**THE WEST VIRGINIA STATE BAR**

**RULES**

**FOR**

**MEETING AND TRAVEL EXPENSE**

**PAYMENT AND REIMBURSEMENT**

RULE **1**

APPLICABILITY

These rules shall apply to State Bar officers, State Bar Board of Governors members,

members of the State Bar Young Lawyers Section Executive Committee, members of State Bar

committees and State Bar employees (hereinafter collectively referred to as "member") for

requests for reimbursement and the payment of travel expenses incurred in connection with the

discharge of their duties. For purposes of these rules, "members of the Board of Governors" shall

include any newly elected governor attending the. annual meeting prior to the start of such

governor's term of office.

RULE **2**

TRAVEL EXPENSES

Expenses traveling to and from meetings or for other State Bar business shall be reimbursed as follows:

2.1 Actual rail, bus· or air fare, including shuttle, taxi and/or transfer charges, may be

reimbursed.

2.2 If the member is traveling in his or her private automobile, or in a rental car rented

by the member, mileage may be reimbursed up to the federal reimbursement rate per mile in

existence at the time of travel, together with any associated parking fees. Mileage shall not be

reimbursed in addition to rental fees for an authorized rental car expense, but actual out of

pocket expenses for a reimbursed rental car for gasoline, oil or the like may be reimbursed upon

submission of receipts for such expenses.

2.3 Unless the executive director determines that a rental car is deemed reasonably

necessary for the participant(s) of a particular meeting or event, other than pem1issible mileage

costs as provided in section 2.2 above, the cost of a rental car shall not be reimbursed.

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RULE **3**

LODGING EXPENSES

3.1 For regularly scheduled two-day board of governors meetings, two nights' room

and lodging at the hotel or facility where the meeting is taking place may be reimbursed if not

direct billed to and paid by the State Bar. If an additional night or nights are reasonably

required, the executive director may approve such additional night(s). Reimbursement shall

include any mandatory fee or charge levied by the lodging facility as a required "add-on" fee,

such as a "resort fee." The room rates paid and/or reimbursed shall be those established by the

hotel/facility and State Bar staff and any increase in the rate as a result of upgrades requested

by the member shall be the responsibility of the member.

3.2 For all other State Bar business, including national and regional bar and bar related

meetings, lodging will be reimbursed as the same is incurred and is reasonably necessary to accomplish State Bar business. Other than State Bar officers' expenses for national or regional

meetings, the executive director must approve all other such reimbursement requests. Unless

payment is to be made from a committee's budget, committee members attending committee

meetings must obtain the prior approval of the committee chair before incurring reimbursable

lodging expenses.

3.3 Incidental personal expenses incurred by a member such as recreational activities,

shopping and charges not related to State Bar business, whether made to the room bill or

otherwise, shall not be direct paid or reimbursed.

RULE **4**

MEAL EXPENSES

Meals traveling to, during and from a meeting or sponsored event shall be reimbursable.

RULE **5**

SPOUSE/GUEST RULE

Board of Governors members shall be permitted to take a spouse. or a guest in lieu of a spouse, to meetings and/or sponsored events and the expenses for such spouse or guest shall be reimbursed as if the spouse or guest were a member, provided:

5.1 Only one lodging room will be reimbursed/provided for the member and

spouse/guest. Any additional rooms, or any increase in the room rate as a result of more than

two persons occupying a room, will be at the expense of the member without reimbursement.

5.2 Unless a child is the "guest" of the member; expenses for children of members are

not included in the reimbursement policy. At the discretion of the executive director, children

may be included in any meal provided as part of the meeting.

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5.3 Meals for the spouse/guest are reimbursable and the spouse/guest may also attend

any meals provided as part of the meeting.

5.4 Travel expenses (typically rail, air, bus or mileage for a separate automobile) under

Rule 2 are not reimbursable for a spouse/guest.

RULE **6**

GENERAL RULES

6.1 Requests for reimbursement must be received within sixty (60) days following the

expenditure and shall be on a form, or in a format, provided or required by the State Bar. All

requests must be signed and dated by the member requesting reimbursement, but need not be

signed by the spouse/guest. If requested by State Bar staff, a member shall provide such

supporting information as may be required to determine if an expense is reimbursable.

Unsigned, illegible or incomplete requests shall not be considered for reimbursement and shall

be returned to the member for correction/supplementation as needed. A member shall provide

any additional information required within thirty (30) days of the request.

6.2 Except for mileage expense, any expense over$ 25.00 shall be documented with

a written receipt or other written evidence of payment.

6.3 Expenses for committee members attending committee meetings shall not be

reimbursed unless the same are approved by the committee chair, or in absence thereof, the

executive director.

6.4 Communications expenses including, but not limited to, telephone charges for

State Bar business calls and temporary hotel internet access fees shall be considered reimbursable

expenses.

6.5 Any "miscellaneous expense" listed on a reimbursement form shall be

appropriately detailed to show the business activity and its relation to State Bar business or

interests sufficient to justify its payment as a State Bar business expense. Any miscellaneous

expense which does not appear to be a routine, usual and normal State Bar expense must be

approved by the executive director.

RULE **7**

OTHER EXPENSES/CASES NOT.PROVIDED FOR

In order to provide flexibility for this policy, the executive director and the president of

the West Virginia State Bar may approve any lawful meeting or travel expense or request for

reimbursement not covered or pemitted by these rules which they both determine are

reasonable State Bar expenses and should be paid and/or reimbursed.

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