

**REIMBURSEMENT POLICY FOR
ABA SECTION OF FAMILY LAW (REVISED 2-09)**

1. Reimbursement must be requested within thirty (30) days of incurring cost.
2. Airfare is reimbursed at 14-day advance purchase rate. Members are encouraged to use ABA Online Travel. Attach e-ticket with itinerary and total amount paid. For rail travel submit itinerary with receipt showing total amount paid. Auto travel (indicate number of miles round trip) is reimbursed at current IRS rate.
 2. A. **[New]** Airline fares differ from different points of departure. In the event that the cost of (a) the airfare from a member's preferred airport of departure is higher than (b) the airfare plus the cost of ground transportation to an alternative airport, a Section member who otherwise qualifies for reimbursement will be reimbursed for the lower cost of airfare plus the full cost of ground transportation, even where the latter exceeds the fifty dollar maximum allowable for ground transportation.
 2. B. **[New]** All Section members who qualify for airline reimbursement will receive compensation for the cost of checking a maximum of two bags. In the event that the airline allows one piece of luggage to be checked free of charge but charges for a second piece, the reimbursement will be for one bag.
3. Ground transportation between airport, home, hotel or office limited to a maximum of \$50 per meeting. (See exception in 2.A.) Attach original receipts.
4. Receipts for meals must provide details of the food and beverages, not just the total paid.
5. Group meals require prior approval of Section Chair. The receipt for a group meal must be accompanied by the names of the people in the group.
6. No reimbursement will be made for lodging and meals en route.
7. Hotel and meals are reimbursed at \$100 per diem per day for each overnight at the meeting hotel, but not more than the maximum allowable set forth below. Original hotel receipt must be attached and show a zero balance.
8. Any exceptions must be submitted in writing in advance to the Section Chair or Financial Officer for approval. (Include a copy of the Chair's/Financial Officer's approval with the reimbursement form.) Exceptions must be in accordance with ABA and Family Law Section policy.

FALL AND SPRING MEETINGS

Officers - maximum of 4 nights lodging/meals

Council - maximum of 3 nights lodging/meals

[New] In order to qualify for reimbursement, it will be necessary for members of Council to fulfill all requirements of registration for the meeting for which they seek reimbursement.

Funded editorial/publication boards - maximum of 2 nights lodging/meals

Funded Committee – maximum of 1 night lodging/meals

No member may claim more than a total of 4 nights lodging/meals

ANNUAL MEETING

No reimbursements permitted per ABA policy