

See reverse side for WSBA Expense Policy summary. Please fill out completely and legibly. Reimbursement checks will be payable only to the person/entity incurring the expense, as documented by itemized receipts. **Signed expense reports must be submitted within 60 days of incurring the expense; for expenses incurred in August and September, all forms must be submitted within 30 days of the WSBA fiscal year end (September 30).**

**To expedite reimbursement, email one PDF of this form and itemized receipts to your staff liaison at wsba.org.**

**Otherwise, mail to: Washington State Bar Association, 1325 4th Avenue, Suite 600, Seattle, WA 98101-2539**

<input type="checkbox"/> <b>Employee</b>  <input type="checkbox"/> <b>Board</b> <input type="checkbox"/> <b>Committee</b> <input type="checkbox"/> <b>Council</b> <input type="checkbox"/> <b>Taskforce</b> <input type="checkbox"/> <b>Other:</b>	<input type="checkbox"/> <b>CLE</b> <input type="checkbox"/> <b>Section</b> <input type="checkbox"/> <b>Witness</b> <input type="checkbox"/> <b>Panel</b>	<b>Make Check Payable to ( Please Print Name):</b>  <b>Street Address, including City, State, Zip:</b> <input type="checkbox"/> Check if new address  <b>E-mail:</b> _____ <b>Bar #:</b> _____ <b>Phone:</b> _____
<b>Staff Liaison:</b> _____		By my handwritten or typed signature below, I certify that: (1) these expenses comply with the <a href="#">WSBA Expense Policy</a> ; (2) I am the person or entity entitled to receive reimbursement for these expenses; (3) these expenses have not been reimbursed by any other source; (4) I am not seeking reimbursement for alcohol; and (4) the information provided within this form is accurate and true  X: _____ Date: _____

**EXPENSE REIMBURSEMENT REQUEST (Itemized receipts required. For handwritten forms use INK only.)**

Expense Date:							<b>Category Totals</b>
Event Date:							
Event Name:							
Event Location:							
<b>Transportation</b>	Auto Mileage Total (\$ 0.67/mi)	miles	miles	miles	miles	miles	
	Ground Transportation, Parking, Tolls						
	Airfare (coach/economy only)						
<b>Meals</b>	Breakfast (up to \$18)*						
	Lunch (up to \$20)*						
	Dinner (up to \$36)*						
<b>Lodging</b> (up to \$200/night; \$225/night in Seattle; + tax and fees)*							
<b>Other Expenses</b> (itemize):							
<b>Totals</b>							

*\*Dollar amounts noted on this Expense Report for meals and lodging are considered reasonable and reimbursable per WSBA fiscal policy. Requests for reimbursements exceeding the stated amounts may be submitted, however expenses should be reasonable and prudent given the circumstances and will be subject to WSBA's internal review process. If you have questions, please contact your staff liaison.*

## SUMMARY OF WSBA EXPENSE POLICY

### GENERAL PRINCIPLE

WSBA depends upon and values the time and talent of its employees and volunteers. WSBA asks for employees and volunteers to be good stewards of member funds. ***WSBA will reimburse out-of-pocket expenses incurred in connection with WSBA business or meetings that are: (1) reasonable, (2) necessary, and (3) appropriately documented, as set forth in the WSBA Expense Policy. WSBA will not reimburse expenses that are reimbursed from another source; and will not reimburse expenses incurred by spouses, domestic partners or guests, except as otherwise provided by the WSBA Expense Policy.***

### REIMBURSABLE EXPENSES

In accordance with IRS requirements, any person seeking reimbursement from WSBA must submit a signed, dated WSBA Expense Report, supported by itemized receipts. In the absence of an itemized receipt, WSBA will reimburse up to \$75 for expenses, so long as certification is provided confirming expenses comply with [WSBA fiscal policies](#). If the reimbursement is for meals, no more than the maximum federal per diem rate for the state of Washington (see [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)) will be reimbursed without an itemized (detailed) receipt.

**Meetings:** WSBA encourages virtual meetings whenever feasible to accomplish committee, task force, panel, council and section work. Reimbursement of travel expenses to board, committee, task force, council, panel, and section members residing out of state to attend their meetings is limited to the approximate cost of in-state travel (the cost of traveling from the nearest Washington border).

**Transportation:** *If travel is necessary*, WSBA encourages employees and volunteers to utilize the least costly method of transportation available under the circumstances. For example, if a ticket to fly coach economy and ground transportation to a particular destination is less expensive than the cost of reimbursing mileage for driving, then flying should be the selected mode of transportation. If you drive, WSBA will not reimburse for lodging *en route*, except when special circumstances occur (such as weather, abnormal traffic patterns, or personal circumstances). These exceptions must be approved by the Executive Director. Reimbursement for out-of-state meeting travel is limited to the approximate cost of in-state travel (the cost of traveling from the nearest Washington border).

- 1. Auto Mileage** will be reimbursed at the IRS Standard Mileage Rate. Complete starting and ending street addresses for trips must be provided.
- 2. Rental Cars/Other** may be used only when economical compared to other modes of local transportation or if local transportation is nonexistent. Rental charges should be net of any discounts and will be limited to the rental cost of compact or standard-size cars. Reimbursement for any other method of travel (e.g., train) will be reimbursed for the cost of the most economical method of travel. Volunteers are not covered under WSBA insurance policies and must provide their own insurance coverage when renting vehicles.
- 3. Ground transportation, parking, tolls:** If flying, please park and shuttle economically. WSBA will reimburse longer term airport parking at the lower of actual parking costs or an airport shuttle to/from your home, and tips no more than 25% of the cost of the trip. In the case where 25% is less than \$2.00, tips can be adjusted up to \$2.00.
- 4. Airfare:** WSBA will only reimburse coach/economy-class air fares. Please book well in advance to obtain lowest possible fares. WSBA will not reimburse for use of frequent flyer coupons or air miles. *(Receipt must include name of passenger, credit card used for payment, confirmation that flight was paid in full, date of flight, and departure and destination locations. Credit card statements are not sufficient.)*

**Lodging:** Includes room rate and applicable fees and taxes. *If an overnight stay is necessary* (contact your Staff Liaison in advance with any questions), the amounts noted on the front page of this Expense Report are deemed reasonable and reimbursable. Ask your Staff Liaison about WSBA negotiated rates at area hotels. WSBA will not reimburse incidental charges such as entertainment, personal phone calls, pet fees, etc. *(Reimbursement receipts must include name/location of hotel, guest name(s), date(s) of stay, and breakdown of charges for lodging, meals, telephones, and incidentals).*

**Meals:** The amounts noted on the front page of this Expense Report are deemed reasonable and reimbursable and include gratuity and taxes. In the event of lost receipts, WSBA will reimburse no more than the maximum federal per diem rate for the state of Washington (see [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)). All-day travelers may reallocate per-meal allowances (e.g., spend more on lunch; less on dinner). If another person's meals are part of the receipt and meal reimbursement request, identify all individuals included.

**Note: Alcohol will not be reimbursed and must be segregated from meal expenses.**

**Other expenses:** WSBA will reimburse necessary out-of-pocket office expenses with receipts (actual copying charges up to 15 cents a page; faxes up to 25 cents a page, with a \$5 maximum). WSBA will not reimburse standard office services (e.g., voice mail, telephone connections), personnel costs or professional services.