

SPEAKER TRAVEL REIMBURSEMENT
 THE FLORIDA BAR
 CLE PROGRAMS
SUBMIT WITHIN TWO WEEKS OF COURSE PRESENTATION

(NAME)	(COURSE TITLE)
(FLORIDA BAR NUMBER)	(COURSE DATE(S))
(CITY/ LOCATION)	

TRANSPORTATION:

* Air: _____ airlines (coach, 21-day advance purchase)	\$ _____
Personal Car: _____ miles at .50¢ per mile	\$ _____
* Car Rental: _____ company (# of days _____)	\$ _____

FOOD EXPENSES: _____ days \$ _____
 (Actual expenses not to exceed \$50 per 24-hour period)

OTHER EXPENSES:

** Hotel (Room and tax only, at lowest rate available)	\$ _____
Taxi Any AMOUNT over \$25.00 requires a receipt.	\$ _____
Tolls	\$ _____
Parking	\$ _____
Itemize: _____ for a total of	\$ _____
_____ for a total of	\$ _____
_____ for a total of	\$ _____

TOTAL AMOUNT DUE SPEAKER: \$ _____

Please make check payable to: _____

(Name)

(Address)

(City/State/Zip)

* Receipts Required
 ** Actual Hotel Bill, Not Charge Slip

Return to: _____, Administrator
 Professional Development Dept.
 The Florida Bar
 651 East Jefferson Street
 Tallahassee, FL 32399-2300

FOR OFFICE USE ONLY

Course # _____

Approval _____

Date _____

CLE EXPENSE REIMBURSEMENT POLICIES

Requests for reimbursement must be submitted within 2 weeks of your presentation.

We appreciate your agreeing to volunteer on behalf of The Florida Bar. We understand this requires a substantial expenditure of time on your part for which there is no payment. We can, however, reimburse you for your actual expenses directly related to the course presentations, one steering committee meeting and one speakers' workshop if held.

The following are CLE Committee policies governing the reimbursement of travel expenses. If you have any questions as to whether an expense is reimbursable, please contact your staff liaison, in advance, to avoid any misunderstandings.

A. Transportation

Air Fare - We will reimburse up to the cost of a 21-day advance purchase. Please make your reservations early to obtain the lowest rate. Submit the original airline ticket (or copy of ticket) with your reimbursement request. First class air fare will not be reimbursed.

Mileage - Automobile mileage will be reimbursed at the maximum rate per mile allowed by the IRS.

Ground Transportation - The cost of ground transportation (taxicabs, airport shuttles) will be reimbursed. Please share transportation with other faculty members when possible.

Rental Cars - The one day cost of a rental car, if necessary or if more economical than cab fare, will be reimbursed. If special circumstances warrant a rental car, prior approval of the staff liaison is needed. In addition, parking fees, tolls, etc., will also be reimbursed. Include originals or copies of your invoices and receipts with reimbursement request.

B. Meals

Meals will be reimbursed on an actual expenditure basis for up to \$50 per day (24-hours) per speaker. If more than one speaker is included on a meal charge, please list all the names and provide a receipt.

C. Lodging - Receipt Required (or copy)

Lodging will be reimbursed for no more than the lowest rate (single/regular) room plus applicable taxes at the host hotel, and will be paid for no more than one night. If special circumstances warrant additional nights, prior approval of the staff liaison is needed. Lodging expenses will not be reimbursed for lecturers speaking in the general vicinity of their home. Please include a copy of the hotel bill with your reimbursement request.

D. Family Members

We cannot reimburse expenses of your spouse, children or other family members should you choose to have them accompany you to the course.

E. Long Distance Telephone Charges

Long distance telephone charges directly attributable to the course are reimbursable.

F. Printed Materials

We endeavor to have a complete course book printed and bound in advance of each seminar presentation. Therefore, we discourage the practice of "handouts" at the seminar locations. If you cannot avoid this, you will be responsible for your printing expenses.

Any speaker expenses exceeding the amounts set forth above may be reimbursed from the co-sponsoring section's/division's funds, upon approval of that section or division.