2012 – 2013 EXPENSE REPORT

See reverse side for WSBA Expense Policy. Please fill out clearly and completely. Reimbursement checks will be payable only to the person incurring the expense, as documented by receipts. Original, signed expense reports must be submitted within 60 days of incurring the expense but in no event later than 30 days after the WSBA fiscal year end (September 30). To expedite reimbursement, mail this form directly to your staff liaison at:

Washington State Bar Association, 1325 4th Avenue, Suite 600, Seattle WA 98101-2539.

☐ **WSBA Employee**	**Make check payable to** (print)**:**	
☐ **WSBA Board/Committee/ Council/Task Force/Panel/ Section/CLE**	**Address:** ☐ **Check if new address**	
	E-mail (only used if questions about this request)**:**	**Phone:**
Staff Liaison:	**By my signature below, I represent that these expenses comply with the WSBA Expense Policy and have not been reimbursed by any other source:**	**Bar #:**
		Date:

EXPENSE REIMBURSEMENT REQUEST (o*riginal, detailed receipts required)*

Meeting Date(s):					**Category Totals**
Event: →					
Meeting Location:					
Transportation	Auto Mileage Total ($ 0.565/mi)	miles	miles	miles	
	Ground Trans, Parking, Tolls *(Receipt required if over $25)*				
	Airfare (coach/economy only)				
Meals	Breakfast (up to $12)				
	Lunch (up to $18)				
	Dinner (up to $36)				
Lodging (up to $150/night; $180/night in Seattle + tax)					
Other Expenses (itemize):					
Totals					

For WSBA Use Only

Submitted by: Date:

Approved by: Date: Rush approval: Date:

Account Name	Account #	Dept.	Job Code	Bar #	Amount

Vendor #	Date Rec’d in AP	Total:

WSBA EXPENSE POLICY

General principle: WSBA depends upon and values the time and talent of its employees and volunteers. WSBA will reimburse necessary out-of-pocket expenses as set forth below. As a steward of member funds, WSBA will not reimburse expenses that are reimbursed from another source. Except as otherwise provided by WSBA Fiscal Policy, WSBA will not reimburse expenses incurred by spouses, domestic partners or guests.

WSBA Boards, Committees, Councils, Task Forces, Panels please note: In light of reduced 2013 license fee revenue,

1. Volunteers and committees are asked to develop and share cost-saving measures.
2. Virtual meetings are encouraged whenever feasible to accomplish the committee's work.
3. ***For face-to-face meetings, WSBA will reimburse (a) <u>committee chairs</u> for their travel expenses, and (b) <u>non-chair members</u> (i) for meetings scheduled for 3 hours or more, or (ii) for travel 50 miles or more one way.***

Transportation: If travel is necessary, please be economical. WSBA will reimburse the lesser of coach-economy air fare or auto mileage. If you choose to drive, WSBA will not reimburse for lodging en route, and may only reimburse you for the lesser cost of coach-economy airfare. Reimbursement for out-of-state committee 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 rate of $0.565 per mile. *Carpooling is encouraged.*
2. **Rental Cars/Other** may be used only when necessary and economical compared to other modes of local transportation/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. *Detailed receipts are required.*
3. **Ground transportation, parking, tolls:** If travel is by air, please park economically. WSBA will reimburse longer term airport parking at the lower of actual parking costs or an airport shuttle to/from your home. *Parking receipts, which should be provided regardless of amount, are mandatory for all parking expenses greater than $25. If a receipt is not available, up to $75 may be paid if the Expense Affidavit Form (see below) is completed.*
4. **Airfare**: WSBA will only reimburse coach/economy-class air fares. Book in advance to obtain lowest possible fares. WSBA reserves the right not to fully reimburse for last-minute fares. WSBA will not reimburse for use of frequent flyer coupons or air miles. *Detailed receipts are required (must include name of passenger, date of flight, and departure and destination locations). Credit card statements are not acceptable.*

Lodging: When an overnight stay is necessary (contact your Staff Liaison in advance with any questions), WSBA will reimburse hotel/motel accommodations up to $150 per night ($180 in Seattle) plus applicable taxes. Ask your Staff Liaison about WSBA preferred rates at area hotels. WSBA will not reimburse incidental charges (e.g. entertainment, personal phone calls, etc.). *Lodging will not be reimbursed without a detailed receipt (including name/location of hotel, guest name(s), date(s) of stay, and breakdown of charges for lodging, meals, telephone and incidentals).*

Meals: Receipts are required. WSBA will reimburse meal expenses (including gratuity) up to $12 for breakfast, $18 for lunch and $36 for dinner. In the event of lost receipts, WSBA will reimburse the lower of these rates or the federal per diem rate for the location in which the meal expense was incurred (see www.gsa.gov). All-day travelers may reallocate per-meal allowances (e.g., spend more on lunch; less on dinner). *Alcohol will not be reimbursed and must be segregated from meal expense. Identify all individuals included in a meal reimbursement request.*

Other expenses: You are encouraged to absorb incidental costs; however, 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.

The WSBA has an Accommodation Fund available to all members with disabilities to support accessibility and ensure reasonable accommodation for their participation in WSBA services, programs, and events, including sign language interpretation, sound enhancement, or personal companions. To request an accommodation, contact your Staff Liaison.

EXPENSE AFFIDAVIT FORM

Up to $75 may be reimbursed in the absence of a receipt (cannot be used for airfare, rental cars, lodging or meals)

Under penalty of perjury, I hereby certify that I incurred the cost of :

Date of Purchase:

Name of Vendor:

Item Description:

Amount Paid: $ Was sales tax paid on the purchase? ☐ Yes ☐ No

Brief Description of why there is no receipt or a copy is being used: _____

_____

Signature of Purchaser:_____ Date: