



*Changes to WSBA Fiscal Policies
Effective February 15, 2023*

Chapter 6: Expenses

As part of a routine policy review process, the Board of Governors approved revisions to the **WSBA Fiscal Policies** in September, 2022. Of note to WSBA volunteers, the updated policies included changes to expense policies (Chapter 6), which went into effect on February 15, 2023. Below is a summary of key changes to **Chapter 6: Expenses** most relevant to WSBA volunteers. If you have any questions about the fiscal policies, please reach out your staff liaison.

We encourage volunteers to review the full set of fiscal policies [here](#).

Summary of Key Changes to Chapter 6: Expenses

Liability (I.B): Added - language in the event a liability is incurred outside of the policy by a volunteer, board member, etc., the Director of Finance will evaluate it for appropriateness and if appropriate, it will be forwarded to the Executive Director or Treasurer for approval. If deemed not appropriate, volunteer is responsible for liability.

Policy Exceptions (I.C): WSBA ABA Delegate expenses - changed from a fixed reimbursement amount to a variable reasonable amount necessary to the attend midyear and annual meetings only. Delegates are to seek reimbursement from ABA first and then WSBA for remaining expenses.

Section Executive Committees - group meals purchased for the entire group are not subject to per diem amounts for individuals but must be reasonable in cost.

Transportation (I.F): Ground Transportation - added language that WSBA will reimburse tips for no more than 10% the cost of the trip and in the case when 10% tip is less than \$2.00, amount can be adjusted to \$2.00. Removed the section for Ride Share Expenses (this is covered as part of Ground Transportation).

Ground Transportation - clarified existing policy by adding language that states volunteers are not covered under WSBA insurance policies and must provide their own insurance coverage when renting vehicles.

Added Section I.F.6 - if there is any question about reasonableness of a travel expense, it should be escalated to the appropriate department director for review and determination.

Lodging/Hotel Accommodations (I.G): Increased – room rate limit to \$200 per night and \$225 in Seattle, plus taxes (previously \$175/\$200 in Seattle).

Meal Expenses (I.H): Change - prior policy outlined specific dollar limits for each meal in accordance with IRS limits. This resulted in the need to update the fiscal policies each time the IRS limits changed. The revised policy eliminates reference to specific dollar limits and instead references current per diem rates published by IRS. Additionally, the fiscal policies state that meal expenses up to the maximum per diem limits for the State of Washington state is considered reasonable for reimbursement. Reimbursement requests *above* the maximum per diem

limits should be reasonable and prudent given the circumstances and should be escalated to the appropriate department director for determination of reasonableness and approval.

Added - If a meeting is remote, at least 4 hours in duration, and is scheduled through a meal period, then standard meal reimbursement rates will apply.

Gifts (I.I.2): Increased – gift limit from \$100 to \$150.

Purchase of Alcohol for Bar Functions (II.): Added - WSBA funds may be used to pay ancillary costs at events such as bartender, corkage fees for donated alcohol, and service/set up fees.

IV. Expense policies for Officers and Board of Governors

Officer and Governor Travel to Attendance at National/Regional Events (IV.C.1): Officer Conferences - President, President-elect, Past President, and Treasurer can attend 3 conferences (2 previously) and the Western States Bar Conference. All four may also attend NW Bar Leaders meeting (previously just President and President-elect).

[View the Complete WSBA Fiscal Policy](#)

For questions, please email boardfeedback@wsba.org