

State Bar of Arizona Young Lawyers Division Travel Policy

Travel expenses incurred by State Bar of Arizona Young Lawyers Division (“SBAZ YLD”) members who are authorized to travel (“traveler”) will be reimbursed in accordance with the following policies, subject to the travel budget as approved by the SBAZ Board of Governors.

The State Bar will reimburse:

SBAZ YLD representatives as selected in accordance with SBAZ YLD bylaws.

Travel expenses not to exceed \$500, including, but not limited to the following: airfare¹, airport parking fees, transportation to/from the airport, cab fare, and bus/rail fare, and registration fees.

Registration fees shall be directly paid by the Committee / Section / YLD (“Com/Sec/YLD”) Administrator for any meeting where certification for ABA YLD Assembly voting is required.

Lodging at one-half the ABA-negotiated hotel room-rate or below if the delegate stays at a less-expensive venue.

Meals (excluding social events) not to exceed \$60/day.

The State Bar will ***not*** reimburse or pay for:

Travelers representing SBAZ YLD affiliates.

Social event tickets.

Alcohol.

Air travel cancellation or change fees unrelated to meeting responsibilities.

Delegate Selection Process

The YLD Executive Council shall choose the delegates to attend ABA YLD meetings. In choosing delegates to attend ABA YLD meetings, the YLD Executive Council shall consider the following list of non-exhaustive factors:

- a) Involvement in SBAZ YLD activities
- b) Past attendance at SBAZ YLD meetings
- c) Past SBAZ YLD representation at ABA YLD meetings
- d) Involvement in SBAZ YLD affiliates
- e) Involvement in ABA YLD activities

¹ To secure the least-expensive fare, air travel should be based on a 21-day advance fare, coach class roundtrip ticket.

- f) The SBAZ YLD delegation shall be selected in accordance with the SBAZ YLD By-laws. The list of names will then be presented to the SBAZ YLD Executive Council and included in the minutes of that meeting. The entire list of delegates must be communicated in writing to the Com/Sec/YLD Administrator.

Reimbursement Process

1. No delegate shall receive reimbursement for any conference without prior approval of the YLD Executive Council.

Original receipts must accompany a SBAZ YLD reimbursement form. Receipts and the reimbursement form should be submitted directly to the Com/Sec/YLD Administrator.

The portion of any reimbursement request exceeding the caps shall be rejected. Reimbursement requests must be turned in within 30 days of the conference .

5. ABA Reimbursement

1. Where a person claiming travel expenses for attendance at a conference, meeting, or other function as a representative of the SBAZ YLD is eligible for reimbursable expenses from the ABA for such attendance, it shall be their responsibility to seek such reimbursable expenses from the ABA.
2. The traveler's claim for travel expenses from the SBAZ YLD shall be reduced by the amount of expenses reimbursed or reimbursable from the ABA.
3. ABA YLD funding shall be considered the traveler's primary funding source.
4. SBAZ YLD funding shall be considered secondary.
5. Reimbursement from ABA YLD and SBAZ YLD sources combined shall not exceed the caps in Section 1.

6. Spouses & Guests

Expenses for a spouse or guest of a SBAZ YLD representative are not reimbursable

7. Keller compliance

Every ABA YLD Assembly delegate shall receive, review, and sign a Keller disclosure and guidance memo stating that they have read the March 31, 2004, State Bar of Arizona Keller memo, are aware of their responsibilities to the State Bar of Arizona and its members, and our Keller obligations and constraints.

8. Delegate Responsibilities

Delegates to ABA YLD meetings shall prepare and present a written report, to be made a part of the SBAZ YLD records, within 30 days of returning from the meeting.