

The State Bar of California

2016 Travel & Business-Related Expense Policy: Volunteer/Contractor

I. POLICY STATEMENT

This policy document sets forth the standards and procedures used to identify and reimburse legitimate travel and business-related expenses incurred while conducting necessary, authorized business of the State Bar.

II. SCOPE

This policy covers all non-employees including, but not limited to: volunteers, committee members, speakers, invited guests and contractors who seek reimbursement for out-of-pocket expenses incurred while conducting State Bar business. Authorization from the Executive Director is required to make any exceptions to this policy.

III. GENERAL GUIDELINES

- A. Travelers should travel economically, taking into account both monetary and time costs.
- B. Each traveler is responsible for his/her own expenses and should not pay, or seek reimbursement, for the expenses of others. There will be no reimbursement for the expenses of a spouse, guest or pet who accompanies a traveler on State Bar business.
- C. Absent specified exceptions, hotel, transportation, and meal/per diem expenses can only be incurred when an employee is, in the course of performing duties for the State Bar, traveling to a destination that is at least 30 miles away from his/her primary workplace, including transportation between home residence and workplace.
- D. Business-related travel for any out of state destination requires express written approval from the Executive Director or the Chief Operating Officer.
- E. Requests for reimbursements should be made after the actual travel has occurred and include all out-of-pocket expenses, regardless of when tickets were purchased or transactions occurred.

IV. REPORTING GUIDELINES

A. EXPENSE REPORT

1. Responsibilities: It is the responsibility of the traveler to submit to their State Bar liaison a completed, legible *Expense Report* with supporting documentation for approval. Any additional explanation or justification memos required must be initialed by the traveler's program's executive manager, unless noted otherwise. It is the responsibility of the volunteer's approvers to assure that *Expense Reports* submitted for approval are complete and accurate, comply with this policy, and are timely forwarded to Finance.
2. Expense Reporting: The *Expense Report* form (example: [Appendix A](#)) is used to reimburse individuals for out-of-pocket travel expenses while conducting business for the State Bar.
3. Travel Dates: Travelers can use the *Expense Report* for a maximum of two trips conducted within seven consecutive days. If a single trip goes over seven consecutive calendar days, a separate Expense Report is required. Monday's date of week one will be used for audit purposes when trips

span more than a single calendar week.

4. **Expense Report Receipts:** Receipts for expenses other than per diem meals should be attached to the *Expense Report*. Receipts for ground and public transportation that are lost and irreplaceable or contain no itemized trip detail are reimbursable *if* amount claimed is deemed reasonable as compared to other similar travelers' expenses. Finance reserves the right to reduce or deny the request for reimbursement for any expense not deemed reasonable. Reimbursement for *any items* claimed under Miscellaneous Expense will not be approved without a supporting itemized receipt. Receipts for air, rail, lodging and rental expenses must contain itemized pricing and reflect appropriate travel detail (e.g., departure/arrival times, travel dates and location, service class, upgrades, additional fees, etc.). Statement summaries and non-itemized credit card receipts **are not** acceptable substitutes for receipts but can serve as additional, supporting documentation for receipts that naturally lack the desired information. If booking through third party vendors such as Travelocity, Orbitz, etc., and no receipt is provided by the vendor, traveler should include booking confirmations with equivalent detail. Electronically issued receipts for online purchases are considered original issued receipts. To substantiate a charge for reimbursement, receipts for lodging or car rentals must be in the name of the traveler, or include an explanation regarding the nature of the relationship to the traveler.
5. **Deadlines:** The deadline for submitting an *Expense Report* to an approval authority is 30 calendar days after the travel concludes. Incomplete, incorrect, or illegible reports may be returned to the requestor for correction, or held for a second level review which may result in delay or non-reimbursement of a specific item. To expedite Expense Report processing, travelers may elect to scan their materials and email their submissions to their program liaison, provided the facsimile contains both sides of receipt, and is legible and clearly annotated. Copies may be resubmitted if the original submission was lost in transit. Late Expense Reports may not be paid.
6. **Signature:** All *Expense Reports* must be signed by the traveler seeking reimbursement. Facsimile signatures, digital signatures and digital scans are acceptable, a typed "/s" is not. Approval signatures by committee coordinator, supervisor or manager must be original and not delegated via signature stamp.
7. **Revisions:** *Expense Reports* must be verified for accuracy and properly approved by the responsible executive manager prior to submission to Finance. All modifications to a handwritten *Expense Report* must be individually initialed by the person making the correction. Any revisions necessary to correct or add to a previously submitted *Expense Report* must be clearly labeled as "revised" at the top of the form.
8. **Credits:** Previously paid credits issued for canceled air flights can be used to reduce the cost of other future airfare (unused tickets appear on the traveler's TravelStore profile and should be used towards future travel prior to expiration). However, gift-certificates, vouchers, coupons, points or other promotional "credits" should not be used to purchase or be used to increase traveler reimbursements.
9. **Gifts, tokens of appreciation and other non-travel related expenses** are not reimbursed under this policy.
10. To ensure policy control and maximize approval and audit efficiencies all volunteers should use the current 2016 online electronic form for proper calculations and per-diem limit enforcement. This year, versions for both current and older MSOffice will be available online.

B. PURCHASING CARD REPORTING

Pcards are not to be used for volunteer travel.

V. ALLOWABLE EXPENSES

A. TRANSPORTATION

1. Personal Automobile

- a) Travelers required to use a personal automobile to conduct State Bar business will be reimbursed for mileage at the Internal Revenue Service approved rate as follows:
 - i) Reimbursable mileage is incurred when a traveler employee leaves the location of his/her workplace on State Bar business and returns to that same location.
 - ii) Reimbursable mileage is incurred when a traveler does not report to their primary workplace during the workday because of State Bar business.
 - iii) Reimbursable mileage is incurred while conducting State Bar business while on the way to or from home or from the primary workplace. Reimbursement will be for that mileage in excess of normal commute round trip mileage between home and the primary workplace.
 - iv) Travelers who elect to drive rather than fly to conduct State Bar business will not be reimbursed in excess of the most economical form of transportation. Travelers must attach dated documentation from the Concur travel site to *Expense Reports* to substantiate comparable travel expense (lodging, airfare, rental car). If comparable documentation is missing, Finance reserves the right to adjust the requested amount that is not deemed reasonable as compared to other similar travelers' expenses, or other available historical travel benchmarks. Mileage in excess of what comparable airfare would have cost is not reimbursable. Exceptions may be permitted when employees are required to drive in order to economically deliver materials that would otherwise be shipped at additional cost, or special ergonomic accommodations are required. Fuel that is put into a private vehicle is not reimbursable and cannot be charged to a Pcard. The mileage rate is intended to reimburse fuel costs maintenance and other depreciation for private auto use.
 - v) Damage to personal autos while being used on State Bar business is not covered.

2. Car Rental

- a) Rental cars may be used when necessary and economically practical compared to other modes of transportation. All associated rental costs should be considered and compared to the equivalent taxi or other ground services available, including the taxes, surcharges, fuel expense, hotel parking and highway tolls. Approvers are responsible for verifying that ground transportation used to attend offsite meetings are consistent for their group and any deviations or special circumstances noted.
- b) As a general rule, automobiles rented should be limited to economy models, including sub-compact, and compact size cars. Exceptions may be permitted when employees are required to drive a large vehicle (truck/van) in order to economically deliver materials, to accommodate a physical limitation, or when multiple travelers are driving together and need the additional space for passengers, luggage and other meeting materials. Exceptions may be permitted for a 4-wheel vehicle to provide safe transportation during inclement weather.
- c) The State Bar carries insurance that covers travelers (both employees and volunteers) when renting a vehicle while on State Bar business. Thus, travelers should not elect to carry the additional collision and liability coverage offered by rental agencies when traveling on State Bar business.

- d) Personal and business purposes for a single rental car incident should not be combined. In the event of sequential business and personal travel, a car used for business purposes should be returned at the conclusion of business, and a personal rental shall then be initiated.
- e) Cars should be returned with a full tank of gas; pre-paid tank options should be incurred only when the employee is sure that he/she will exhaust close to a full tank of gas.
- f) Fuel costs incurred for rental cars while on State Bar business are reimbursable, and may also be charged to a Pcard. Fuel should be charged to the same Pcard account that was used to reserve the automobile rental. Compliance with the rental car agency agreement is the responsibility of the traveler who signs the rental agreement. Please be aware of provisions in the rental agreement that prohibit any other person from driving the car.
- g) In the event of an accident, follow these steps:
 - Attend to any medical issues.
 - Report to appropriate law enforcement agencies immediately.
 - Consult the rental contract and follow its instructions.
 - Promptly submit an accident report to your State Bar liaison.

3. Air Travel

- a) The State Bar continues to participate in the California State centralized travel program managed exclusively by the TravelStore. Agency booking fees greater than those assessed by the TravelStore will not be reimbursed.
- b) Travelers must contact the approved State Bar travel agency, the TravelStore, for all airfare travel in excess of \$500 (round-trip fare). For round-trip flights under \$500 (inclusive of all taxes and fees), travelers may use their discretion to determine whether to use the State program or to book tickets directly with the airline. For round-trip flights over \$500, travelers may book tickets directly with the airlines or another travel agency, but the rate booked must be equal to or less than the documented quote available from the TravelStore's online Concur travel portal. Documentation from this site of comparable quotes must be attached to each *Expense Report* to justify use of an alternate travel agency or direct-booked flights over \$500.
- c) Compensation for air travel will be limited to the cost of coach or economy fare and any additional baggage fees, if required (per below). Business Select fares should not be selected. The cost of airline memberships, preferential seating, business-select services, pre-boarding or any other accommodation upgrade will be deemed a personal expense chargeable to the traveler. Charges or fees incurred from change of flight schedule for personal convenience is not reimbursable, although may be permitted for business purposes if the reason for the business purpose accompanies the *Expense Report*.
- d) Costs associated with checking in up to two items of luggage per travel will be allowable.

4. Rail Service

- a) Coach rail service may be used in lieu of air and/or ground transportation when necessary and economically practical compared to other modes of transportation. Reimbursements will be made based on the most (*reservable*) economical service class available. Preferential or other luxury upgrades are not reimbursable.

5. Shuttle/Taxi/Car Service

- a) Shuttle, taxi and other car services are allowable expenses.

- b) Tipping is optional, but should not exceed 15 percent except in the circumstance of an extremely low fare value. Airport trips may be covered by a fixed flat fee, and the metered fare or flat fee fare can be selected by the traveler at the payment point, whichever is more economical. Employees should not pay the metered fare for trips from and to LAX and 845 S. Figueroa office. Reimbursements should be capped at the fixed flat rate plus gratuity if less than the metered fare.
- c) Employees should also try car service options to and from airport destinations, as these services may be cheaper than traditional taxis. Any premium service offered (i.e. Uber Black or Uber SUV) will be considered a town car equivalent and subject to the limitations below. If tipping is included in fare (typically) any additional tipping is prohibited. Insurance coverage limits and exclusions may differ from provider to provider.
- d) A higher-cost limousine, town car, or black-car service is not reimbursable unless a less-expensive service is unavailable.
- e) Employees are encouraged to share ground transport expenses if traveling in concert with each other. In general, three employees or less can share transportation. Four employees or more traveling in concert may elect to upgrade to a larger vehicle (i.e., van or SUV) or elect multiple standard-size vehicles.

6. Transit Fees, Tolls, Parking and Fines

- a) Bridge tolls, parking fees and public transit fares incurred by travelers on State Bar business are allowable expenses and should be identified as such on *Expense Reports* under tolls/parking fees. HOV "FastTrak" tolls available for reduced traffic congestion are not reimbursable.
- b) Airport parking reimbursements will be limited to the on-premise economy or daily rates available. Short-term parking, hourly or premium parking expenses are not allowable.
- c) Parking tickets and traffic fines incurred by travelers will not be reimbursed.

B. LODGING

1. When lodging away from home is required to conduct State Bar business, the State Bar will reimburse lodging expenses at the authorized rates ([Appendix D](#)).
2. Individuals engaged as speakers for State Bar sponsored programs may be reimbursed for the actual cost of a standard single accommodation hotel room per the individual custom contract terms and conditions.
3. Reimbursement for lodging expenses will be made for the actual expense of single accommodations, up to the maximum authorized rates or pre-negotiated meeting accommodations by State Bar staff. If no pre-arranged contract exists, travelers should request whether contract or government rates are available when reservations are made (be prepared to show State Bar identification upon check-in). The State of California and/or the State Bar negotiate favorable contract rates with various hotels ([Appendix E](#)). If available for your specific booking dates, the state government rates will automatically sort first when using the online TravelStore's Concur website.
4. Lodging must be provided by a commercial establishment in the travel accommodation industry (e.g., hotel, motel, executive leased apartments, etc.). No reimbursements will be made for stays at personal residences, home-sharing services, or other barter or in-kind arrangements.
5. Lodging expenses in excess of the current authorized lodging rates shall not be reimbursed unless a prior contracted group rate arrangement has been negotiated with the hotel or unless expressly authorized. This must be confirmed by the submission of a *Hotel Authorization* form with approval

from either the travelers' executive manager or the senior management responsible for negotiating the contracted group rate for the event.

6. If an *Expense Report* is submitted without the necessary *Hotel Authorization* and the lodging rate is in excess of the authorized rate, the *Expense Report* will be returned to the traveler for correction, or reimbursement will be made for only the authorized maximum hotel rate for that city.
7. The State Bar covers the cost of the hotel room and necessary business related telephone calls, parking, non-premium internet charges and business center expenses. Travelers should utilize their own wireless devices wherever feasible if more economical than using the hotels' services. Travelers are responsible for covering their personal incidental expenses including personal telephone calls, room service and other in-room self-service items. All hotel guests are asked to provide a personal credit card at the time of check in to cover the cost of personal incidentals. See section V.D., Communications & Incidentals.
8. Any charges resulting from failure to cancel lodging reservations are not the responsibility of the State Bar unless the reason stated for failure to cancel in time is business-related or due to an unavoidable personal emergency
9. Gratuities for luggage, valet service, or maid service, are not allowable expenses. The incidental per diem of \$6.00 should be claimed when these types of otherwise non-reimbursable gratuity expenses are incurred.

C. MEALS

1. Per Diem Reimbursed Meals

- a) Pcards may not be used for any individual meals.
- b) Per diem meal costs will be reimbursed based on the following guidelines:
 - Breakfast: Traveling before 7:00 a.m.
 - Lunch: Traveling at 12:30 p.m.
 - Dinner: Traveling after 7:00 p.m.
- c) The meal per diem may not be claimed when a meal is otherwise provided (e.g. a State Bar catered lunch, conference meals, etc.).
- d) Tips for restaurant service are considered to be part of the per diem rate and are not reimbursable beyond the per diem rate.

2. Catered Meals

- a) Refreshments and/or meals may be catered at State Bar expense at State Bar meetings and events provided that the attendees are not exclusively State Bar employees and the subject matter of the event is not routine internal State Bar business or staff meetings. Meal per diem rates do not apply when a catered meal is provided.
- b) Catering is defined as an event-contracted food and beverage service. Catering can either be served on State Bar, hotel or convention site premises, or pre-booked contract meeting accommodations at a commercial restaurant (e.g., catering for Board of Trustees meetings in LA, SF or offsite).

3. Alcoholic Beverages

Alcoholic beverages or corkage fees are not reimbursable expenses.

D. COMMUNICATIONS & INCIDENTALS

1. Reimbursement is provided for reasonable expenses incurred in making business-related telephone calls and limited calls to the individual's home resulting from the requirements of business. As long as the calls are required by State Bar business, the State Bar will reimburse these expenses in conformity with the terms and guidelines of the Travel and Business-Related Expense Policy regardless of whether the Travel Status requirements are met.
2. Incidental expenses may be claimed up to a maximum of \$6.00 per day to cost the cost of meeting supplies, copying, handling, or any other gratuities incurred while on travel status.

The State Bar of California
EXPENSE REPORT

2016

STAFF OTHER

Due to Finance within 60 days of travel. Travelers must indicate funding source (out-of-pocket or direct-billed) for *all* travel expenses and required explanations of missing receipts to avoid payment delay or form return.

TRAVELER NAME	Thomas Jefferson	TRAVEL WEEK OF	7/4/2016
MAILING ADDRESS	1 Monticello Way Charlottesville VA 22902	E-MAIL	
GROUP/COMMITTEE	Governance Council	TELEPHONE	(434) 747-1776
<i>Any other lodging or airfare not shown provided directly by the State Bar?</i>		<input checked="" type="checkbox"/> Lodging <input type="checkbox"/> Airfare	<i>enter DB under date(s) below</i>

TRIP 1 PURPOSE	State Bar Annual Meeting	TRIP 2 PURPOSE	
LOCATION FROM	Charlottesville VA	LOCATION FROM	
TRAVEL TO	Monterey CA	TRAVEL TO	
RETURN TO	Charlottesville VA	RETURN TO	

Enter amounts paid by traveler. Indicate all other travel expense by entering DB for items charged directly to State Bar. Circle any missing receipts.

Travel Expense	MON 7/4	TUE 7/5	WED 7/6	THU 7/7	FRI 7/8	SAT 7/9	SUN 7/10	LODGING & INCIDENTALS
LODGING	DB	DB	DB					
INCIDENTALS		2.00	2.00					\$ 4.00
TAXI / SHUTTLE 1	38.00			40.00				TRANSPORT
TAXI / SHUTTLE 2								
PUBLIC TRANSIT (BUS/RAIL)								
PARKING (HOTEL/LOT/METER)								
TOLLS (BRIDGE)	3.00							
OTHER <i>select from list if needed</i>								
AIR TRAVEL	225.00			225.00				
AUTO (PERSONAL) <small>miles/54¢</small>	¹⁸ 9.72	-	-	¹⁸ 9.72	-	-	-	\$ 550.44
AUTO (RENTAL)								
AUTO (RENTAL GASOLINE)								
BREAKFAST (travel before 7:00a)		7.00		7.00				MEALS
LUNCH (travel at 12:30p)	11.00			11.00				
DINNER (travel after 7:00p)	23.00		23.00					\$ 82.00

Notes

Volunteers are not authorized to make purchases or render services for the State Bar

DATE	<i>Explain any missing/receipts circled above.</i>	AMOUNT

[Employee Travel Policy](#)

[Volunteer Travel Policy](#)

TOTAL MISC

Accounting Distribution

Reimbursement Totals

23105	40550	\$	636.44	TOTAL EXPENSE	\$ 636.44
				LESS CASH ADVANCE	
				BALANCE DUE REQUESTOR	\$ 636.44
				BALANCE DUE STATE BAR <i>(Check Attached)</i>	
Requestor's Signature: <i>(Print Name & Sign)</i> Thomas Jefferson				Authorized Signature: <i>(Print Name & Sign)</i> John Hancock	
Date: 7/12/16				Date: 7/18/16	

Submit to your State Bar approver with original receipts for reimbursement. Keep a copy for your records.

APPENDIX B

Automobile Rental

When other ground transportation is not available or economical, automobile rental travel arrangements for both employees and volunteers may be made through the State Bar's contracted travel agency, The TravelStore, by calling toll free 1-877-454-8785 or using their [website](#). Agency booking fees for the entire reservation will vary depending on whether they are made via live agent over the phone (\$12) or via the Concur online portal (\$5).

The State of California maintains a master contract with Enterprise Holdings (Account Number: XZCA999) which includes the auto-rental family of Enterprise and National automobile rental lines. Unless there is no service or availability of vehicles at the traveler's travel-status location, employees and volunteers should always book through one of these three agencies for maximum savings. Auto insurance is automatically included for all state car rentals for business-related use and nothing more should be added.

APPENDIX C

Airline Travel

Air travel arrangements for both employees and volunteers may be made through the State Bar's contracted travel agency, the TravelStore, by calling toll free 1-877-454-8785 or using their website. Agency booking fees for the entire reservation will vary depending on whether they are made via live agent over the phone (\$12 or \$16 if after hours) or via the Concur online portal (\$7). Travelers must set up their own travel profile online at the Concur travel portal prior to booking a trip. See [Appendix G](#) for the Concur profile setup instructions.

APPENDIX D

Authorized Travel Expense Rates: Effective January 1, 2016

Lodging:

(Within city limits, excluding all taxes)

San Francisco.....	\$265.00
Los Angeles	\$160.00
All other areas.....	\$150.00

Employee Travel Meals:

Breakfast.....	\$ 7.00
Lunch.....	\$11.00
Dinner.....	\$23.00

Mileage:

The personal auto mileage reimbursement rate is 54¢ per mile driven. The mileage reimbursement rate will be adjusted to mirror the reimbursement rate established by the U.S. Internal Revenue Service for business-related reimbursement. These rates are imbedded in the formulas of the online *Expense Report* and will be adjusted on the effective date of any rate change.

APPENDIX E

Hotel Reservations

Individual travelers can book hotel rooms directly through the Concur online travel portal (\$5), or with the assistance of the State Bar's local Travel and Information Services Coordinator. Favorable government rates are often available at several properties near the State Bar offices. Hotel accommodations for 10 or more participants usually will require the assistance of the travel coordinator and a formal contract processed through Procurement.

Contracted Events

Travelers attending a State Bar contracted meeting event must book their rooms according to the specific instructions of the hosting department in order to satisfy room-block commitments.

Direct Booking

Hotel reservations for both employees and volunteers may be made through the State Bar's contracted travel agency, the TravelStore by calling toll free 1-877-454-8785 or using their [website](#) (Concur portal). Only one booking fee is charged per reservation, not for each individual travel component. When requesting rate availability online, the contracted State rates will post first, if available. For any lodging booked online that exceeds the minimum \$150 per diem rate the traveler will be required to state the reason in order to confirm the reservation. This information is reported back to the State Bar's travel managers for review and audit reporting.

State Bar Travel Coordinator Assistance

Travelers needing 10 or more rooms and/or requiring assistance in Los Angeles should have their program liaison contact Alice Daniels (ext 1116) to search for properties, secure the reservations, establish billing, and prepare the tax exempt form. Travelers needing these same services in San Francisco should contact Martha Prieto (ext 2562).

APPENDIX G



Dear State Bar Volunteer:

Effective January 1, 2014, the *TravelStore* became the exclusive travel agency for both employees and traveling volunteers. To use the recently updated *Concur* travel portal, travelers must first sign up and establish their own travel profile per the simple steps outlined below.

You are not required to use the *TravelStore* as your travel agency, however, service fees from other travel agencies cannot exceed the state-contracted rates of the *TravelStore*. Note that the policy requires that any round-trip airfare exceeding \$500 must be booked through the *TravelStore* directly via phone or through their Concur site online. Any comparables that are intended to be used to document alternate forms of travel must be provided from this agency prior to departure date. Please take a moment to familiarize yourself with the 2015 Volunteer travel policy in advance of travel to minimize any potential delays in the reimbursement of your out-of-pocket travel expenses. Unless a State Bar contracted meeting event allows otherwise, any reimbursements made for your travel must conform to this policy. All requests for reimbursement must be submitted using the appropriate 2015 Expense Report, completed electronically using the built-in formulas for audit control.

Your [Volunteer Travel & Business-Related Expense policy](#) and associated volunteer [Expense Report](#) can be accessed directly from this document, or through the posting at the bottom of the State Bar's Commissions & Committees web page. Your State Bar program coordinator may also be providing links to this material as well.

CONCUR TRAVELER REGISTRATION

- 1 Go to <https://www.concursolutions.com/registration/>. Enter the State Bar's registration code **cal1374**.
- 2 Enter your information in the following screen. Your Concur Login should be your work email address.
- 3 State Bar system administrators will receive an email requesting new account approval. You will receive two emails: a "Welcome to Concur" and a "Password Reset Request" email once approved.
- 4 Please reset your password within 24 hours of receipt of the email. If you can't reset it within 24 hours, contact a TravelStore agent (1-877-454-8785) and request they reset it.
- 5 Once your password is reset, you can log in to the Concur system to complete your travel profile, which can be as detailed as you prefer. You can add your air travel, hotel and car rental preferences, frequent flyer numbers, etc. Your travel profile will be saved for future travel arrangements and can be used to create reusable templates for commonly repeated travel scenarios.
- 6 Now you're ready to book your travel. You can book your travel through the TravelStore's website or by calling 1-877-454-8785 if you prefer to speak to a live travel agent. The TravelStore account is linked to the State Bar's master account, so air and rail reservations will be billed directly to your program's cost center. Hotel and car rentals, however, will need to be billed to your personal credit card account.