVEL			PC						PC						
AUTO (PERSONAL) miles / \$		-	18		9.18			-		18		-		-	
AUTO (RENTAL)															
TOTAL TRANSPORTATION	-		24.18		27.50			15.00		24.18		-		-	\$ 90.86
BREAKFAST (travel before 7:00am)					6.00			6.00		6.00					<i>per diem claims acknowledge no catered meal provided</i>
LUNCH (travel at 12:30pm)					10.00				10.00						
DINNER (travel after 7:00pm)					18.00			18.00		18.00					
TOTAL MEALS	-		28.00		24.00			24.00		16.00		-		-	\$ 92.00
TOTAL TRAVEL EXPENSES														\$ 182.86	
Miscellaneous Expense (Itemize description and purpose)															
Volunteers are not authorized to make purchases or render services for The State Bar of California. All purchases or services should be initiated by State Bar employees through Procurement.															
DATE															AMOUNT
7/5	Scribe services from inn business center														\$ 5.00
TOTAL MISCELLANEOUS EXPENSE														\$ 5.00	
Accounting Distribution										Totals					
BUSINESS UNIT	ACCOUNT	AMOUNT			TOTAL EXPENSE				\$ 187.86						
23101	40510	\$	214.80		LESS CASH ADVANCE				\$ -						
23105	40510	\$	214.80		BALANCE DUE REQUESTOR				\$ 187.86						
					BALANCE DUE STATE BAR (check attached)				\$ -						
Original Signatures Required															
Requestor's Signature: (Print Name & Sign)										Date:					
Thomas Jefferson										7/9/76					
DISTRIBUTION REMAINING: \$ (241.74)															
Finance Verification: Additional Authorization: (if Required)										Date:					
John Hancock										7/11/76					

APPENDIX B

Airline Travel

Travel arrangements for both employees and volunteers may be made through the State Bar's contracted travel agency, Giselle's Travel by calling (800) 523-0100 (\$15 booking fee), or using their website at www.globaltrav.com (\$10 booking fee).

Travelers must have a **Profile Request** form on file with Giselle's Travel before booking. You may submit your forms directly to Margarita Manalo in San Francisco (Ext. 2562) or Alice Daniels in Los Angeles (Ext. 1116). If you have any questions, please contact Tony Gonzalez (Ext 1113) or Liz Avila (Ext 2329).

APPENDIX C

AUTHORIZED TRAVEL EXPENSE RATES

Effective January 1, 2011

Lodging:

(Excluding all taxes)

San Francisco	\$205.00
Los Angeles	\$135.00
San Diego	\$150.00
Sacramento	\$150.00
All other areas.....	\$150.00

Employee Travel Meals:

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

Mileage:

The personal auto mileage reimbursement rate is 51¢ per mile driven. The mileage reimbursement rate will be adjusted to mirror the reimbursement rate established by the U.S. Internal Revenue Service for business-related reimbursement. These rates are imbedded in the formulas of the online [Expense Report](#) and will be adjusted on the effective date of any rate change.

APPENDIX D

Hotel Reservations

In the absence of a negotiated State Bar group contract, the State of California has negotiated discounted hotel room rates at a number of hotels in California for individual travelers. Though travelers are not required to use these hotels, they must still abide by the established hotel per diem for the city they are visiting. Exceptions to these per diems must be approved in advance of travel by your manager using the [Hotel Authorization](#) form.

The State Bar has negotiated favourable rates in San Francisco at the [Harbor Court Hotel](#). Employees and volunteers traveling on State Bar business to San Francisco should take advantage of contracted rates when available. In order to receive the contracted rate and be exempt from hotel tax, individual State Bar travelers must contact Margarita Manalo (Travel & Information Services Coordinator SF, Ext. 2562) who will handle the reservations, billing, and prepare the tax exempt form. If you are checking in to any other hotel in San Francisco County, you will need to prepare and present at check-in, the [tax-exempt SF form](#) yourself.

In Los Angeles, favourable government rates are often available at both the [Omni Hotel](#) and at the [Marriott Hotel](#). Travelers should contact Alice Daniels (Travel & Information Services Coordinator LA, Ext. 1116) to make reservations. Travelers will be required to complete a [tax-exempt LA form](#) upon check in at the Omni Hotel in Los Angeles so the hotel can waive the hotel tax. Travelers can pay for their room when they check out using their Pcard. This tax-exempt form can be used at any other hotel within Los Angeles County as well.

State Bar travelers visiting other cities in California, or out of state, may be able to take advantage of State of California discount rates for hotel accommodations. The State of California travel program has contracted discount rates with many hotels throughout the country. A list of available hotels can be found on their website at <http://www.travel.dgs.ca.gov>. If you are interested in making a reservation at one of these hotels please contact either Margarita Manalo or Alice Daniels for assistance.

Travelers attending a State Bar contracted-for meeting event should book their rooms according to the specific instructions of the hosting department in order to satisfy room-block commitments.