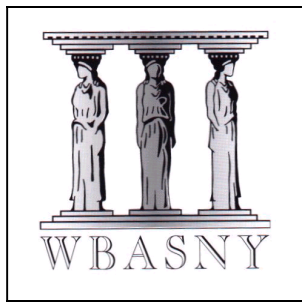


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# Women's Bar

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OF THE STATE



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# Association

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OF NEW YORK

## **REIMBURSEMENT POLICY FOR TRAVEL EXPENSES TO WBASNY MEETINGS**

WBASNY's policy for reimbursing travel expenses to its board meetings is as follows:

1. WBASNY will reimburse the following individuals for travel expenses, pursuant to the reimbursement policy described herein:
  - a. Chapter presidents;
  - b. Chapter delegates;
  - c. WBASNY officers;
  - d. WBASNY committee chairs; and
  - e. One additional, non-voting attendee for chapters that have one delegate based upon their final certification report to WBASNY for the previous year, who will be attending a committee meeting and the Board meeting.
2. **FOR MEETINGS IN NEW YORK CITY**, individuals outlined in paragraph "1" above who are traveling from the Adirondack, Capital, Central, Finger Lakes, Mid York, Rochester and Western New York Chapters shall be eligible for reimbursement.

**FOR MEETINGS IN ALBANY**, individuals outlined in paragraph "1" above who are traveling from the Finger Lakes, Nassau, Rochester, Staten Island, Suffolk and Western New York Chapters shall be eligible for reimbursement.

Other individuals will be reimbursed for travel expenses **PROVIDED** that the distance from point of departure is 175 miles or more **each way** to WBASNY Board meetings and committee meetings (except those board or committee meetings that are held during the annual convention).

3. Individuals outlined in paragraph "1" above who are not eligible for reimbursement pursuant to paragraph "2" above may request reimbursement in accordance with paragraph "4" below by submitting to the President a written statement of financial hardship no later than two weeks prior to the meeting.
4. Reimbursement will be made **ONLY** when written receipts are submitted as follows:

**DRIVING TO MEETINGS** - For those who drive, expenses will be reimbursed at 200% of the current IRS charitable mileage rate in effect (the reimbursement for 2009-2010 will be 28 cents per mile, which is calculated by multiplying the current IRS charitable mileage rate of 14 cents by 200%), plus tolls and parking. Proof of mileage must include submission of Mapquest (or similar service) calculation of mileage.

**TAKING TRAIN TO MEETINGS** – For those who take the train, the expenses covered are roundtrip train fare, taxi/bus fare or mileage to the terminal, and parking.

**FLYING TO MEETINGS** - For those who fly, the expenses covered are roundtrip airfare, taxi/bus fare or mileage to the airport, and parking. If flying, attendees are requested to book flights as soon as possible to get the lowest possible airfare.

**HOTEL ROOMS** - Hotel rooms are not reimbursed unless staying overnight reduces the transportation costs to the point where the combined cost of the hotel room and the flight is less than the cost of a same-day flight, or, for individuals who drive or take the train, those who must travel more than three hours to reach the meeting location. Chapters shall request permission for overnight stays from the President at least two weeks prior to the meeting. Hotel rooms are to be shared with another eligible individual. WBASNY will permit a maximum hotel expense of \$100 per eligible individual.

5. Unless otherwise approved, there is no reimbursement for WBASNY committee members, as distinguished from WBASNY committee chairs, unless the committee member is already officially attending the board meeting as outlined in paragraph “1” above except:
  - a. Nominations Committee members who attend the Committee’s January interview meeting and February voting meeting are entitled to reimbursement for their transportation costs as stated above; and
  - b. Judicial Screening Committee members who attend a judicial screening meeting are entitled to reimbursement for their transportation costs as state above, and
  - c. Chapter treasurers who attend the Leadership Training session and any mandatory meetings set by the WBASNY President during the year are entitled to reimbursement for their transportation costs as stated above.
6. Receipts for transportation expenses must be submitted with a “Reimbursement Voucher” form within 45 days of the meeting. The reimbursement voucher is located on line at: <http://www.wbasny.org>. Sign-in and go to “Membership”/ “Members Only”/ “Forms”
7. The WBASNY Treasurer will process reimbursements at the board meetings provided that vouchers and written receipts are provided at that time.
8. The WBASNY President has final approval authorization on all requests for reimbursement.