

See second page for WSBA Expense Policy summary. Please fill out completely and legibly. Reimbursement checks will be payable *only* to the person incurring the expense, as documented by itemized receipts. If you incurred childcare expenses, please complete [Reimbursement of Childcare for WA July 2026 Bar Exam](#). Please email one PDF of this form and itemized receipts to 2026BarExamExpense@wsba.org.

Signed expense reports must be submitted by **October 15, 2026**

Make Check Payable to (Please print name):			PLEASE SELECT ONE (terms of eligibility on page 3) Elected the waiver Did not elect waiver OR not eligible for waiver
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By my handwritten or typed signature below, I certify that: (1) these expenses comply with the [WSBA Expense Policy](#) with the exception of the reimbursement for out-of-state travel as specifically allowable by the Board of Governors as part of the July 2026 exam reimbursement; (2) I am the person 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 unless permitted by WSBA Fiscal Policy; (5) the information provided within this form is accurate and true. By accepting the travel reimbursement from the Washington State Bar Association (WSBA), the recipient releases and discharges any and all claims against WSBA, its officers, employees, agents, and volunteers arising out of or in connection with the travel, lodging, and with expenses related to the July 2026 bar exam reimbursed by the WSBA.

X: _____ Date: _____

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ø11-02y0ä0	Auto Mileage	miles	miles	miles	miles	miles	
	Total (\$ 0.76/mi)						
	Ground Transportation, Parking, Tolls						
aŠ1-fä	Airfare (coach/economy only)						
	Breakfast (up to \$23) *						
	Lunch (up to \$26) *						
[2R31y3	Dinner (up to \$38) *						
	(up to \$200/night; \$225/ night in Seattle; + tax and fees) *						
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If you are requesting reimbursement of expenses in excess of limits provided, provide an explanation as to why the extra cost(s) is reasonable and necessary:

TERMS OF ELIGIBILITY FOR JULY 2026 BAR EXAM EXPENSE REIMBURSEMENTS

You must have been registered and present at the July 2026 exam but unable to take the exam due to the technology failure.

For persons electing to accept the waiver of the July 2026 bar exam: WSBA will reimburse for nonrefundable July 2026 bar exam related costs connected to the theoretical third day of the July 2026 bar exam.

For persons NOT electing the exam waiver or are NOT eligible for the exam waiver: WSBA will reimburse for nonrefundable travel and lodging expenses, meals, and change fees incurred from July 2026 bar exam attendance, as well as other reasonable expenses determined to be July 2026 bar exam related.

All reimbursement requests are subject to the WSBA's fiscal policies, with the exception of the reimbursement for childcare expenses and out-of-state travel as specifically allowable by the Board of Governors as part of the July 2026 exam reimbursement.

SUMMARY OF WSBA EXPENSE POLICY

GENERAL PRINCIPLE

WSBA will reimburse out-of-pocket expenses incurred in connection with the Washington July 2026 bar exam that are: (1) reasonable, (2) necessary, and (3) appropriately documented, as set forth in the WSBA Expense Policy unless otherwise specified as allowable by the Board of Governors as part of the July 2026 exam reimbursement. WSBA will not reimburse expenses that are reimbursed from another source.

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](#) unless otherwise specified as allowable by the Board of Governors as part of the July 2026 exam reimbursement. 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) will be reimbursed without an itemized (detailed) receipt. WSBA will not reimburse for use of rewards program benefits, such as frequent flyer coupons, air miles, hotel points, etc.

Transportation:

- 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.
- 3. Ground transportation, parking, tolls:** WSBA will reimburse actual costs incurred for airport parking, airport shuttle, taxi/ride share and associated tips no more than 25% of the cost of the trip. If the 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. *(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. The amounts noted on the first page of this Expense Report are deemed reasonable and reimbursable. 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 first 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). All-day travelers may reallocate per-meal allowances (e.g., spend more on lunch; less on dinner).

Note: Alcohol will not be reimbursed. Alcohol purchases must be excluded from the reimbursement request.

Other expenses: WSBA will reimburse necessary out-of-pocket expenses with receipts (e.g., flight change costs, baggage fees, etc.) WSBA will not reimburse standard office services (e.g., voice mail, telephone connections), personnel costs, or professional services.