

Payee Name

Street

City

State  Zip Code

E-Mail

Phone



306 Townsend St., Lansing MI 48933-2012, (800) 968-1442

### Representative Assembly Expense Reimbursement Form

Staple receipts to back of form as required. For electronic transmittal, scan and PDF receipts and send with form by e-mail. Policies and procedures on reverse side.

Please provide account no.	Amount
<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>
<b>Amount Total</b>	<input type="text"/>

Date	Description & Purpose (Note start and end point for mileage)	Mileage			Lodging/Other Travel	Meals (Self + attach list of guests)	Miscellaneous (i.e. copying, phone, etc.)	Total
		Rate	Mileage	Reimbursement				
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I certify that the reported expense was actually incurred while performing my duties for the State Bar of Michigan as

Date Title Signature

**GrandTotal**

Date Title Approved by (Signature)

# STATE BAR OF MICHIGAN

## Representative Assembly Expense Reimbursement Policies and Procedures

### General Policies

1. Requests for reimbursement of individual expenses should be submitted as soon as practical after being incurred, but not to exceed 45 days. However, at the end of the fiscal year, any remaining expense reimbursement requests for the fiscal year just ended must be submitted by the 3<sup>rd</sup> workday in October. The State Bar reserves the right to deny a reimbursement request that is untimely or where the State Bar's ability to verify an expense has been compromised due to any delay. Expense reimbursement forms, along with instructions for completing and transmitting expense reimbursement forms, are found on the State Bar of Michigan website at: <http://michbar.org/programs/forms>
2. All out-of-pocket expenses must be itemized. Each reimbursed expense must be clearly described and the business purpose indicated.
3. Reimbursement in all instances is limited to reasonable and necessary expenses.
4. Detailed receipts are recommended for all expenses but required for expenses over \$25.
5. An itemized receipt is required before reimbursement will be made for any meal. The reimbursement request must identify whether the meal is a breakfast, lunch or dinner. If the receipt covers more than one person, the reimbursement request must identify the names of all those in attendance for whom reimbursement is claimed, and the business purpose of the meal. If the receipt includes charges for guests for whom reimbursement is not claimed, the guests need not be identified by name, but their presence and number should be noted. Reimbursed meals while traveling (except group meals) are taxable if no overnight stay is required.

The presumptive limits on meal reimbursement are the per diem amounts published on the State of Michigan Department of Technology, Management and Budget's website at [http://www.michigan.gov/dtmb/0,5552,7-150-9141\\_13132---,00.html](http://www.michigan.gov/dtmb/0,5552,7-150-9141_13132---,00.html) referencing Travel Rates and Select Cities for the current fiscal year. This policy applies to each individual meal - breakfast, lunch and/or dinner. Meal reimbursements exceeding the per diem amounts due to special circumstances must be approved by the executive director, whenever possible in advance of the expenditure. Reimbursement for meals exceeding the presumptive limits without an acceptable explanation of special circumstances will be limited to the published per diem amount. The presumptive limit on meal reimbursement applies to any meal expense (individual or group) reimbursed under this policy,

but does not apply to meals for group meetings and seminars invoiced directly to the SBM.

6. Spouse expenses are not reimbursable.
7. Mileage is reimbursed at the current IRS approved rate for business mileage. Reimbursed mileage for traveling on State Bar business is limited to actual distance traveled for business purposes.
8. Receipts for lodging expenses must be supported by a copy of the itemized bill showing the per-night charge, meal expenses, and all other charges, not simply a credit card receipt, for the total paid. Barring special circumstances such as the need for handicap accessibility accommodations, for conference attendance, the reimbursement will be limited to the least expensive available standard room conference hotel rate.
9. Airline tickets should be purchased as far in advance as possible to take advantage of any cost saving plans available.
  - A. Tickets should be at the best rate available for as direct a path as possible. The use of travel websites such as Travelocity, Priceline and Hotwire are recommended to identify the most economical airfare alternatives.
  - B. Reimbursement of airfare will be limited to the cost of coach class tickets available for the trip at the time the tickets are purchased. The additional cost of business class or first class airfare will not be reimbursed.
  - C. Increased costs incurred due to side trips for the private benefit of the individual will be deducted.
  - D. A copy of the ticket receipt showing the itinerary must be attached to the reimbursement request.
10. Reimbursement for car, bus, or train will be limited to the maximum reimbursable air fare if airline service to the location is available.
11. Outside speakers must be advised in advance of the need for receipts and the above requirements.
12. Bills for copying done by a firm should be approved in advance and include the number of copies made, the cost per page, and general purpose (committee or section meeting notice, seminar materials, etc.).
13. Bills for reimbursement of phone expenses should be supported by copies of the actual phone bills. If that is not possible, the party called and the purpose of the call should be provided.

14. The State Bar of Michigan is exempt from sales tax. Suppliers of goods and services should be advised that the State Bar of Michigan is the purchaser and that tax should not be charged.

15. Gift cards (Visa, AMEX) that are reimbursed are taxable for any amount, and tangible gifts (other than recognition items such as plaques, gavels, etc.) and gift certificates (for restaurants, department stores, etc.) purchased and reimbursed are considered taxable if greater than \$100.

### Specific Policies

1. Representative Assembly members are reimbursed for mileage and parking to attend Representative Assembly meetings. In addition, Representative Assembly members who travel more than 150 miles one-way will be provided an allowance of up to \$300 for additional reimbursable travel expenses to attend representative assembly meetings.
2. Expenses incurred by Representative Assembly members are approved by the executive director. If a question as to whether an expense is reasonable and necessary is raised by the executive director, then joint approval of the treasurer and president shall be required.