



THE FEDERAL BAR ASSOCIATION

Northern District of Ohio Chapter

REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSES

Reimbursement Policy, As Passed and Approved by the FBA-NDOC Board of Directors (February 2011):

The Chapter reimburses actual and reasonable costs of lodging, travel expenses (coach airfare based on 3-week advanced booking price, or mileage at IRS-approved rate (with maximum of cost of coach airfare)), and costs for participation in official lunches, dinners, programs or events (but not CLE) for officers, national delegates or other chapter representatives with prior approval. Additional meals, expenses and CLEs are at the individual's expense.

If the FBA national organization provides reimbursement for an individual Chapter member's costs associated with attending national FBA events, that allocation from national should be exhausted first, with the Chapter to reimburse any amounts not covered by national, subject to the above policy.

Person Requesting Reimbursement: _____

Purpose of Travel: _____

Dates of Meeting: _____

Location of Meeting: _____

EXPENSES

	AMOUNT
Airfare or Rail Fare (coach rate, 21 day advance purchased)	\$ _____
Car Travel (in lieu of air travel) _____ miles @ \$0.56/mile *	\$ _____
* (IRS Approved Rate as of January 1, 2011, Subject to FBA-NDOC Reimbursement Policy)	
Ground Transportation (e.g., parking, taxi: actual, up to maximum \$60)	\$ _____
Lodging & Meals (up to \$165/day or actual lodging only rate)	\$ _____
Lunches, Dinners, Programs, or Events	\$ _____
TOTAL EXPENSES FOR WHICH REIMBURSEMENT SOUGHT	\$ _____

Make check payable to:

Name: _____ Signature: _____

Address: _____

(Street Address, City, State, and Zip Code)