

## VIRGINIA STATE BAR VOLUNTEER TRAVEL EXPENSE REIMBURSEMENT GUIDELINES

As an agency of the Commonwealth, the Virginia State Bar is required to adhere to travel reimbursement guidelines established in accordance with the Code of Virginia, with a few exceptions. Reasonable and necessary travel expenses incurred by committee members attending committee meetings are reimbursable by the Virginia State Bar. This includes mileage or fares, lodging and certain meal expenses; however, alcoholic beverages and spousal expenses are NOT reimbursable. Committee members are encouraged to minimize travel expenses by reducing overnight stays in connection with committee business. To this end, committee chairs are requested to call meetings at such times and in such places that costs of travel by committee members will be held to a minimum.

Travel reimbursement requests should be filed IMMEDIATELY after a meeting. Reimbursement requests received more than thirty days after completion of travel may not be honored.

With reasonable notice, arrangements can be made for a committee to use a Virginia State Bar meeting room. Meetings at "resort" hotels are usually not allowed and must be cleared in advance by the Executive Committee.

Members attending the Virginia State Bar Annual Meeting held in June at Virginia Beach are expected to pay their own expenses as a part of their professional responsibility. Hence, expenses of members attending committee meetings scheduled immediately before, after or during the Annual Meeting are NOT REIMBURSABLE. This also applies to committee meetings scheduled immediately before, after or during regular meetings of various voluntary state associations (i.e., VBA, VTLA and VADA) and are considered to be held for the convenience of lawyers attending those association meetings. This policy is in accord with that of the American Bar Association and other state bar associations.

Please refer to the attached sample Travel Expense Reimbursement Voucher for details. Travel Vouchers should be typed or handwritten legibly. Travel expense reimbursement vouchers are available from the bar office (Excel spreadsheet or PDF version via e-mail). Send your email request to: [oakley@vsb.org](mailto:oakley@vsb.org). **Each day's expenses must be itemized separately on the voucher. You must attach appropriate itemized receipts.** Travel reimbursements will not be made from credit card receipts or statements.

**VIRGINIA STATE BAR**  
**VOLUNTEER TRAVEL EXPENSE REIMBURSEMENT VOUCHER**  
Detailed Instructions

As an agency of the Commonwealth of Virginia, the Virginia State Bar is required to adhere to the travel guidelines established in accordance with the Code of Virginia, with a few exceptions. Since the Virginia State Bar operates entirely on its own revenue, and is a non-Executive Branch agency, some flexibility is allowed in our internal guidelines.

The voucher must be presented for payment within thirty (30) days after completion of travel. All expenses must be reasonable and necessary and related to official Virginia State Bar business.

The following expenses are reimbursable on the travel voucher:

Mileage: \$ .51/mile for travel by personal automobile (eff. 1/1/2011)

Transportation: **ORIGINAL RECEIPTS REQUIRED, PHOTOCOPIES NOT ACCEPTED**; includes necessary air, train, cab, bus fares. If you choose to fly to and from a meeting, you will be reimbursed for the most economical means of travel; airfare or mileage, meals, and lodging, whichever is less. Car rental is only allowed in rare cases; contact the VSB Fiscal Office for advance approval.

Lodging: **ORIGINAL RECEIPTS REQUIRED, PHOTOCOPIES NOT ACCEPTED**. State travel regulations set the standard lodging rate at \$77 within the state of Virginia. This standard rate may vary for different locations. **Effective 10/1/2010, the standard lodging rate for Richmond city limits is \$114**. State guidelines should be followed when possible; otherwise, reimbursement may be allowed for a higher amount, not to exceed 150% of the state approved rates. Please consult your liaison or the Virginia State Bar Fiscal Office for rates in specific locations. Please note that whenever a staff person has established a negotiated rate for a specific event, this rate overrides the standard rate for that area.

Telephone Expenses: Personal telephone calls are not a reimbursable expense.

Parking & Tolls: Must be claimed as "Other Expense"; if parking or toll charge exceeds \$10, an original receipt is required.

Meals: Necessary & reasonable; meal reimbursement is normally allowed only when overnight travel is involved. In order to be reimbursed for meals, you must indicate the time of departure and arrival on your voucher. The following amounts are allowed for meal reimbursement, including taxes and tip:

Breakfast	\$15
Lunch	\$15
Dinner	\$35

Snacks are not a reimbursable expense.

If you claim reimbursement for someone in addition to yourself, you must list the names(s) of the individual(s) included.

The following information must be included on the travel voucher (refer to numbers on attached sample copy):

1. Agency – Virginia State Bar
2. Social Security #: – enter social security number of traveler – **required**
3. Name & address of traveler, LAST NAME FIRST
4. State employee? – mark the appropriate box
5. Signature of traveler – **required**
6. Date & explanation – refer to information printed on voucher for required information
7. Purpose of travel – in most cases, check “other” and indicate in the space provided which meeting you attended

**Note: On the departure or return day of an overnight trip, meal expenses incurred while traveler is en route may be reimbursed, depending on departure, arrival and travel time. Departure and arrival times must be noted in order to be reimbursed for meal expenses.**

All other items will be filled in by the Virginia State Bar Fiscal Office. **Mail the original form and original receipts to the State Bar office (707 E. Main Street, Suite 1500, Richmond, VA 23219). FAXES AND EMAILS ARE NOT ACCEPTABLE.**

Please direct your questions to the State Bar Fiscal Office, (804) 775-0526.

# TRAVEL EXPENSE REIMBURSEMENT VOUCHER

DEPARTMENT, INSTITUTION, OR AGENCY

①

**Virginia State Bar**

PREPARE WITH INK OR TYPEWRITER. USE ADDITIONAL SHEETS WHEN NECESSARY

## PERSONAL VEHICLE USE STATEMENT - VOLUNTEER

- PERSONAL VEHICLE - COST BENEFICIAL TO THE STATE - PERSONAL MILEAGE RATE
- STATE VEHICLE - NOT AVAILABLE OR ACCESSIBLE - PERSONAL MILEAGE RATE
- STATE VEHICLE - AVAILABLE OR NOT REQUESTED - FLEET RATE

I HEREBY CERTIFY THAT EXPENSES LISTED BELOW WERE INCURRED BY ME ON OFFICIAL BUSINESS OF THE COMMONWEALTH OF VIRGINIA AND INCLUDE ONLY SUCH EXPENSES AS WERE NECESSARY IN THE CONDUCT OF BUSINESS.

④

STATE EMPLOYEE?  YES  NO

SIGNATURE OF TRAVELER

DATE

⑤

TITLE

I HEREBY CERTIFY THAT THE TRAVEL UNDERTAKEN IN THIS REIMBURSEMENT VOUCHER HAS BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE COMMONWEALTH.

③

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Social Security # \_\_\_\_\_ Suffix: \_\_\_\_\_

②

TRAVELER'S SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

1. DATE	2. LOCATION AT WHICH EXPENSE WAS INCURRED. POINTS BETWEEN WHICH TRAVEL WAS NECESSARY, METHOD OF TRANSPORTATION USED AND MILEAGE RATE ALLOWED. EACH DAYS EXPENSES MUST BE SHOWN SEPARATELY.	3. MILES TRAVELED	4. MILEAGE	5. AUTO EXPENSE (ITEMIZE IN SECOND COLUMN)	6. MEALS		7. LODGING	8. OTHER (ITEMIZE IN SECOND COLUMN)	AMOUNT
					#	AMT.			
⑥									
I certify all computations are correct and that all necessary and required receipts are attached. Initial _____		<b>TOTALS</b>							

VOUCHER NUMBER \_\_\_\_\_ DATE(MMDDYY) \_\_\_\_\_

PURPOSE OF TRIP

CONFERENCE       PRESENTATION       EXTRADITIONS  
 ATHLETICS       INVESTIGATIONS       FIELD WORK  
 RECRUITMENT       EDUCATION       OTHER (EXPLAIN)  
 ⑦ \_\_\_\_\_

TOTAL SHEET 2
<b>GRAND TOTAL</b>
<b>AMOUNT ADVANCED</b>
<b>Payment/(Due to Agency)</b>

TRANS	AGENCY	GLA	FUND		FFY	PROGRAM			OBJECT	REVENUE SOURCE	AMOUNT	PROJECT		
			FUND	DET		PROG	SUB	ELE				PROJECT	TK	PH
COST CODE	FIPS	PSD	AGENCY REFERENCE			INVOICE		DUE DATE		REFERENCE DOC		1099	CHECK IF CONTINUATION SHEET ATTACHED <input type="checkbox"/>	
						DATE	NUMBER	MM	DD	YY	NUMBER			SX
DESCRIPTION						CURRENT DOCUMENT NUMBER		SX	SUBSIDIARY ACCOUNT	MULTI-PURPOSE				