



# ASSOCIATION POLICY

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## ISBA EXPENSE REIMBURSEMENT POLICY (Revised and Effective July 1, 2017)

### I. MEMBERS

#### A. General Provisions

##### 1. Applicability

These general provisions apply to all member expenses eligible for reimbursement unless inconsistent with the more specific provisions of paragraphs B, C, D, E, F, G, H, I and J in which case the more specific provisions of those paragraphs shall apply.

##### 2. Travel

- a. There shall be no expense reimbursement for member travel if the member's address appearing on ISBA records (or as may otherwise be designated by the member as his or her primary office address) is within 75 miles of the ISBA meeting or activity location. Notwithstanding this prohibition on expense reimbursement, parking fees at the actual expenditure, but in no event to exceed \$25, may be reimbursed. In addition, the 75 mile reimbursement restriction noted in the first sentence of this subsection 2.a. does not apply to member attendance at the Annual and Midyear Meetings.
- b. Member travel expenses for ISBA meetings or activities located more than 75 miles from a member's primary office address may be reimbursed at no more than 90% of the following:
  - i. Air. Actual expenditure for coach class air fare. Actual expenditure for the use of charter on private planes at cost not to exceed coach class air fare per eligible passenger not to exceed \$350.00.
  - ii. Rail. Actual expenditure.

- ii. Automobile. Use of a personal vehicle will be reimbursed at 40 cents (\$.40) per mile. Mileage is not subject to the 90% limitation. Use of a rental vehicle will be reimbursed at actual cost (including the cost of the rental and fuel) but in no event to exceed an amount equal to 40 cents (\$.40) per mile. Highway tolls will be reimbursed at the actual expenditure. Parking fees will be reimbursed at the actual expenditure, but in no event to exceed \$25.
- iv. Local Transportation. Actual expenditure.
- v. Out-of-State Meetings. In those instances where such meetings are authorized, costs to the Illinois state line, except for meetings conducted in St. Louis, MO. Use of a personal vehicle will be reimbursed at 40 cents (\$.40) per mile. Mileage is not subject to the 90% limitation. Use of a rental vehicle will be reimbursed at actual cost (including the cost of the rental and fuel) but in no event to exceed an amount equal to 40 cents (\$.40) per mile. Highway tolls will be reimbursed at the actual expenditure. Parking fees will be reimbursed at the actual expenditure, but in no event to exceed \$25.
- vi. Use of Out-of-State Airport for Illinois meetings. Amount allowed for round trip automobile travel, exempted is St. Louis, MO.

### 3. Lodging

- a. There shall be no reimbursement for member lodging if the member's primary office address appearing on ISBA records (or as may otherwise be designated by the member as his or her primary address) is within 75 miles of the ISBA meeting or activity location.
- b. Member lodging for ISBA meetings or activities located more than 75 miles from a member's primary office address may be reimbursed at no more than 90% of single rates, as incurred, not to exceed \$180.00 a day (including tax) except as may be varied in other provisions of this reimbursement policy. Reimbursement for one night's lodging is authorized for most meetings unless planned in advance for more than one day. Generally, reimbursement will be provided for the night prior to a meeting beginning in the morning or for the night following an afternoon meeting. Multiple meetings taking place simultaneously will not be entitled to an additional night's lodging. Members traveling from outside the State of Illinois

are limited to one night lodging and actual airfare for coach class, not to exceed 90% of \$350 with no exceptions. Exceptions from this policy must be approved by the Director of Administrative Services prior to the meeting.

#### 4. Meals

Not reimbursable, except that lunches may be authorized and paid for by ISBA for substantially all day meetings on Association business, or for less than all day meetings held at the Chicago Regional Office or the Illinois Bar Center. When section and committee luncheon meetings are appropriate and when the Chicago Regional Office or Illinois Bar Center are unavailable or the particular Chair desires to conduct the meeting at another location, the Executive Director must approve in advance arrangements with a suitable facility at which such meeting may be held on a reasonable cost basis.

- a. Lunch is the only meal covered. There is no authorization for breakfast, dinner, cocktail or reception expense.
- b. Prior approval is required from Association Headquarters.

#### 5. Receipts

All hotel, air, reimbursable meal charges or other expenditures shall be supported by receipts. All parking fees shall be supported by receipts.

#### 6. Meeting Locations

- a. All committees and section councils are encouraged to conduct meetings in the Chicago Regional Office, in view of the reasonableness of the expense of such meetings.
- b. In addition to the Chicago Regional Office, committees and sections may hold meetings at other locations within Illinois and in St. Louis, Missouri.
- c. For out-of-state meetings other than St. Louis, the President, with the assistance of the Assistant Executive Director, shall review each request to hold such a meeting and grant approval when the request is deemed appropriate and reasonable.

#### 7. Requests for Reimbursement

All requests for reimbursement should be made on forms provided by the ISBA and must be received by the Director of Administrative Services at the Illinois Bar Center within 60 days of the date of meeting/program for which reimbursement is sought

8. Suspended/Terminated Members

Individuals whose membership status is suspended or terminated are ineligible for reimbursement for any expense incurred during the period in which dues are owing, until dues are paid for the period in which the expense was incurred. With the member's approval, monies ISBA would have owed suspended or terminated members for reimbursement for expenses incurred may be applied toward dues or other ISBA outstanding debt.

B. President, President-Elect, Second Vice-President and Third Vice-President

1. The necessary and reasonable travel and living expenses for the officer while away from home on Association business, including meetings of the American Bar Association and National Conference of Bar Presidents. With respect to travel and living expenses, for the officer's spouse/or guest, the officer will have the option of paying said expenses or receiving reimbursement from the Association with such reimbursement being considered taxable income for the officer and, in such cases the subject guest.
2. All telephone and facsimile expense in connection with Association business.
3. To help cover the general office expenses, the President shall receive an annual expense stipend of \$40,000 ; the President-Elect will receive an annual expense stipend of \$5,000.

**NOTE:** The Immediate Past President when serving as a member of the ABA House of Delegates at the Annual Meeting shall be entitled to reimbursement on this basis.

C. Other Voting Members of Board of Governors

1. Board members are entitled to reimbursement for their travel and lodging expenses pursuant with Section I. A. when attending meetings of sections and committees to which they are appointed or assigned for liaison purposes.

2. Reimbursement for travel and lodging expenses when attending Assembly meetings shall be as provided in Section I., E., 1.
3. When attending Board meetings, members are entitled to reimbursement of travel expenses and lodging expense at 90% of the allowable single room rate for the particular meeting; members are to pay hotel directly and request reimbursement by using appropriate forms provided by the Association. Mileage will be reimbursed at 40 cents (\$.40) per mile. Mileage is not subject to the 90% limitation.
4. When the Board of Governors meets on two consecutive days, reimbursement will be provided for dinner up to a maximum of \$25.00, and breakfast for actual expenditures.
5. For the annual and midyear meetings, Board members will be entitled to reimbursement of lodging expense at 90% of the allowable single room rate for the duration of their stay, and 90% of travel expenses. Mileage will be reimbursed at 40 cents (\$.40) per mile. Mileage is not subject to the 90% limitation. In no event shall member travel expense reimbursement exceed \$350. Board members will be required to pay the meeting registration fee in advance, or have the fee deducted from the reimbursement amount. This policy will also apply to retiring Board members for the annual meeting.

D. Advisory Members of the Board of Governors

Advisory members (Past Presidents), while having the privilege of attending meetings of the Board, are not authorized expense reimbursement.

E. Assembly

1. Members

Assembly members are entitled to reimbursement of lodging expense at 90% of the allowable single room rate and 90% of travel expenses for Assembly meetings at the Midyear, Annual, specially called, or in attending regularly scheduled meetings of committees of the Assembly. Mileage will be reimbursed at 40 cents (\$.40) per mile. Mileage is not subject to the 90% limitation. In no event shall member travel expense reimbursement exceed \$350.

2. Witnesses

Any ISBA member who appears as a witness at any meeting of the Assembly, including the Annual Meeting, for the sole purpose of appearing as a witness before the Assembly or a committee of the Assembly shall be eligible for reimbursement on the same basis as an Assembly member.

F. Members of Section Councils and Committees

1. Committee and section council members may be reimbursed for expenses in accordance with Section I.A. of this Expense Reimbursement Policy when attending regularly scheduled meetings of the committees and section councils.
2. Committee and section council chairs shall be reimbursed for necessary expenses incurred in carrying out the duty of their offices at times other than regularly scheduled meetings in accordance with Section I.A. of this Expense Reimbursement Policy.
3. Out-of-state travel by individual committee and section council members may be approved by the Board of Governors for meetings which fulfill the following criteria:
  - a. The topic of the meeting is directly related to the activity of the committee or section.
  - b. The meeting is within the continental United States.
  - c. Except as provided in Section J of this policy, expenses for travel to meetings of the American Bar Association will not be reimbursed.\*
4. Authorized expenses for approved out-of-state travel by individual committee and section council members shall be consistent with Section I.A. of this Expense Reimbursement Policy but may also include, \$100.00 per diem for each day in actual attendance and registration fees.

\*(NOTE: Section J pertains to ABA Delegates)

G. Regular Members of Section Committees and Committee Subcommittees

1. Only regular members of applicable section councils or committees shall be eligible for reimbursement of expenses incurred by attending approved meetings of section committees or committee subcommittees.

2. Authorized expenses for attending such meetings are those delineated in Section I.A. of this Expense Reimbursement Policy.

#### H. Program Participants

1. Members of the Illinois State Bar Association, when appearing on a previously announced program presented by a section council or a committee of the Association, shall be reimbursed as follows:
  - a. Lodging. Actual expenditure not to exceed \$200 per day. Unless otherwise approved in advance by the Director of CLE, only one night's lodging is authorized.
  - b. Air. Actual expenditure not to exceed \$350. Local transportation to and from air terminals is also reimbursable at actual cost.
  - c. Rail. Actual expenditure not to exceed \$350. Local transportation to and from rail terminals is also reimbursable at actual cost.
  - d. Automobile. Use of a personal vehicle will be reimbursed at 40 cents (\$.40) per mile. Use of a rental vehicle will be reimbursed at actual cost (including the cost of the rental and fuel) but in no event to exceed an amount equal to 40 cents (\$.40) per mile. Highway tolls and parking will be reimbursed at the actual expenditure.
  - e. Printing/Photocopies. Printing or photocopy expenses for handouts or late materials are not reimbursable without approval of the Director of CLE prior to the program. ISBA will print, copy, and provide program participant presentation materials to program attendees if they are submitted by the required ISBA deadline.
2. For programs presented at the Annual Meeting, ISBA member program participants will be reimbursed on the same basis as section council and committee members for the Annual Meeting.
3. Expenses for non-member program participants are those authorized above in H.1.

#### I. Associate Members

Associate Members and other non-regular members who are appointed to section committees or committee subcommittees will not be eligible for any expense reimbursement.

J. ISBA Delegates to the ABA House of Delegates

Delegates, other than the President and First Vice-President, shall be reimbursed as follows:

1. Registration fee for attendance at the ABA Annual Meeting.
2. Transportation. One round-trip tourist class air fare, or mileage reimbursed at 40 cents (\$.40) per mile up to the equivalent of the one air fare, and standard local transportation to and from terminals as incurred and as individually specified.
3. Lodging. Actual hotel expense up to \$200 per night for up to two (2) nights.
4. No reimbursement for the extra expense of attending the National Conference of Bar Presidents unless specifically requested by the President to attend such conference as a representative of ISBA, except that the Immediate Past President and spouse are to be reimbursed \$200 per diem for expenses to attend the meeting of the National Conference of Bar Presidents immediately following the his or her term as President of the ISBA.
5. The same formula as noted above applies for Midyear Meetings, less any expenses subject to reimbursement by the ABA.
6. Young Lawyer Division Delegates
  - a. When ABA Young Lawyer Delegate Assembly meets, expenses are authorized for an amount equal to that of four delegates.
    - i. Transportation. One round-trip tourist class air fare, or mileage reimbursed at 40 cents (\$.40) per mile up to the equivalent of one air fare, and standard local transportation to and from terminals as incurred and as individually specified.
    - ii. Lodging. Actual hotel expense up to \$200 per night for up to two (2) nights.
  - b. When the ABA Young Lawyers Division Assembly does not meet, a total of \$600 is authorized for delegate expenses with a maximum of \$300 per representative.



K. National Conference of Bar Presidents Executive Council

When an ISBA past-president serves on the Executive Council of the National Conference of Bar Presidents, the Association will reimburse certain transportation and lodging expenses incurred by the past-president as a result of attending NCBP meetings.

1. For the Annual and Midyear Meetings of the NCBP, ISBA will reimburse the past-president for round trip transportation at actual cost and for actual lodging expenses for up to three nights, not to exceed \$200 per night.

2. For any other meeting of the NCBP Executive Council, ISBA will reimburse the past-president for round trip transportation at actual cost.

II. **Headquarters Staff**

A. Executive Director

The necessary and reasonable travel and living expenses of the Executive Director and Assistant Executive Director while away from home on Association business. With respect to travel and living expenses for their spouses, the Executive Director and Assistant Executive Director will have the option of paying said expenses or receiving reimbursement from the Association with such reimbursement being considered taxable income for the officer.

B. Other Members of the Association Staff

Necessary and reasonable travel and living expenses while away from the Association headquarters on Association business as authorized by the Executive Director.

C. Association Staff Use of Personal Vehicles

Notwithstanding Section II. A. or B. above, if a member of the Association staff uses his or her personal vehicle to attend Association meetings or activities or to otherwise conduct ISBA business, such headquarters staff shall be reimbursed at a rate of fifty cents (\$.50) per mile.