Guidelines for Expense Reimbursement and Travel Vouchers for KBA Volunteers

In conducting official business for, or when engaged in the representation of, the Kentucky Bar Association, expenses for ordinary, necessary and reasonable expenses for travel, meals, and lodging will be reimbursed. Trial commissioners, committee members, or any other individuals seeking reimbursement should endeavor to spend moderately. Expenses of a personal nature will not be reimbursed.

- ALL expense reimbursement requests must accompany a detailed receipt.
- If using a personal credit card for a KBA business expense, including meal expense, the credit card receipt often will not detail the purchase, therefore it cannot be identified as a business expense and will not be considered a valid receipt for reimbursement. In those instances, the original invoice or receipt must accompany the credit card receipt.
- Expense reimbursement vouchers need to be submitted within 60 days from the date of occurrence or within 15 days after fiscal year end, June 30, whichever comes first.
- Alcohol is a non-reimbursable item. When turning in meal receipts which include alcohol, the alcohol and related sales tax must be omitted prior to request.
- Mileage reimbursement for private motor vehicle use on official KBA business shall be paid the rate paid to the employees of the Administrative Office of the Courts. The mileage rate is currently 44 cents per mile.
- If lodging is required, please contact your KBA staff contact in advance for lodging arrangements.
- If any questions arise regarding expense reimbursement, please contact Brian Hilton, Staff Accountant, at 502-564-3795 (ext. 272), email bhilton@kybar.org prior to the items being included on an expense reimbursement voucher.

For your convenience, you can download this information from our Kentucky Bar Association website at www.kybar.org under the “Membership” menu as “Expense Voucher Reimbursement.”