



The Florida Bar 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 **.725** 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) \$ _____

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)

Check payable to me firm.

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

Officer's Approval:
Signature: _____
Date: _____
Accounting String/Number:

The Florida Bar Section Reimbursement Policies

Outlined below is an excerpt from Florida Bar Standing Board Policy 5.61, Section Disbursement Policies.

(e) **Section Reimbursement Policy.** Sections may separately budget a fixed amount to be paid annually to section officers for reimbursement for all expenses incurred as opposed to reimbursing expenses on an item-by-item basis. Except for the expense allowance herein provided for section officers, all reimbursement of expenses must be in accordance with the following or be on a more restrictive basis as determined by individual sections:

(1) **Telephone Charges.** All conference call charges must identify the parties called and the amount and purpose of the call. Telephone calls of up to \$50 per month may be reimbursed without itemization. If charges exceed that amount, all charges must be identified as to at least one of the following:

- a. party called,
- b. telephone number called, or
- c. purpose of the call.

(2) **Copy Costs.** Office copy costs are not to exceed 10¢ per copy and must be itemized by number of copies and purpose. Miscellaneous, general, etc. is an appropriate description for a small number of copies.

(3) **Postage.** Any large mailings must be itemized as to what was mailed to whom and at what cost. Mailings should be done by section staff at the Bar headquarters when possible.

(4) **Printing.** All printing shall be done at The Florida Bar headquarters unless, for the benefit of the section and the Bar, circumstances warrant otherwise.

(5) **Travel Expenses.** Travel expense reimbursement is essentially the same as for Bar employees.

- a. Air fare in all instances shall be “coach”.
- b. Mileage is reimbursed at the maximum rate permissible by IRS without reporting such reimbursement to the Internal Revenue Service or some lower figure set by the section.
- c. When taxis or limousines are not practical, a rental car may be used. The rental car shall be a subcompact or compact, or any other vehicle at a rate no greater than the rates for a subcompact or compact.
- d. The method of travel should be the most economical, considering both time and travel costs.
- e. Meals shall be reimbursed at the same rate as is then applicable for expense by staff members of The Florida Bar. If there is a group meal function which is paid for by the section, no individual meal reimbursement shall be permitted.
- f. Copies of receipts for lodging, out-of-town travel expenses (airline tickets, etc.) and all other charges of \$25 or more (other than mileage and authorized meal allowances) must be attached.
- g. When paying expenses (meals, etc.) for other individuals, the names of the other parties must be indicated and the relation to Bar activity disclosed.
- h. The travel expenses of the spouse, companion or associate of a Florida Bar CLE speaker may be reimbursed in the same amounts and for the same items of expenditures as otherwise allowed for the speaker; however, reimbursement shall not be allowed unless provided for in the section’s annual budget as an “excess speaker expense” under SBP 5.60(k).

(6) **Time Limits For Reimbursement Requests.** Expenses to be considered for reimbursement must be submitted at least quarterly within 30 days of the end of the quarter for any quarter the cumulative unreported expenses exceed \$100. Expense reports due for periods ending on June 30 must be filed by July 15. A section may elect to hold actual payment of such expense statements until July 15 after the end of the fiscal year.

(f) **Conflicting Policies.** Any existing policy of The Florida Bar that is in conflict with this policy shall not be controlling and should be amended. These policies are minimal umbrella policies for sections to operate within. Sections shall establish policies specific to the individual section within the umbrella policies.

NOTE: As stated above, these are minimal umbrella policies. Each section/division may or may not provide for member reimbursement of expenses. If you have questions, please contact your section administrator.



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.