

VIRGINIA STATE BAR VOLUNTEER REIMBURSEMENT VOUCHER GUIDELINES

The Virginia State Bar (VSB) follows the Commonwealth of Virginia Travel Regulations with certain exceptions. Reasonable and necessary travel expenses incurred by committee members attending committee meetings are reimbursable by the Virginia State Bar. This includes mileage or fares, lodging, and certain meal expenses; however, alcoholic beverages and spousal expenses are NOT reimbursable. Committee members are encouraged to minimize travel expenses by reducing overnight stays in connection with committee business. To this end, committee chairs are requested to call meetings at such times, and in such places, the costs of travel by committee members will be minimal.

Volunteers should submit travel reimbursement vouchers to the Finance department within 30 working days after completion of the trip. All vouchers received more than 30 days after the completion of the trip must be approved by the executive director. Reimbursement requests received more than 30 days after completion of the trip may not be honored.

With reasonable notice, arrangements can be made for a committee to use a VSB meeting room. Meetings at “resort” hotels are usually not allowed and must be cleared in advance by the Executive Committee.

Members attending the VSB Annual Meeting held in June at Virginia Beach are expected to pay their own expenses as a part of their professional responsibility. Hence, expenses of members attending committee meetings scheduled immediately before, after, or during the Annual Meeting are NOT REIMBURSABLE. This also applies to committee meetings scheduled immediately before, after, or during regular meetings of various voluntary state associations (i.e., VBA, VTLA, and VADA) and are considered to be held for the convenience of lawyers attending those association meetings. This policy is in accord with the American Bar Association and other state bar associations.

Please refer to the attached sample Travel Expense Reimbursement Voucher for details. Travel Vouchers should be typed or handwritten legibly. Travel expense reimbursement vouchers are available from the bar office (Excel spreadsheet or PDF version via e-mail). Send your email request to kpricescott@vsb.org. **Each day’s expenses must be itemized separately on the voucher. You must attach appropriate itemized receipts.** Travel reimbursements will not be made from credit card receipts or statements.

VIRGINIA STATE BAR
VOLUNTEER REIMBURSEMENT VOUCHER
Detailed Instructions

The Virginia State Bar (VSB) follows the Commonwealth of Virginia Travel Regulations with certain exceptions. Since the Virginia State Bar operates entirely on its own revenue and is a Judicial Branch agency, some flexibility is allowed in our internal guidelines.

The voucher must be presented for payment within 30 working days after completion of the trip. All expenses must be reasonable and necessary and related to official VSB business.

The following expenses are reimbursable on the travel voucher:

Mileage: \$0.67/mile for travel by personal automobile (eff. 1/1/2024)

Transportation: **ORIGINAL RECEIPTS REQUIRED, PHOTOCOPIES NOT ACCEPTED**; includes necessary train, cab, and bus fares. For reimbursement of airline ticket charges, ticket stubs or a hard copy of the confirmation from an Internet reservation site showing the total cost and confirmed services must be attached to the travel voucher. If you choose to fly to and from a meeting, you will be reimbursed for the most economical means of travel; airfare or mileage, meals, and lodging, whichever is less. Car rental is only allowed in rare cases; contact the VSB Finance Department for advance approval.

Lodging: **ORIGINAL RECEIPTS REQUIRED, PHOTOCOPIES NOT ACCEPTED**. Overnight lodging is reimbursable for travel over 50 miles from the office or primary residence. The executive director or designee has the authority to grant exceptions. State travel regulations set the standard lodging rate at \$107 within Virginia. This standard rate may vary for different locations. **Effective 10/1/2023, the standard lodging rate for Richmond city limits is \$149.** State guidelines should be followed when possible; otherwise, reimbursement may be allowed for a higher amount, not to exceed 150% of the state-approved rates. Please consult your liaison or the Virginia State Bar Finance Department for rates in specific locations. Please note that whenever a staff person has established a negotiated rate for a specific event, this rate overrides the standard rate for that area.

Parking/Tolls/Tips: Must be claimed as “Other Expense”; if parking or toll charge exceeds \$25, an original receipt is required. **Tolls incurred for using Express Lanes or High Occupancy Toll (HOT) lanes for convenience purposes are NOT reimbursable expenses.** Valet parking is reimbursable only when a special need justifies the expense. Incidental tips for the bellman, transportation,

parking, and other similar travel-related services are limited to \$10 per day.

Meals:

Necessary and reasonable; meal reimbursement is normally allowed only when overnight travel is involved. Reimbursement for meal gratuity is limited to 20% for exceptional service. To be reimbursed for meals, you must indicate the time of departure and arrival on your voucher. The following amounts are allowed for meal reimbursement, including taxes and gratuity:

Breakfast	\$20
Lunch	\$20
Dinner	\$35

Snacks are not reimbursable expenses unless consumed in the place of a meal.

If you claim reimbursement for another VSB volunteer in addition to yourself, you must list the name(s) of the individual(s) included.

The following information must be included on the travel voucher (refer to numbers on the attached sample copy):

1. Agency – Virginia State Bar
2. Social Security #: – Enter the social security number of the traveler – **Required**
3. Name and address of traveler, LAST NAME FIRST
4. State employee? – Mark the appropriate box.
5. Signature of traveler – **Required**
6. Date and explanation – Refer to the information printed on the voucher for the required information.
7. Purpose of travel – Indicate in the space provided the meeting you attended.

Note: On the departure or return day of an overnight trip, meal expenses incurred while the traveler is en route may be reimbursed, depending on departure, arrival, and travel time. Departure and arrival times must be noted to be reimbursed for meal expenses.

The Virginia State Bar Finance Department will fill in all other items. **Mail the original form and original receipts to the State Bar office (1111 E. Main Street, Suite 700, Richmond, VA 23219-0026). FAXES AND EMAILS ARE NOT ACCEPTABLE.** Please direct your questions to the State Bar Finance Department at (804) 775-0526.

VOLUNTEER REIMBURSEMENT VOUCHER

DEPARTMENT, INSTITUTION, OR AGENCY

1 Virginia State Bar

PREPARE WITH INK OR TYPEWRITER. USE ADDITIONAL SHEETS WHEN NECESSARY

PERSONAL VEHICLE USE STATEMENT - VOLUNTEER

- PERSONAL VEHICLE - COST BENEFICIAL TO THE STATE - PERSONAL MILEAGE RATE
- STATE VEHICLE - NOT AVAILABLE OR ACCESSIBLE - PERSONAL MILEAGE RATE
- STATE VEHICLE - AVAILABLE OR NOT REQUESTED - FLEET RATE

I HEREBY CERTIFY THAT EXPENSES LISTED BELOW WERE INCURRED BY ME ON OFFICIAL BUSINESS OF THE COMMONWEALTH OF VIRGINIA AND INCLUDE ONLY SUCH EXPENSES AS WERE NECESSARY IN THE CONDUCT OF BUSINESS.

3 Name: _____

Address: _____

City: _____

State: _____ Zip: _____ - _____

2 Social Security # _____ - _____ Suffix: _____

4 STATE EMPLOYEE? YES NO

5 SIGNATURE OF TRAVELER _____ DATE _____

TITLE _____

I HEREBY CERTIFY THAT THE TRAVEL UNDERTAKEN IN THIS REIMBURSEMENT VOUCHER HAS BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE COMMONWEALTH.

VA STATE BAR APPROVAL _____ DATE _____

1. DATE	2. LOCATION AT WHICH EXPENSE WAS INCURRED. POINTS BETWEEN WHICH TRAVEL WAS NECESSARY, METHOD OF TRANSPORTATION USED AND MILEAGE RATE ALLOWED. EACH DAYS EXPENSES MUST BE SHOWN SEPARATELY.	3. MILES TRAVELED	4. MILEAGE AMOUNT	6. MEALS		7. LODGING	8. OTHER (ITEMIZE IN SECOND COLUMN)	AMOUNT
				#	AMT.			
6				X				
				X				
				X				
				X				
				X				
				X				
				X				
				X				
I certify all computations are correct and that all necessary and required receipts are attached. Initial _____		TOTALS		X				
VOUCHER NUMBER _____		DATE(MMDDYY) _____				TOTAL SHEET 2		
7 PURPOSE OF TRIP _____						GRAND TOTAL		

FOR VIRGINIA STATE BAR USE ONLY

DEPT CC ACCOUNT TASK AMOUNT