

THE STATE BAR OF CALIFORNIA TRAVEL and BUSINESS-RELATED EXPENSE POLICY

Revised January 5, 2010

I. GENERAL PRINCIPLES

- A. Except as noted otherwise, this Travel and Business-Related Expense Policy applies to all volunteers and other non-employees who seek reimbursement for travel and business-related expenses incurred in conducting State Bar business.
- B. State Bar representatives who do not have a Purchasing Card (Pcard) must use their personal funds for travel expenses and request reimbursement at the conclusion of the trip in conformity with this policy.
- C. 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.
- D. There will be no reimbursement for the expenses of a spouse or guest who accompanies a traveler on State Bar business.
- E. Travelers are responsible for their own travel expenses. No traveler will be reimbursed for travel expenses other than their own.
- F. Except where noted otherwise, only when a person is on Travel Status is s/he eligible to seek travel reimbursement or request a travel advance as stated in this policy.
- G. 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.

II. TRAVEL EXPENSE REPORTING

- A. An *Expense Report* form furnished by the State Bar must be timely filed with appropriate original issued receipts to request expense reimbursement (Appendix A: sample).
- B. Volunteers should use the [electronic form](#) whenever possible, and submit a single form for each week of travel. Handwritten *Expense*

Reports must be legible.

C. All travel-related and incidental business expense must be recorded in the calendar week in which it was incurred. Transaction dates cannot span more than a single week.

D. Documentation Guidelines

1. It is the responsibility of the volunteer to submit to their administrative liaison a completed legible *Expense Report* with supporting documentation for payment. Incomplete or incorrect forms or forms with insufficient information or missing documentation will be returned to the approver for correction. *Expense Reports* containing calculation errors or exceed per diem limits will be corrected accordingly.
2. Receipts: Original issued receipts for air travel, car rentals, lodging and any expense in excess of \$25 must be attached to the *Expense Report*. Receipts must contain itemized pricing and reflect appropriate travel detail (e.g., departure/arrival times, dates, service class, upgrades, additional fees, etc.) Electronically issued receipts for online purchases are considered original issued receipts. When original receipts are not available, copies of 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.
3. Approvals: A member of the Board of Governors, Section and committee members, and other volunteers' *Expense Reports* 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.
4. 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.
5. Revisions: 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.

6. Gifts: Service awards, gifts or other tokens of appreciation must be ordered through State Bar staff and will not be reimbursed via a traveler’s *Expense Report*. See Section IX, Business Expenses.

III. AIR TRAVEL

A. The State Bar is eligible for California State government discounted rates on airfare (Appendix B). In most instances these fares will represent the most economical airline fares between common city pairs, but travelers should strive to obtain the most economical airline fares available.

B. Travelers must contact the approved State of California travel agency, [Giselles Travel](#), for all travel in excess of \$400 (round-trip fare) unless prior manager approval is obtained. 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 travel city pair [published](#) as available from Giselles Travel.

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. Individuals engaged on contract as speakers for State Bar programs or in other circumstances governed by personal service contract terms, the terms of the contract will prevail.

D. Travelers are to use the lowest airfares available without regard to the accrual of personal frequent flyer miles.

IV. AUTOMOBILE TRAVEL

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.

B. Auto Mileage Reimbursement Guidelines

1. 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.

2. Reimbursable mileage is incurred when a traveler does not report to his/her primary workplace during the work day 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.

3. 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.

4. Travelers who elect to drive rather than fly to conduct State Bar business will be reimbursed for the most economical form of transportation. Mileage reimbursement in excess of what comparable airfare would have cost is not reimbursable except where special accommodations are required and approved.

C. Taxi Service

1. 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.

2. Limousine and Towncar service will not be reimbursed unless a less-expensive service is unavailable. Written explanations must accompany *Expense Reports* and be approved by a State Bar Senior Executive.

D. Car Rental

1. Reimbursement for car rentals will be made where it is a justified economic usage of the traveler’s time in the particular circumstances. Written justification must be provided for any car rental in excess of \$250.

2. 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.

E. Car Rental Guidelines

1. The State Bar does not maintain a master contract with any rental car agency. State Bar travelers are encouraged to seek corporate or government rates to 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 volunteers need 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. Exceptions must be approved by a Senior State Bar manager in advance of rental. Written explanations must accompany Expense Reports and be approved by a Senior Executive prior to reimbursement.

2. Alternatives to rental cars 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

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 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.

F. Transit Fees and Fines

1. 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 auto expenses. When travel is required to conduct State Bar business away from the individual's primary workplace, the State Bar will reimburse such expenses in conformity with the terms and guidelines of this policy regardless of whether the Travel Status requirements are met.

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

V. LODGING

A. 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 and in conformity with the terms and guidelines of this policy regardless of whether the Travel Status requirements are met (Appendix C).

B. Individuals engaged as speakers for State Bar sponsored programs may be reimbursed for the actual cost of a standard single accommodation hotel room consistent with authorized rates.

C. Lodging Guidelines

1. 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.

2. Lodging expenses in excess of the current authorized lodging rates will not be reimbursed unless a prior contracted group rate arrangement has been made with the hotel by the State Bar or unless expressly authorized in advance by the Executive Director or designee. This must be confirmed in writing by attaching a form that provides all of the appropriate information, including name of meeting event, dates of stay, name and address of hotel, hotel rate per night.

3. If the *Expense Report* is submitted without the necessary approval form and the lodging rate is in excess of the authorized rate, the *Expense Report* will be returned to the approver. Reimbursement will be made for only the authorized maximum hotel rate for that city.

4. 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. See Section VII, Communications & Incidentals.

5. 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*.

6. Reasonable tips in connection with the handling of bags, valet service, and accommodation maid service are reimbursable expenses.

VI. MEALS

A. Travel Status Meal Guidelines

1. 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](#) (Appendix C). Payment will be made only for the traveler's own expenses. Each traveler is responsible for his/her own travel and meal expenses.

2. 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.

3. 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.

4. 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).

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

B. Non Travel Status Meal Guidelines

1. 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 individual 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 individual's control. This includes staffing the bar examination.

An individual 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 individual's control.

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

2. 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.

3. The above standards governing travel status meals (VI.A.1. through 5., rates, tips, etc.) apply to non-travel status meal reimbursement, except for the requirement of being on travel status.

4. 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.

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 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.

2. 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.

3. 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.

D. Alcoholic Beverages

Alcoholic beverages or corkage fees are not generally reimbursable travel/business expenditures. See Section IX, Business Expenses.

VII. COMMUNICATIONS & INCIDENTALS

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

B. 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.

VIII. EXPENSE ADVANCES

A. Travelers may, under exceptional circumstances, request temporary travel advances. In order to be processed, such requests must be approved according to the same procedure as for *Expense Reports* and submitted to the Finance Department at least three full workdays before the funds are needed.

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

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

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

IX. BUSINESS EXPENSES

Senior State Bar staff may budget for a "Business Expense" account. The Business Expense account is to be used only by Senior Staff in the discretion of the Senior Staff to cover business expenses incurred in the legitimate furtherance of State Bar business. Expenses charged to this account by Senior Managers are exempt from this State Bar Travel and Business-Related Expense policy.

EXPENSE REPORT 2010

VOLUNTEER

Use one form for each calendar week of travel. Enter amount paid in cash, "C" for direct bill, or "PC" for PCard billing.

NAME Carter Braxton	PHONE 415-538-1776
ADDRESS 1776 Independence Way San Francisco CA 94105	

[Travel Policy: employees](#) [volunteers](#)
See tabs below for detailed instructions

Travel Expense

TRIP 1 PURPOSE Steering Committee Planning Session	LOCATION FROM / TO SF / LA															
TRIP 2 PURPOSE	LOCATION FROM / TO															
<i>enter Monday's date for week ></i>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; text-align: center;">MON</td> <td style="width: 12.5%; text-align: center;">1/4</td> <td style="width: 12.5%; text-align: center;">TUE</td> <td style="width: 12.5%; text-align: center;">1/5</td> <td style="width: 12.5%; text-align: center;">WED</td> <td style="width: 12.5%; text-align: center;">1/6</td> <td style="width: 12.5%; text-align: center;">THU</td> <td style="width: 12.5%; text-align: center;">1/7</td> <td style="width: 12.5%; text-align: center;">FRI</td> <td style="width: 12.5%; text-align: center;">1/8</td> <td style="width: 12.5%; text-align: center;">SAT</td> <td style="width: 12.5%; text-align: center;">1/9</td> <td style="width: 12.5%; text-align: center;">SUN</td> <td style="width: 12.5%; text-align: center;">1/10</td> <td style="width: 12.5%; text-align: center;">TOTALS</td> </tr> </table>	MON	1/4	TUE	1/5	WED	1/6	THU	1/7	FRI	1/8	SAT	1/9	SUN	1/10	TOTALS
MON	1/4	TUE	1/5	WED	1/6	THU	1/7	FRI	1/8	SAT	1/9	SUN	1/10	TOTALS		
LODGING	\$ -															
TAXI / LOCAL TRANSPORT	15.00															
TOLLS / PARKING FEES																
AIR TRAVEL	C															
AUTO (PERSONAL) ^{miles/\$}	14 7.70															
AUTO (RENTAL)																
TOTAL TRANSPORTATION	\$ 46.40															
BREAKFAST (travel before 7:00am)	6.00															
LUNCH (travel at 12:30pm)	10.00															
DINNER (travel after 7:00pm)	18.00															
TOTAL MEALS	\$ 58.00															
TOTAL TRAVEL EXPENSE													\$ 104.40			

Miscellaneous Expense

DATE	DESCRIPTION & PURPOSE	AMOUNT
1/7	Photocopy charges from hotel business center	\$ 5.00
TOTAL MISCELLANEOUS EXPENSE		\$ 5.00

Accounting Distribution			Totals	
BUSINESS UNIT	ACCOUNT	AMOUNT	TOTAL EXPENSE	\$ 109.40
	40550	\$ 109.40	LESS CASH ADVANCE	
			BALANCE DUE REQUESTOR	\$ 109.40
			BALANCE DUE STATE BAR (check attached)	\$ -
DISTRIBUTION REMAINING:			<i>Print name and Sign</i> <i>date</i>	
Requestor			Carter Braxton	1/12/10
Additional Authorization if Required			Authorization	John Hancock 1/13/10

Submit to Finance with original issued reimbursement receipts only. Hold all "PC" receipts for Purchasing Card statement. Make a copy for your records.

APPENDIX B

Airline Travel

Travel arrangements for both employees and volunteers may be made through the State Bar's contracted travel agency, Giselles 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 Giselles Travel before booking. You may submit your forms directly to your State Bar staff liaison.

APPENDIX C

THE STATE BAR OF CALIFORNIA AUTHORIZED TRAVEL EXPENSE RATES

Effective January 1, 2010

Lodging:

(excluding all taxes)

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

Meals:

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

Mileage:

The personal auto mileage reimbursement rate is 50¢ 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. This automated form can be found online [here](#).

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. 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 staff manager liaison.

The State Bar has negotiated favourable rates in San Francisco at the [Harbor Court Hotel](#). Travelers 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 and Information Services Coordinator for San Francisco (415) 538-2562, who will handle the reservations, prepare the tax exempt form and handle billing.

In Los Angeles, favourable rates are often available at the [Omni Hotel](#) and the [Marriott Hotel](#) for State Bar travelers. To make reservations, travelers should contact Alice Daniels, Travel and Information Services Coordinator for Los Angeles (213) 765-1116. Travelers can pay for their room when they check out using their own personal credit card.

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. State Bar travelers visiting other cities in California or out of state may be able to take advantage of other discount rates for hotel accommodations. The State of California travel program has contracted 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 Margarita Manalo (SF) or Alice Daniels (LA) for assistance. If you have any questions about the travel program and the established guidelines, please call either Liz Avila (415) 538-2329 or Tony Gonzalez (213) 765-1113.



Giselle's Travel

1300 Ethan Way, #100, Sacramento, CA 95825

www.globaltrav.com

800 523-0100

Fax 916 679-3090

State Bar of California

Profile Request Form

Traveler Information

Traveler's Name: _____

Traveler's Title: _____ Location: SF / SAC / LA (circle one)

Department: _____ Cost Center: _____

Phone No: _____ Fax No. _____

Email Address: _____

Airline Information

Airline: _____ Frequent Flyer Number: _____

Seat Preference: _____ Window / Aisle _____ Specific Seat: _____

Meal Preference: _____

Special Needs/Requests/Comments: _____

SF/SAC STAFF:

When this profile has been completed, please fax to Margarita Manalo, Information and Travel Coordinator at 415-538-2005. Her phone: 415-538-2562.

LA STAFF: When this profile has been completed, please fax to Alice Daniels, Information and Travel Coordinator at 213-765-1594. Her phone: 213-765-1116.

NOTE: A profile is required to book travel with Giselle Travel Service. No profile, no travel.