

Oregon State Bar Expense Reimbursement Policy

1. General Policy

- a. This policy applies to participation at conferences and meetings or other official Oregon State Bar business as a member of a board, committee, section, division or employee of the bar. See OSB Bylaw Section 7.5. It also applies to bar members who are invited by a board, committee, section or division to attend a conference or meeting as part of official Oregon State Bar business, if the group agrees to reimburse the invitee's expenses.
- b. Members of the Board of Governors, Board of Bar Examiners, State Professional Responsibility Board, and Disciplinary Board shall be reimbursed for their expenses in accordance with this policy when acting in their official capacities. Expenses of board or committee members or employees shall not be reimbursed when attending meetings or conferences in a non-official capacity of the bar. A member is attending in an official capacity when the individual's attendance has been preapproved by the board.
- c. Expenses of spouses, guests, or family members shall not be reimbursed unless approved by the Board of Governors or as permitted by OSB Bylaw 2.501. Members of bar boards and committees are required to comply with Oregon's Government Ethics Law, ORS Chapter 244, and may not approve the bar's reimbursement of expenses for their family or members of their household.
- d. Requests for expense reimbursement must be received by the bar not later than 30 days after the expense is incurred. If an expense reimbursement form is not submitted within 30 days after the meeting, it must include justification as to why it was not submitted timely. If this requirement is not met, reimbursement may not be paid.
- e. Supporting documentation, e.g. receipt or ticket, is required for all expenses. Credit card statements cannot be accepted in lieu of receipts. Documentation must show details of purchase.
- f. If you spend above the limits as outlined in this policy, you will be responsible for paying the difference between the maximum \$ amount in this policy and the total cost incurred.

2. Out-of-State Travel

- a. Out-of-state travel for board members shall be reimbursed for those persons and meetings set forth in the bar's annual budget or as otherwise approved by the Board of Governors.
- b. Employees must obtain approval of the Chief Executive Officer prior to traveling out of state.

3. Reimbursable Expenses While on Official Bar Business

- a. Transportation
 - (1) Use of personal automobile shall be reimbursed at the allowable IRS rate.
 - (2) Actual cost of coach airfare and seating assignment.
 - (3) Actual cost of checking one (1) piece of luggage.
 - (4) Actual cost for taxi, bus, or other public transportation.

(5) Actual cost of car rental at economy car rate when other transportation is not readily available.

(6) Actual cost of parking (receipt must be attached or note parking was paid through a meter).

b. Lodging

(1) The maximum reimbursed amount for lodging shall not exceed \$250.00 per night, excluding taxes and other applicable fees. Notwithstanding this limit, reimbursement for the BOG president, BOG president-elect and bar staff lodging expenses at approved bar-related meetings, events or conferences is allowed at the negotiated group rate for a standard double room.

(2) For events taking place within 5 miles of the OSB Center, locally approved negotiated rate hotels must be used (i.e. The Grande Hotel Tigard and The Crowne Plaza Lake Oswego) shall be used. For all other events, the \$250 per night limit, excluding taxes and applicable fees, shall apply. Failure to follow this requirement may result in your expense reimbursement being denied.

c. Meals

(1) Receipts are required; if one is not available, follow the maximum limits as noted below:

	In Oregon	Out-of-state
<u>Total per day</u>	<u>\$64.00</u>	<u>\$74.00</u>
Breakfast	\$15.00	\$17.00
Lunch	\$16.00	\$18.00
Dinner	\$28.00	\$34.00
Incidentals	\$ 5.00	\$ 5.00

(2) In the event that the meals exceed the maximum limits, detailed receipts must be submitted with an explanation in order to receive reimbursement and must be approved by the Chief Financial Officer or the Chief Executive Officer.

(3) Meals purchased for members of the bar or other persons in the course of official bar business shall be reimbursed at actual cost with submission of detailed receipts, the names of attendees and a description of the business purpose of the event.

(4) Official dinners, meetings or banquets of the Oregon State Bar at which eligible persons are specifically expected to attend shall usually be paid for by the Bar and, if not, shall be eligible for reimbursement.

d. Miscellaneous

(1) Telephone, postage, office expense, registration fees, and other legitimate business expense items shall be reimbursed at actual cost with submission of detailed receipts and explanation of purpose of expense.

(2) Gift and gift card purchases must be accompanied by detailed receipts indicating the business purpose of the gift, and the name of gift recipient(s).

4. Non-reimbursable Expenses While on Official Bar Business

- a. Alcoholic beverages
- b. Movie rentals on overnight lodging
- c. Lodging of members at personally-owned residence, vacation homes or timeshares condos
- d. Fees for pets
- e. Fees for fitness center, resort usage or special cleaning, unless payment of the fee is required by the hotel as a condition of the stay.
- e. Fees for parking or traffic tickets
- f. Other expenses personal in nature.

These expenses also are non-reimbursable from section funds.

5. Section Treasurers

- a. For those events where total expenses are \$1000.00 or more, please attach an event agenda and a signed roster list of attendees as supportive documentation, to the Section check request form.
- b. A section treasurer's personal or firm expense report must be approved by the section chair.
- c. For those events where bar staff are invited to attend (for example to deliver a presentation), the section shall reimburse for travel expenses incurred.
- d. For treasurer information, account numbers, forms, and financial reports, go to:
www.osbar.org/sections/index.html#tools

NOTE: Receipts are required for all expenses

6. Exceptions to this policy

- (1) Any exceptions to this policy, including spending at a lodging rate that exceeds the limits as outlined in this policy, must be approved in advance by the CEO.

Revised: September 2019

Current list of Portland area approved hotel venues with pre-established rates:

- A. The Grand Hotel, Bridgeport \$119 per night base rate (excluding fees and taxes)
- B. The Crown Plaza on Kruse Way, \$117 per night base rate (excluding fees and taxes)