WASHINGTON STATE
BAR ASSOCIATION

JULY 2026 BAR EXAM REIMBURSEMENTS

GENERAL INFORMATION

- **Submission Deadline:** Signed and dated expense reports must be submitted by **October 15, 2026.**
- **Submission Method:** Email a PDF of the completed form and itemized receipts to **2026BarExamExpense@wsba.org**
- **Email Format:** The email must include the following:
  1. Subject line should include your **First and Last Name**, **NCBE number,** followed by "**July Bar Exam Reimbursement Request**"
  2. One PDF **July 2026 Bar Exam Expense Report**
  3. One PDF **Reimbursement of Childcare for Washington July 2026 Bar Exam** form (if applicable)
  4. One PDF with images of **detailed receipts** (see examples)
- Reports will be processed in the order they are received.
- Reimbursements will be provided in the form of a paper check and will be mailed to the address provided on the submitted expense report.
- Reimbursement checks are on a weekly basis and will be mailed out using standard USPS mail.
- If you have questions about the reimbursement process or need assistance, please send an email to **2026BarExamExpense@wsba.org**

EXPENSE REIMBURSEMENT GUIDELINES & LIMITS

- **If you do not elect the exam waiver or are not eligible for the exam waiver,** WSBA will reimburse for:

  Nonrefundable travel and lodging expenses, meals, change fees, and other reasonable expenses determined to be bar-exam related — including childcare and out-of-state travel.
- **If you elect to accept the exam waiver,** WSBA will reimburse for:

  Non-refundable exam-related costs incurred in anticipation of needing to extend the test to a third day on July 30, 2026. This would include, for example, non-refundable fees to change a flight, a nonrefundable charge to extend a hotel stay.
- If you have reasonable and necessary expenses outside of these limits, you may provide an explanation in the designated areas of the expense report forms.
- Application fees, late fees, and exam fees paid to the WSBA, and investigation and technology fees paid to the NCBE, are not covered under the reimbursement policy.
- **Lodging** is reimbursed up to **$200/night**, plus tax and fees.
- **Mileage** is reimbursed at the IRS standard rate of **$0.76 per mile**.
- **Meals** are reimbursed up to **$23 for breakfast, $26 for lunch, and $38 for dinner**.
- **Childcare** expenses cannot exceed **$35/hour**
- **Airfare** will only be reimbursed for coach/economy class fares.
- Up to $75 may be reimbursed **without a receipt** for expenses reported on the July 2026 Bar Exam Expense Report.
- **Detailed receipts** should include the name of the payee, date of the transaction, description of items purchased and associated dollar amounts, total amount paid, and payment method.
- **Expense reports** must be signed and dated to be processed (see examples of completed expense reports)