



The Florida Bar 2021 Section/Division Reimbursement

Name: _____ Atty. No.: _____

Firm: _____

Address: _____

City/State/Zip: _____

In accordance with the policies outlined on the reverse of this form and the policies of the Section/Division, please reimburse the following:

Office Expenses

Telephone Charges (attach itemization if more than \$50)	\$ _____
Photocopies _____ copies at _____ per copy (not to exceed 10¢ per copy)	\$ _____
Postage	\$ _____
Printing	\$ _____
Other (please explain) _____	\$ _____
Total Office Expense	\$ _____

Travel Expenses

Date of Travel: _____

Purpose of Travel: _____

Airfare (receipt of photocopy of ticket required) \$ _____

Personal Car: _____ miles at **.56** per mile \$ _____

Taxi \$ _____

*Car Rental: _____ company (# of days _____) \$ _____

(Both the rental car agreement and the rental car receipt are required.)

Meals (maximum: \$60 per day, Receipt REQUIRED for \$24 and over) \$ _____

Lodging (hotel receipt required, **not** credit card slip, room and tax only) \$ _____

Other (please explain) _____ \$ _____

Total Travel Expense \$ _____

TOTAL \$ _____

Payment Method:

Credit Card ACH/Direct Deposit (one time account setup - call 1-850-561-5832)

Check payable to me firm.

Professional Development Department
The Florida Bar
651 East Jefferson Street
Tallahassee, Florida 32399-2300

Officer's Approval:
Signature: _____
Date: _____



BUSINESS LAW SECTION

OF THE FLORIDA BAR

Judge Reimbursement Information

1. For Executive Council Spring Retreat judges will be reimbursed for the following:
 - a. Main Trip Expense for Judge Only
 - b. Cost of Coach Ticket for Travel for Judge Only
 - c. Main Trip Cost of Meals up to \$60/day for Judge Only. All Meals Over \$24 Require a Detailed Receipt
 - d. Transportation to/from Airport OR Parking at Airport

2. For LD Retreat
 - a. Cost of Registration Ticket for Judge Only
 - b. Cost of Hotel for Friday, Saturday, and Sunday Nights
 - c. Cost of Meals up to \$60/day. All Meals Over \$24 Require a Detailed Receipt
 - d. Cost of Transport to/from Retreat- i.e.- Mileage, Airfare (coach) for Judge Only

3. For Events as a Speaker
 - a. Cost of Hotel for 1 Night
 - b. Cost of Meals up to \$60/ Day. All Meals Over \$24 Require a Detailed Receipt
 - c. Cost of Transport to/from Retreat- i.e.- Mileage, Airfare (coach) for Judge Only

4. For All Other Functions
 - a. To Be Determined Based on Event



The Florida Bar

651 East Jefferson Street
Tallahassee, FL 32399-2300

Joshua E. Doyle
Executive Director

850/561-5600
www.FLORIDABAR.org

The Florida Bar Electronic Payment Initiative

Dear Valued Vendor:

The Florida Bar (TFB) is in the process of switching current vendors and customers from paper check to electronic payment options. As part of this transition, we ask that your organization accept future invoice payments by one of the following options: credit card or ACH/Direct Deposit, rather than by check.

There are two electronic payment options:

- 1) Single-Use Virtual Mastercard
- 2) ACH (Direct Deposit)

This change will simplify your processes, provide you with faster invoice payment, and improved cash flow. The major difference between the electronic payment types and standard check/corporate credit card reimbursement is that the Single-Use Virtual Mastercard and ACH options will result in faster payment reimbursement. There are no fees associated with electronic payments.

Electronic Option 1- Single-Use Virtual Mastercard

1. Determine if you are able to accept credit card transactions and an email address/contact to receive payment information.
2. Send an email containing the requested information above to finance@floridabar.org. A reply will be sent confirming receipt.
3. For each payment, you will receive a unique single-use account number, the payment amount, and remittance advice related to your payment. You will use this information to process the payment following your normal credit card process.

THE FLORIDA BAR

Electronic Option 2- ACH (Direct Deposit)

1. Determine that you have an email address/contact to receive remittance information.
2. Gather the following information from a canceled check, voided check or bank letter:
Bank name, address, phone number and Routing (transit/ABA) number, type of account and account number.
3. Either call 1-850-561-5832 or email a request for a call back to finance@floridabar.org.
4. For each payment, you will receive remittance advice via email.

Additional items to consider before choosing a payment option:

- Choose Electronic Option 2, if you do not have the ability to receive payments via credit card
- Choose Electronic Option 2, if there is a reason (dollar value, multiple locations processing payments, etc) why any payment cannot be processed via credit card.
- Only one payment option may be selected.

Questions? If you have any questions about the new process, please contact us at finance@floridabar.org. Our accounting team will be glad to assist you.