



WSBA

WASHINGTON YOUNG LAWYERS DIVISION

FINANCIAL POLICY

I. INTRODUCTION

The financial guidelines for Washington Young Lawyers Division (“WYLD”) activities are governed by rules established by the Washington State Bar Association (“WSBA”), which appear on the back of the WSBA reimbursement forms. A copy of the current reimbursement form is attached. The WYLD has the following additional policies, which apply to expenses incurred by WYLD members in the course of WYLD activities. This policy is intended to relieve the financial hardship which meetings and projects can impose, while recognizing that a commitment to the WYLD may involve some expense to the individual, and recognizing that the continuing success of the WYLD requires stringent financial management.

Committees may adopt more limiting reimbursement policies than those set forth below. A copy of any such policy should be submitted to the WYLD President-elect who will then distribute the new committee-specific policy, along with this policy, to the respective committee members. Any committee-specific policies will remain in effect until the committee chair informs the President-elect that they have been rescinded.

Do not assume that all expenses are reimbursable. Any questions about this policy should be directed to the WYLD President-elect or the WYLD Liaison.

II. REIMBURSEMENT PROCEDURE

All expense reimbursement forms must be submitted within 30 days of the date the expense is incurred. Requests that are not submitted within 30 days will not be paid. Exceptions may be made in limited circumstances, with the approval of the President-elect and the WSBA Executive Director.

The WYLD uses WSBA reimbursement forms. All reimbursement requests must be made on these forms. Itemized receipts should be attached and the form must be signed. The form must be sent to the WYLD Liaison for processing in accordance with the WYLD bylaws. All expense reimbursement requests are subject to WSBA approval.

III. COVERED EXPENSES

A. TRAVEL

Travel typically includes car mileage or coach-class airfare. Gasoline costs are already included in mileage reimbursement. Other expenses, such as economy car rental mileage to and from the airport or airport parking will not be covered, except with the advance approval of the President-elect. These exceptional costs must be determined to be necessary and fall within the most economical rate as alternative travel. Economy car rental may be approved for purposes of carpooling to and from meetings.

1. **Board of Trustees**

Trustees will be reimbursed for travel to and from WYLD meetings. The WYLD cannot, at any time, fund or reimburse costs of travel for a member's spouse, child, or guest.

2. **Committee Meetings**

Where possible, committee meetings will be conducted by telephone conference or in conjunction with other WYLD activities. Travel to and from meetings will be reimbursed when authorized in advance by the committee chair. The WYLD cannot, at any time, fund or reimburse costs of travel for a member's spouse, child, or guest.

3. **Other Meeting Travel**

Travel to other meetings will be reimbursed only at the most economical rate. Prior approval must be obtained from the President-elect before any travel occurs.

B. MEALS

On days during which the member attends a WYLD-related meeting in excess of four hours in length, the WYLD will reimburse the member for one meal, assuming that the WYLD does not sponsor a group meal on that day. Breakfast will be reimbursed up to \$10.00; lunch will be reimbursed up to \$15.00; dinner will be reimbursed up to \$25.00. Meal costs will not be reimbursed without an itemized receipt. The WYLD will not reimburse meals on travel days, except with the pre-approval of the President in consultation with the President-elect.

When possible, food and beverages for WYLD-related meetings and events are to be purchased in bulk through a discount wholesaler (e.g., Costco).

In some cases, caterers and food service providers offer discounts for non-profit or large groups. When possible, inquire as to special non-profit or group rates.

The WYLD cannot fund or reimburse costs of meals for a member's spouse, child, or guest, unless authorized in advance by the President.

The WYLD cannot, at any time, fund or reimburse costs of alcohol for a member, or a member's spouse or guest.

C. LODGING

1. **Board of Trustees Meetings**

If the Trustee lives more than two (2) hours from the location of the meeting, lodging will be paid by the WYLD for one or two nights at the discretion of the President and President-elect unless otherwise approved by the Board. Overnight accommodations will be paid by the WYLD via a master bill, with no need for Trustees to request reimbursement for these costs.

2. **Committee Meetings**

Lodging will not be reimbursed for committee meetings other than those held in conjunction with a WYLD Conference.

3. **Other Meetings**

Whenever possible, attendees designated by the President and/or President-elect to attend a meeting will be required to share hotel accommodations, and will be reimbursed for their share of the room expense. When sharing rooms is not possible, the full room rate will be reimbursed.

When the WYLD incurs an expense due to a member's failure to timely cancel a lodging reservation without good cause, the responsible member shall be billed for that expense. Good cause shall be determined by the WYLD Board of Trustees.

D. ABA MEETINGS

The President, in consultation with the President-elect, shall determine who will attend ABA/YLD meetings as WYLD representatives. Announcements of the ABA meetings will be made available to WYLD members. Board members, WYLD committee chairs, or WYLD members may submit requests for funding to attend ABA meetings as WYLD representatives. Requests should be submitted in writing (or e-mail) to the President and/or President-elect for consideration. Those individuals shall be reimbursed for the following expenses:

1. Travel to and from the meeting at the most economical rate.
2. In the destination city, travel from the airport to the location of the meeting. Miscellaneous ground transportation to and from social events. Attendees are encouraged to share ground transportation.
3. Lodging for up to three nights. Attendees are encouraged to share hotel accommodations. If an attendee chooses not to share a room, the WYLD will reimburse for one-half the room rate.
4. The WYLD will reimburse the costs of all ABA/YLD ticketed meal events. Attendees will also be reimbursed for one meal on days during which they attend at least four hours of ABA/YLD meetings, but on which they do not attend an ABA/YLD ticketed meal event. Attendees will not be reimbursed for meals on travel days, except if an ABA/YLD ticketed meal event occurs on a travel day.

E. OTHER MEETING EXPENSES

Committee meetings should be held at the WSBA offices when possible. Conference calls should be scheduled through the WYLD Liaison for the most economical rate.

For WYLD-related meetings and events, all photocopying, brochure-printing, notebook-printing, etc., should be forwarded to the WYLD Liaison for production, with at least 10 days notice or as specified by the WYLD Liaison. All WYLD materials are to be proofed and edited as needed by the WSBA before printing and/or distribution.

In order to take advantage of the financially beneficial relationships that the WSBA has formed with many different vendors, all other meeting/event materials and supplies (t-shirts, binders, etc.) are to be purchased through the WSBA by contacting the WYLD Liaison at least six weeks prior to the event. These expenses must be approved in advance by the President and/or President-elect.

F. OFFICE EXPENSES

Actual expenses incurred by WYLD Trustees and Committee Chairs for long distance telephone charges, postage, and other similar expenses will be reimbursed at the rate

established by the WSBA. In the event it is anticipated that these expenses will exceed \$25.00 in one month, the expenses must be authorized in advance by the President-elect.

In order to take advantage of bulk and non-profit mail rates, all mailings over 25 pieces should be mailed from the WSBA via the WYLD Liaison.

G. OTHER EXPENSES

Other expenses, and expenses in exception to this policy, may be approved at the discretion of the President and/or President-elect in consultation with the Board.

IV. CONTRACTS

Members of the WYLD, Trustees, or committee chairs may not obligate funds or contract for services in the name of the Division. All contracts must be negotiated by the WYLD Liaison, who is the only person authorized to prepare and submit contracts on behalf of the WYLD.

Revised: October 5, 2002

Approved by the Board: October 5, 2002

Effective: October 6, 2002

Signed:



Lance Hester
WYLD President 2002-2003