Thank you for agreeing to participate on behalf of The Virginia Bar Association. With each event, we look to our volunteers to help us organize an event that is up to the VBA's high standards. The following are VBA Speaker Reimbursement policies for both VBA Member and Non-VBA member speakers. If you have any questions as to whether an expense is reimbursable, please contact the VBA, before making any travel arrangements.

**GENERAL POLICIES**

**A. General:** Reimbursements will be made only for expenses directly related to participation in a CLE program or conference.

**B. Honoraria:** The Virginia Bar Association does not provide an honorarium or any other forms of cash payment for any person associated with speaking, planning or facilitating a VBA CLE program.

**C. Reimbursement Request Procedure:** All requests for reimbursement must be submitted within sixty (60) days of the expense date, or by calendar year end, whichever comes first. All requests must be in writing by filling out the VBA Reimbursement Form. Expense reimbursement requests should be submitted directly to the VBA Staff Liaison for the conference.

**D. Expense Documentation Required:** Expense documentation must accompany all reimbursement requests (when applicable). No reimbursements will be given without receipts except for automobile mileage and cash tips.

**E. Non-Reimbursable Expenses:** Speakers will not be reimbursed for the following:
   a. Any expenses incurred during the preparation or research of the CLE program.
   b. Any expenses of a guest, spouse, or other family members.
   c. Personal room charges, such as personal phone calls, pay-per-view, movies, entertainment, Wi-Fi connections, dry cleaning, laundry, mini or service bar charges, spa, resort activities, gym fees, etc.

**REGISTRATION FEES**

**VBA Members:** VBA members are asked to serve in such capacity as a service to the VBA, and therefore we appreciate that those speakers who are members cover their own registration fee. VBA Members attending only the CLE program or breakout session for which they are presenting, are not required to pay the registration fee. However, the VBA Member must inform the VBA Staff Liaison for the conference and submit a registration form for the meeting with notation of his or her planned attendance.

**Non-VBA Members:** Meeting registration fees will be waived for all Non-VBA members. Please be sure to include your guest/spouse if applicable. Other events and activities during the meeting that require a separate fee will be at the expense of the Non-VBA member.

*Effective 5/8/2018.*
SPEAKER REIMBURSEMENT POLICY

HOTEL ACCOMODATIONS

Lodging expenses will not be reimbursed for speakers who located within 50 miles from the meeting site.

**VBA Members:** VBA Member speakers are kindly asked to coordinate their own hotel reservations. Please be sure to mention the VBA rate that will be available for the conference (when applicable).

**Non-VBA Members:** Presenters who are not members of the VBA will be provided one night’s stay at a predetermined location. Hotel reservations must be made through the VBA Staff. A hotel reservation will not be made unless requested.

TRAVEL EXPENSES

Individuals should make their own travel arrangements and submit for reimbursement following the conference. For expenses such as airfare or car rental, individuals should submit an estimate of expenses (an email detailing the amount expected is fine) to the VBA Staff for budget approval before confirming any travel arrangements.

**Personal Automobile:** Speakers should keep a log of total miles driven in connection with travel directly to and from the meeting site only. Mileage will be reimbursed at the approved IRS rate.

**Rental Car:** The cost of a one-day rental car will reimbursed only when absolutely necessary or if the cost is more economical than ground transportation. All rental car requests need to be submitted prior to the event for the approval of the VBA Staff.

**Ground Transportation:** The cost of ground transportation (taxi, shuttles, Uber, etc.) will be reimbursed only if submitted with a receipt. Please share transportation with other speakers when possible.

**Airfare:** Airfare will be reimbursed for distances greater than five (5) hours if traveled by car. Please notify the VBA Staff early in the planning process if you determine the need for air travel. All airline reservations are to be made by the guest and must be made for the most direct route to and from the meeting. Air fare will only be reimbursed for the lesser of economy/coach fare. No first or business class tickets will be reimbursed.

**Parking:** Reimbursement for parking will be limited to $15 per day.

MEALS AND TIPS

Any meal reimbursement requires at least one (1) night of overnight travel by the conference speaker. If there is a meeting meal function which is paid for by the VBA, no individual meal reimbursement will be allowed. Meals (including tips) will be reimbursed on an actual expenditure basis for up to $60 per day.

*Effective 5/8/2018.*
SPEAKER REIMBURSEMENT POLICY

Alcoholic beverage consumption is a personal expense and will not be reimbursed by the VBA. Reimbursement for gratuities, other than with meals, will be limited to $10 per day. Please be sure to include all meal receipts when submitting for reimbursement. Please keep track of all cash tips and include and the amount on the reimbursement form. Meal reimbursements that include more than program speaker will require additional information and will be reimbursed separately from other requests of the same conference.

OTHER EXPENSES

Postage: Large or bulk mailings must be itemized and include to whom they are being mailed and at what rate. Mailings should be done by VBA Staff when possible.

Conference Calls: All calls directly associated with the conference must identify the parties called, the purpose of the call and the amount.

Copies of Written Materials: All written materials must be submitted to the VBA by the deadline provided. If we do not receive your written materials in electronic format in time to format and post them in a timely manner, you will be required to bring hard copy of your material to the meeting itself. The VBA will not reimburse any copying expenses related to written materials that did not meet the deadline.