

See reverse side for WSBA Expense Policy summary. Please fill out completely and legibly. Reimbursement checks will be payable only to the person/entity incurring the expense, as documented by itemized receipts. **Signed expense reports must be submitted within 60 days of incurring the expense; for expenses incurred in August and September, all forms must be submitted within 30 days of the WSBA fiscal year end (September 30).**

**To expedite reimbursement, email one PDF of this form and itemized receipts to your staff liaison at wsba.org.**

**Otherwise, mail to: Washington State Bar Association, 1325 4th Avenue, Suite 600, Seattle, WA 98101-2539**

<input type="checkbox"/> <b>Employee</b>  <input type="checkbox"/> <b>Board</b> <input type="checkbox"/> <b>Committee</b> <input type="checkbox"/> <b>Council</b> <input type="checkbox"/> <b>Taskforce</b> <input type="checkbox"/> <b>Other:</b>	<input type="checkbox"/> <b>CLE</b> <input type="checkbox"/> <b>Section</b> <input type="checkbox"/> <b>Witness</b> <input type="checkbox"/> <b>Panel</b>	Make Check Payable to ( Please Print Name):  Street Address, including City, State, Zip: <input type="checkbox"/> Check if new address  E-mail: _____ Bar #: _____ Phone: _____
Staff Liaison: _____		By my handwritten or typed signature below, I certify that: (1) these expenses comply with the WSBA Expense Policy; (2) I am the person or entity entitled to receive reimbursement for these expenses; and (3) these expenses have not been reimbursed by any other source.  X: _____ Date: _____

**EXPENSE REIMBURSEMENT REQUEST (Itemized receipts required. For handwritten forms use INK only.)**

Expense Date:							<b>Category Totals</b>
Event Date:							
Event Name:							
Event Location:							
<b>Transportation</b>	Auto Mileage Total (\$ 0.585/mi )	miles	miles	miles	miles	miles	
	Ground Transportation, Parking, Tolls						
	Airfare (coach/economy only)						
<b>Meals</b>	Breakfast (up to \$18)						
	Lunch (up to \$20)						
	Dinner (up to \$36)						
<b>Lodging</b> (up to \$176/night; \$204/night in Seattle; + tax)							
<b>Other Expenses</b> (itemize):							
<b>Totals</b>							

*I certify that the amount(s) shown above were partially or fully expended for Washington State Bar Association business purposes. I also certify that I, or a person with whom I reside, has paid the amount(s) identified in full, and no reimbursement of this expense has been or will be sought or accepted from any other source. I further certify that this reimbursement does not exceed the amount(s) paid for the phone and or internet services. The information provided within this form is accurate and true.*

**EXPENSE AFFIDAVIT REQUIRED IF DETAILED RECEIPT IS MISSING**  
**(No more than \$75 may be reimbursed without itemized receipt)**

By my handwritten or typed signature below, I certify that I incurred the following cost(s) and that I am not seeking reimbursement for alcohol:

Name of Vendor:

Date of Purchase:

Item(s) Description:

Amount Paid: \$

Brief Description of why there is no itemized receipt:

Signature of Purchaser:

Date:

### SUMMARY OF WSBA EXPENSE POLICY

#### **GENERAL PRINCIPLE**

WSBA depends upon and values the time and talent of its employees and volunteers. As a steward of member funds, WSBA asks for employees and volunteers to help save costs. ***WSBA will reimburse out-of-pocket expenses incurred in connection with WSBA business or meetings that are: (1) reasonable, (2) necessary, and (3) appropriately documented, as set forth in the WSBA Expense Policy. WSBA will not reimburse expenses that are reimbursed from another source; and will not reimburse expenses incurred by spouses, domestic partners or guests, except as otherwise provided by the WSBA Expense Policy.***

#### **REIMBURSABLE EXPENSES**

In accordance with IRS requirements, any person seeking reimbursement from WSBA must submit a signed, dated WSBA Expense Report, supported by detailed receipts. In the absence of a detailed receipt, up to \$75 may be reimbursed by completing the Expense Affidavit Form located on the front page of this Expense Report.

**Meetings:** WSBA encourages virtual meetings whenever feasible to accomplish committee, task force, panel, council and section work. Reimbursement of travel expenses to board, committee, task force, council, panel, and section members residing out of state to attend their meetings is limited to the approximate cost of in-state travel.

**Transportation:** *If travel is necessary, WSBA will reimburse the lesser of coach-economy air fare or auto mileage. If you drive, WSBA will not reimburse for lodging en route, and will only reimburse the lesser cost of coach-economy airfare. Reimbursement for out-of-state meeting 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 IRS Standard Mileage Rate. *Carpooling is encouraged.*
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:** If travel is by air, please park and shuttle economically. WSBA will reimburse longer term airport parking at the lower of actual parking costs or an airport shuttle to/from your home.
4. **Airfare:** WSBA will only reimburse coach/economy-class air fares. Please book well in advance to obtain lowest possible fares. WSBA reserves the right not to fully reimburse for fares booked less than two weeks in advance of travel. WSBA will not reimburse for use of frequent flyer coupons or air miles. *(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:** *If an overnight stay is necessary (contact your Staff Liaison in advance with any questions), WSBA will reimburse up to the amounts noted on the front page of this Expense Report. Ask your Staff Liaison about WSBA negotiated rates at area hotels. WSBA will not reimburse incidental charges such as entertainment, personal phone calls, 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:** WSBA will reimburse meal expenses (including gratuity and taxes), up to the amounts noted on the front page of this Expense Report. 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/perdiem](http://www.gsa.gov/perdiem)). All-day travelers may reallocate per-meal allowances (e.g., spend more on lunch; less on dinner). Identify all individuals included in a meal reimbursement request.

**Note: Alcohol will not be reimbursed and must be segregated from meal expenses.**

**Other expenses:** 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.