



STATE BAR MISSION:
Preserve and improve
our justice system in
order to assure a free
and just society under
law.

ADMINISTRATIVE ADVISORY NO. 14-01

DATE: January 7, 2014
TO: All State Bar Staff
FROM: Robert Hawley, Deputy CEO/Chief Operations Officer (DCEO)
SUBJECT: **ADMINISTRATIVE ADVISORY NO. 14-01**
TRAVEL AND BUSINESS-RELATED EXPENSE POLICY

I. POLICY STATEMENT

This policy document sets forth the standards and procedures used to identify and reimburse legitimate travel and business-related expenses incurred while conducting necessary, authorized business of the State Bar.

II. SCOPE

Except as noted otherwise, this policy is designed to cover all employees who seek reimbursement for out-of-pocket expenses incurred while conducting State Bar business. Non-employee volunteers, such as the Board of Trustees, committee members, speakers and invited guests are governed by the same general travel policy. The policy document for [volunteers](#) is posted on the Committee & Commissions page and does not contain references to the use of Purchasing Cards ("Pcards") and Business Expense accounts. Certain business contracts *may* contain a link to a separate limited travel policy for outside [contractors](#), as necessary.

Out-of-pocket expenses include transportation, lodging, meal and incidental costs that are necessary, authorized and reasonable, incurred while conducting State Bar business. This policy applies to Pcard, Check Request and Expense Report usage. Authorization from the Executive Director/CEO ("Executive Director") is required to make any exceptions to this policy; and such exceptions should, whenever feasible, be obtained in advance of incurring any pertinent expense. Any incurred expense not specifically referenced in this policy will need to be reviewed by senior management on a case-by-case basis for further approval. For additional details and common travel scenarios, consult the Travel and Business-Related Expense Policy [Frequently Asked Questions](#).

Should this Travel and Business-Related Expense Policy differ from the reimbursement provisions contained in a *Memorandum of Understanding* ("MOU") or in rules and regulations that are applicable to State Bar employees, the MOU or other rules and regulations adopted by the Board of Trustees shall govern, except that the rates established for lodging, meal reimbursement and mileage in this Travel and Business-Related Expense Policy will apply to State Bar employees where such amounts are greater than those provided in the MOU or other rules and regulations.

III. GENERAL GUIDELINES

- A. As a general rule, travelers are urged to travel economically. However, in the application of this general rule, extenuating circumstances such as the best economic use of the traveler's time may be taken into consideration in selecting transport, accommodation and other travel means. Written explanations of extenuated circumstances must be approved by senior management and accompany *Expense Reports* submitted to Finance. The term *senior management* means Senior Directors and the ED/CEO, DCEO, CTC, CFO and GC (see [Administrative Advisory 12-05](#) for details).

- B. Each traveler is responsible for his/her own expenses and should not pay for another State Bar representative's expenses. There will be no reimbursement for the expenses of a spouse, guest or pets who accompanies a traveler on State Bar business.
- C. Except where noted otherwise, only when a person is on Travel Status are they eligible to seek travel reimbursement, charge travel expenses to a State Bar Pcard, or request a travel advance as stated in this policy.
- D. A person is on Travel Status when, in the course of performing duties for the State Bar, they travel to one or more destinations that are at least thirty miles (one way) from the person's primary workplace. A person's primary workplace is determined by the Office of Human Resources.
- E. Volunteers are not allowed to make purchases or render services for the State Bar. All purchases or services should be initiated by State Bar employees through Procurement.

IV. REPORTING GUIDELINES

A. EXPENSE REPORT

1. Responsibilities: It is the responsibility of the traveler to submit to their approver a completed, legible *Expense Report* with supporting documentation for approval. Approvers must be in the traveler's direct reporting hierarchy within his/her area. Any additional explanation or justification memos required must be approved by the traveler's executive manager, unless noted otherwise. It is the responsibility of approvers to assure that *Expense Reports* submitted for approval are complete, accurate, comply with this policy, and are timely forwarded to Finance.
2. Expense Report /Check Request: The *Expense Report* form (example: [Appendix A](#)) is used to reimburse individuals for out-of-pocket travel expenses while conducting business for the State Bar. A firm or company other than an individual requesting reimbursement should use a *Check Request* form submitted to Finance with supporting documentation for payment. Independent Contractors with allowances for travel expense reimbursements should follow the terms of their specific executed agreements.
3. Travel Dates: Travelers can use the *Expense Report* for a maximum of two trips conducted within seven consecutive days. If a single trip goes over seven consecutive calendar days, a separate Expense Report is required. Monday's date of week one will be used for audit purposes when trips span more than a single calendar week.
4. Expense Report Receipts: Original issued receipts for any expense other than per diem meals must be attached to the *Expense Report*. Receipts for local transportation less than \$25 (that are indicated lost and irreplaceable) and receipts for public transportation (where no receipt is provided) are reimbursable *if* amount claimed is deemed reasonable as compared to other similar travelers' expenses. Finance reserves the right to reduce or deny the request for reimbursement for any expense not substantiated by an itemized receipt. Reimbursement for *any items* claimed under Miscellaneous Expense will not be approved without a supporting itemized receipt. Receipts must contain itemized pricing and reflect appropriate travel detail (e.g., departure/arrival times, dates, service class, upgrades, additional fees, etc.). Statement summaries and non-itemized credit card receipts are not acceptable substitutes for receipts. Electronically issued receipts for online purchases are considered original issued receipts. To substantiate a charge for reimbursement, receipts for lodging or car rentals must be in the name of the traveler.
5. Deadlines: The deadline for submitting an *Expense Report* to an approval authority is 30 calendar days after the traveler incurs the expense. *Expense Reports* received by Finance after 60 calendar days will not be processed for payment unless expressly approved for late payment by the Executive Director or designee. Complete and approved *Expense Reports* submitted to Finance will be processed within 10 days of receipt per current MOU requirements. Incomplete, incorrect, or illegible reports will be returned to the requestor for correction, which may result in delay or non-reimbursement of a specific item.

6. Revisions: *Expense Reports* must be verified for accuracy and properly approved by the responsible executive manager prior to submission to Finance. All modifications to a handwritten *Expense Report* must be individually initialed by the person making the correction. Any revisions necessary to correct or add to a previously submitted *Expense Report* must clearly state "revised" and include a copy of the original *Expense Report* attached.
7. Gifts, tokens of appreciation and other non-travel related expenses are not reimbursed under this policy. See Section VII, Business Expense Account.
8. To ensure policy control and maximize approval and audit efficiencies, employees must utilize the current 2014 electronic *Expense Report* form to seek travel reimbursements. Handwritten forms or forms from prior years will not be accepted for 2014 travel.

B. PURCHASING CARD REPORTING

1. Pcards used for travel must be reconciled during the respective open statement period with appropriate original issued receipts and detailed documentation supporting each posted transaction. Failure to do so may result in the loss of Pcard privileges.
2. Pcard Statements not reconciled, approved and submitted within 30 days of period closing will be reported to the cardholder's approver. Audit issues not cleared within 60 days of period closing will be referred to senior management to determine if Pcard privileges should be revoked.
3. Pcard Receipts: All original issued receipts for transactions charged to a Pcard must be attached to the Pcard Statement. An explanation memo with manager approval must be included to document all steps taken to replace any missing receipts. Receipts must contain itemized pricing and reflect appropriate travel detail (e.g., departure/arrival times, dates, service class, upgrades, additional fees, etc.). Statement summaries and non-itemized credit card receipts are not acceptable. Electronically issued receipts for online purchases are considered original issued receipts.
4. Pcard Statements must be verified for accuracy and properly approved by the responsible approval authority prior to submission to Procurement. The Executive Director's Pcard Statement must be reviewed and, if correct, signed by the Chief Financial Officer.

V. REIMBURSABLE EXPENSES

While conducting authorized business, State Bar employees defined in the scope of this policy are eligible to be reimbursed for out-of-pocket expenses related to transportation, lodging, and meal costs.

A. TRANSPORTATION

1. Personal Automobile

- a) Travelers required to use a personal automobile to conduct State Bar business will be reimbursed for mileage at the Internal Revenue Service approved rate regardless of whether Travel Status requirements are met, consistent with the following guidelines:
 - i) Reimbursable mileage is incurred when a traveler leaves the location of their primary workplace on State Bar business and returns to that same location.
 - ii) Reimbursable mileage is incurred when a traveler does not report to their primary workplace during the workday because of State Bar business.
 - iii) Reimbursable mileage is incurred while conducting State Bar business while on the way to or from home or from the primary workplace. Reimbursement will be for that mileage in excess of normal commute round trip mileage between home and the primary workplace.

- iv) Travelers who elect to drive rather than fly to conduct State Bar business will not be reimbursed in excess of the most economical form of transportation. Travelers must complete the Alternate Travel Comp (*Expense Report* tab 2: [sample](#)) and attach dated documentation from the Concur travel site to *Expense Reports* to substantiate comparable travel expense (lodging, airfare, rental car). If comparable documentation is missing, Finance reserves the right to reduce the requested amount that is not deemed reasonable as compared to other similar travelers' expenses or other available historical travel benchmarks. Mileage reimbursement in excess of what comparable airfare would have cost is not reimbursable. Exceptions may be permitted when employees are required to drive in order to economically deliver materials that would otherwise be shipped at additional cost, or special accommodations are required. Written explanations must accompany *Expense Reports* and be approved by the traveler's executive manager.
- b) Fuel that is put into a private vehicle is not reimbursable and cannot be charged to a Pcard. The mileage rate is intended to reimburse fuel costs maintenance and other depreciation for private auto use.
- c) Damage to personal autos while being used on State Bar business is not covered because a portion of the mileage reimbursement is intended to defray the insurance cost to the individual.

2. Car Rental

- a) Rental cars may be used only when necessary and economically practical compared to other modes of transportation. When a rental car is required to conduct State Bar business away from the individual's primary workplace, the State Bar will reimburse the expense in conformity with the terms and guidelines of this policy regardless of whether the Travel Status requirements are met.
- b) The State Bar does not maintain a master contract with any rental car agency; however, the California State Travel Program does maintain a master agreement with Enterprise Holdings (Enterprise, National) that offers reduced government rates to State Bar business travelers as well as personal rentals to employees (see [Appendix B](#) for booking details). As a general rule, automobiles rented should be limited to economy models, including the agency's sub-compact, compact and standard size cars only. Exceptions may be permitted when employees are required to drive a large vehicle (truck/van) in order to economically deliver materials, to accommodate a physical limitation, or when multiple travelers are driving together and need the additional space for passengers, luggage and other meeting materials. Exceptions may be permitted for a 4-wheel vehicle to provide safe transportation during inclement weather. Written explanations must accompany *Expense Reports* and be approved by the traveler's executive manager
- c) Reimbursement for car rentals will be made where it is a justified economical use of the traveler's time in the particular circumstances. Written justification must be provided for any car rental that exceeds a total of \$250 per rental period.
- d) Alternatives to a rental car should be evaluated based on cost and time. In some cases, it is less expensive and more convenient to use cab service, hotel shuttle or public transportation.
- e) The State Bar carries insurance that covers travelers (both employees and volunteers) when renting a vehicle while on State Bar business. Thus, travelers should not elect to carry the additional collision and liability coverage offered by rental agencies when traveling on State Bar business. All additional insurance elections will be deemed a personal expense chargeable to the traveler.
- f) A car rental and fuel used for combined personal and business purposes cannot be charged to a Pcard. When personal use and business use is combined, individuals must use their

personal charge card for the total expense and seek reimbursement for the miscellaneous expense portion using the [Auto Rental Reimbursement](#) form.

- g) In the event a traveler rents a vehicle to be used for combined business and personal use, the traveler will not be covered by the State Bar's insurance when the car is used for personal purposes. To ensure the traveler's personal liability is addressed in such circumstances, travelers are encouraged to obtain the appropriate insurance for the period the traveler is using the car for personal purposes. All additional insurance elections will be deemed a personal expense chargeable to the traveler.
- h) Individuals are responsible for any car rental charges, fuel, insurance charges and liability while on personal business. The State Bar is not responsible for any costs, injuries or damages caused as a result of a rental car used for personal purposes.
- i) Whenever practical, travelers should return cars with a full tank of gas to avoid excessive refueling charges by car rental companies. Car rental companies offer a Fuel Purchase Option that allows for the purchase of a full tank of gas allowing the car to be returned with an empty tank. This option may be cost-efficient but should be used only if the car will be driven enough to exhaust close to a full tank of fuel.
- j) Fuel costs incurred for rental cars while on State Bar business are reimbursable, and may be charged to a Pcard. Fuel should be charged to the same Pcard account that was used to reserve the automobile rental, if possible.
- k) Additional charges for luxury-class-upgrades, SUV's, electric-cars, convertibles, sports-cars, or fees for frequent-flyer points will not be reimbursed beyond the standard economy rental available.
- l) Compliance with the rental car agency agreement is the responsibility of the traveler who signs the rental agreement. Please be aware of provisions in the rental agreement that prohibits any other person from driving the car.
- m) In the event of an accident, follow these steps:
 - Attend to any medical issues.
 - Report to appropriate law enforcement agencies immediately.
 - Consult the rental contract and follow its instructions.
 - Promptly submit an accident report to the State Bar (attn: Risk Management)

3. Air Travel

- a) The State Bar is now participating in the California State centralized travel program managed exclusively by The TravelStore. Agency booking fees other than the TravelStore will not be reimbursed.
- b) Travelers must contact the approved State Bar travel agency, the TravelStore, for all travel in excess of \$ \$500 (round-trip fare) unless manager approval is obtained prior to the trip ([Appendix C](#)). For round-trip flights under \$500, travelers may use their discretion to determine whether to use the State program or to book tickets directly with the airline. For round-trip flights over \$500, travelers may book tickets directly with the airlines or another travel agency, but the rate booked must be as good as or better than the documented quote available from the TravelStore's online Concur travel portal. Documentation from this site of comparable quotes must be attached to each *Expense Report* to justify use of an alternate travel agency or direct-booked flights over \$500. Reimbursements for any other agency booking fees will be limited to the TravelStore's contracted rates (see Appendix C for booking fees).
- c) Compensation for air travel will be limited to the cost of a coach or economy fare and any additional baggage fees, if required (per below). The cost of preferential seating, business-

select services, pre-boarding or any other accommodation upgrade will be deemed a personal expense chargeable to the traveler. Any remaining Business Select fares booked on Southwest will be reduced \$22 per travel leg. Charges or fees incurred from change of flight schedule for personal convenience is not reimbursable, although may be permitted for business purposes if reason for business purpose accompanies *Expense Report*.

- d) Many airline carriers have a policy charging extra for baggage during the airport check-in process. The State Bar's policy is to only pay for the cost of the ticket and one or two bags per traveler. If a baggage fee is paid at the airport, the traveler must submit the receipt with their *Expense Report* for reimbursement. For travelers requesting reimbursement for more than two bags for business-related purposes, a justification memo with manager approval must be attached (e.g. a computer equipment, presentation handouts, tradeshow exhibits, etc.).
- e) Airline exchange ticket receipts are acceptable documentation and should be attached to the original flight booking receipt for reference, with a notation to specify which leg was modified.
- f) Travelers are to use the lowest refundable airfares available without regard to the accrual of personal frequent flyer miles.

4. Rail Service

- a) Coach rail service may be used in lieu of air and/or ground transportation when necessary and economically practical compared to other modes of transportation. Reimbursements will be made based on the most (reservable) economical service class available. Preferential or other luxury upgrades are not reimbursable, even if the upgrade is less than coach air service or other ground transportation between the same city pairs.

5. Shuttle/Taxi Service

- a) Shuttle van service may be used, time permitting, for trips both to and from the airport where economically feasible. Many shuttle services accept Pcards for payment. Actual cost including customary gratuity will be reimbursed. Tipping is optional, and as a general rule, tip should not exceed 15 percent of the total fare.
- b) Actual cost incurred for taxicab service, including customary gratuity, will be reimbursed when a less expensive service is not suitable. When taxi service is required to conduct State Bar business away from the individual's primary workplace, the State Bar will reimburse the expense in conformity with the terms and guidelines of the Travel and Business-Related Expense Policy regardless of whether the Travel Status requirements are met. Tipping is optional, and as a general rule, tip should not exceed 15 percent of the total fare for typical airport-to-meeting site transport. Tips for local cross-town trips are typically in excess of this 15 percent rule, depending on trip brevity. Pcards are now accepted by most major taxi service providers via self-service point-of-purchase devices. Airport trips may be covered by a fixed flat fee, and the metered fare or flat fee fare can be selected by the traveler at the payment point, whichever is more economical.
- c) A higher-cost limousine or towncar service is not reimbursable unless a less-expensive service is unavailable. Written explanations must accompany *Expense Reports* and be approved by senior management.

6. Transit Fees, Parking and Fines

- a) Tolls, parking fees and public transit fares incurred by travelers on State Bar business are reimbursable expenses and must be identified as such on *Expense Reports* under tolls/parking fees. When travel is required to conduct State Bar business away from the individual's primary workplace, the State Bar will reimburse these expenses in conformity with

the terms and guidelines of this policy regardless of whether the Travel Status requirements are met.

- b) Pcard use for bridge tolls, parking fees or city transit must be directly related to active travel status and cannot be used to load transit passes for future travel. Use of the Pcard for routine commuting charges (BART, FastTrak, bridge tolls, parking fees, city transit) is prohibited.
- c) Parking tickets and traffic fines incurred by travelers will not be reimbursed.

B. LODGING

1. When lodging away from home is required to conduct State Bar business and Travel Status is not invoked, the State Bar will reimburse lodging expenses at the authorized rates ([Appendix D](#)) and in conformity with the terms and guidelines of this policy regardless of whether the Travel Status requirements are met.
2. Individuals engaged as speakers for State Bar sponsored programs may be reimbursed for the actual cost of a standard single accommodation hotel room per the individual custom contract terms and conditions.
3. Reimbursement for lodging expenses will be made for the actual expense of single accommodations, up to the maximum authorized rates or pre-negotiated meeting accommodations by State Bar staff. If no pre-arranged contract exists, travelers should request whether contract or government rates are available when reservations are made (be prepared to show State Bar identification upon check-in). The State of California and/or the State Bar negotiate favorable contract rates with various hotels ([Appendix E](#)). If available for your specific booking dates, the state government rates will automatically sort first when using the online TravelStore's Concur website.
4. Lodging must be provided by a commercial establishment in the travel accommodation industry (e.g. hotel, motel, executive leased apartments, etc.). No reimbursements will be made for stays at personal residences or other barter or in-kind arrangements.
5. Lodging expenses in excess of the current authorized lodging rates shall not be reimbursed unless a prior contracted group rate arrangement has been negotiated with the hotel or unless expressly authorized. This must be confirmed by the submission of a [Hotel Authorization](#) form with approval from either the travelers' executive manager or the senior management responsible for negotiating the contracted group rate for the event.
6. If an *Expense Report* is submitted without the necessary *Hotel Authorization* and the lodging rate is in excess of the authorized rate, the *Expense Report* will be returned to the traveler for correction, or reimbursement will be made for only the authorized maximum hotel rate for that city. Pcard charges not supported by a *Hotel Authorization* will be reported during the Pcard audit process.
7. The State Bar covers the cost of the hotel room and necessary business related telephone calls, parking, internet charges and business center expenses. Travelers should utilize their own wireless devices wherever feasible if more economical than using the hotels' services. Travelers are responsible for covering their personal incidental expenses including personal telephone calls, room service and other in-room self-service items. All hotel guests are asked to provide a personal credit card at the time of check in to cover the cost of personal incidentals. See Section V.D., Communications & Incidentals.
8. Any charges resulting from failure to cancel lodging reservations are not the responsibility of the State Bar unless the reason for failure to cancel in time is business-related or due to an unavoidable personal emergency and a statement of same is included on the *Expense Report* and/or Pcard Statement.

9. Optional, but reasonable gratuities offered for the handling of luggage, valet service, and accommodation maid service are reimbursable expenses but should not exceed an average of \$6.00 per travel day. Finance reserves the right to adjust deviations to standard tipping amounts claimed to reasonable and customary levels ([Appendix F](#)).

C. MEALS

1. Travel Status Meal Guidelines

- a) Pcards may not be used for any individual meals, including meals while on Travel Status. Traveler should submit an *Expense Report* to seek reimbursement according to the authorized per diem meal rates.
- b) Individuals on Travel Status will be entitled to their own meal expenses up to the maximum amount allowed under the authorized per diem [meal rates](#). Payment will be made only for the traveler's own expenses. Each traveler is responsible for his/her own travel and meal expenses—one person may not use State Bar resources to pay for the meals of other travelers.
- c) If the cost of a meal exceeds the approved per diem rates, only the maximum per diem rate will be paid by the State Bar.
- d) Eligibility for meal per diems is based on the time(s) during which an individual is on Travel Status. The following guidelines apply:
 - Breakfast: Travel status before 7:00 a.m.
 - Lunch: Travel status at 12:30 p.m.
 - Dinner: Travel status after 7:00 p.m.
- e) The meal per diem may not be claimed when a meal is otherwise provided at State Bar expense (e.g. a State Bar catered lunch, conference meals, etc.).
- f) Tips for restaurant service are considered to be part of the per diem rate and are not reimbursable beyond the per diem rate.

2. Non-Travel Status Meal Guidelines

- a) The cost of business-related meal expenses may be compensated when an individual is not on Travel Status if the meal was work related and in conditions beyond the individual's control. Examples include:
 - *An employee is not on Travel Status but is required by the State Bar to staff or attend an off-site meeting or internal project function where a meal is required under circumstances beyond the employee's control. This includes staffing the Bar examination.*
 - *An employee is not on Travel Status but is required by the State Bar to attend off-site training where a meal is required under circumstances beyond the employee's control.*
 - *An employee is not on Travel Status but is required by the State Bar to stay overnight away from home during authorized meal times.*
- b) A travel *Expense Report* should be used to report these expenses. The report must include the purpose of each business-related meal and the conditions that justify payment. Pcards are not to be used for this purpose.
- c) The above standards governing travel status meals (VC.1. through 3., rates, tips, etc.) apply to non-travel status meal reimbursement, except for the requirement of being on travel status.

- d) Except as set forth in Section V.C., meal reimbursement is not allowed where State Bar representatives are not on Travel Status and have a meal together incidental to a State Bar function they are attending or staffing.
- e) In situations where an individual is dining and/or hosting a meal for one or more other individuals in the furtherance of State Bar business, the costs of such, including those of the guest(s), may be reimbursable beyond the established meal rates in accordance with the State Bar's Business Expense Account procedures set forth in Section VII of this document.

3. Catered Meals

- a) Refreshments and/or meals may be catered at State Bar expense at State Bar meetings and events provided that the attendees are not exclusively State Bar employees and the subject matter of the event is not routine internal State Bar business or staff meetings. Individuals (including members of the Board of Trustees, committee members, and State Bar employees) attending such activities as part of their duties are entitled to partake of the catered meal, regardless of whether they are on Travel Status. Meal per diem rates do not apply when a catered meal is provided.
- b) The Executive Director may provide catered refreshments for all-staff group meetings, regardless of the inclusions of outside participants, as well as offer refreshments for limited special recognition events for a particular group or department as required.
- c) Catering is defined as a contracted for food and beverage service. Catering can either be served on State Bar, hotel or convention site premises, or pre-booked contract meeting accommodations at a commercial restaurant (e.g. catering for Board of Trustees meetings in LA, SF or offsite). Individual meals ordered off a restaurant menu, absent a food and beverage contract with the provider, does not meet this definition of catering, whether for an entire committee or a subset of same. This definition may be expressly waived by the Executive Director for special Board of Trustees functions.
- d) Catering may be provided to employees in lieu of their individual per diems in instances where the need to keep the team together for a "working lunch" or other special group project is the most efficient use of time and expense. The total amount of the catering cannot exceed the combined total of the participant's collective per diem amounts and the manager must ensure that any per diem meals are not claimed on any individual expense reports of the participants. For example, a group of five employees working through the weekend on a system installation may be served pizza and beverages ordered by their manager for lunch up to an amount not to exceed \$55, including all taxes and delivery, but may not claim any separate reimbursement for the meal expense otherwise.
- e) In certain circumstances, a State Bar meeting or function may occur in which the cost of a meal or refreshments is included in the registration fee or is to be reimbursed by attendees individually, in which case traveler may not claim individual per diem reimbursement.

4. Alcoholic Beverages

- a) Alcoholic beverages or corkage fees cannot be charged to a Pcard and are not generally reimbursable travel/ business expenditures.
- b) In limited circumstances, alcoholic beverages or corkage fees may be reimbursed as contracted food and beverage catering or as Business Expenses. Such charges must be reasonable both in cost and in consumption per person and charged only against non-mandatory fee revenues. See Section VII, Business Expense Account.

D. COMMUNICATIONS & INCIDENTALS

1. Reimbursement is provided for reasonable expenses incurred in making business-related telephone calls and limited calls to the individual's home resulting from the requirements of business. As long as the calls are required by State Bar business, the State Bar will reimburse these expenses in conformity with the terms and guidelines of the Travel and Business-Related Expense Policy regardless of whether the Travel Status requirements are met.
2. Expenses incurred incidental to State Bar business such as copying costs, remote internet connection fees, facsimile costs and other expenses required to conduct State Bar business will be reimbursed in conformity with the terms and guidelines of the Travel and Business-Related Expense Policy regardless of whether the Travel Status requirements are met.

VI. EXPENSE ADVANCES

- A. State Bar representatives who have a Pcard should use it for all travel and business-related expenses whenever feasible to reduce processing costs and maximize organizational efficiencies.
- B. For State Bar representatives who do not have a Pcard, it is preferred that they use their personal funds for travel expenses and request reimbursement at the conclusion of the trip in conformity with this policy.
- C. Travelers may, under specific circumstances, request temporary travel advances by submitting a *Check Request* form to Finance at least three workdays prior to the requested disbursement date of the travel advance. Travelers are required to comply with the State Bar's [Travel Advance Policy](#). The *Check Request* must specify the trip purposes and duration, and be approved by the traveler's immediate supervisor, manager or other authorized designee for that cost center.
- D. The amount of the advance will be based on the nature and requirements of the trip. Eligible expense includes per diem, lodging and ground transportation, and under no circumstances shall the advanced amount exceed \$250 per day.
- E. All advances are "loans" and as such must be repaid or offset by properly approved *Expense Reports* within 10 calendar days after completion of the trip for which they were advanced. It is the responsibility of the traveler to advise Finance of any circumstances that will prevent timely settlement of the advance. Traveler must submit an approved *Expense Report*, original issued receipts for all expense items, and reimbursement for any unused funds in settlement of the advance to Finance.
- F. All travel advances are subject to a monthly audit. A list of employees with delinquent advances will be distributed to the employee's immediate supervisor and manager. Employees with past delinquent advances or who failed to comply with the Travel Advance Policy will be denied future advances and will be subject to collection methods as allowable by law.

VII. BUSINESS EXPENSE ACCOUNT

- A. Senior management may budget for "Business Expenses" (account code 40570). The amount in this account is determined by the Executive Director annually during the budget planning process and is to be funded with non-mandatory fee revenues. This account is to be used at the senior managers' discretion in the course of their duties to cover applicable business expenses for themselves and others. Reasonable expenses charged to this account and approved by the appropriate manager are exempt from this State Bar Travel and Business-Related Expense policy and its Catered Meals Guidelines.
- B. Only senior management may authorize expenditures from this account, determining in each instance that there is a business purpose to permit the business meal expenditure. Expenditures by any senior management designee must be approved in advance of the event or expenditure.

- C. No reimbursement will be made against the Business Expense Account unless there is a sufficient amount budgeted in the account to cover the expense. Any Pcard charges that default to any other account must be reallocated to a budgeted 40570 account during the statement review period and reconciled before the annual fiscal close.
- D. Business Expenses that may be covered under this section include meals during which discussion of State Bar business occurs and there is a business need to keep participants together. Expenses for business meals will not be authorized for meetings where State Bar business is only nominally discussed or meetings with potential or existing vendors.
- E. Business Expenses may also include costs for a meal or nominal gifts intended to recognize non-employee volunteers for work-related accomplishments on behalf of the State Bar.
- F. Reimbursements will not be allowed under this section for attendance at entertainment or sporting events.

The State Bar of California EXPENSE REPORT

ATTACHMENT A

2014

[Volunteer Travel Policy](#)

☐ STAFF
☒ VOLUNTEERS

Submit directly to approver within 30 days of travel > Due to Finance within 60 days > Reimbursements within 10 days. Incomplete or illegible forms will be returned or payment delayed. Travelers must indicate source for all expenses, including items provided by the State Bar via direct billing to master account or using the Travel Store.

TRAVELER NAME	Thomas Jefferson		TRAVEL WEEK OF	6/30/2014
ADDRESS	1 Monticello Way	Charlottesville VA 22902	E-MAIL	tj@us.gov
GROUP/COMMITTEE	Governance Council		TELEPHONE	434-74-1776
Was any portion of travel expense provided by State Bar?		<input checked="" type="checkbox"/> Lodging <input type="checkbox"/> Transportation <input checked="" type="checkbox"/> Catering	enter DB under date below	

TRIP 1 PURPOSE	State Bar Annual Meeting		TRIP 2 PURPOSE	
LOCATION FROM	SFO	San Francisco	LOCATION FROM	
TRAVEL TO	LAX	Los Angeles	TRAVEL TO	
RETURN TO	SFO	San Francisco	RETURN TO	

Enter all amounts personally paid by traveler. Indicate all other travel payments made by entering "DB" for items charged directly to State Bar. Circle any missing receipts.

Travel Expense	MON 6/30	TUE 7/1	WED 7/2	THU 7/3	FRI 7/4	SAT 7/5	SUN 7/6	
LODGING			DB	DB	DB			LODGING
TOTAL GRATUITIES <i>no taxi</i>			3.00	3.00	3.00			\$ 9.00
TAXI / SHUTTLE 1 <i>fare + tip</i>			45.00	8.50	8.50	48.00		TRANSPORT
TAXI / SHUTTLE 2 <i>fare + tip</i>					10.00			
PUBLIC TRANSIT (BUS/RAIL)								
PARKING (HOTEL/LOT/METER)			15.00	15.00	15.00	15.00		
TOLLS (BRIDGE/HIGHWAY)			4.00					
OTHER: <i>select from list if needed</i>								
AIR TRAVEL								
AUTO (PERSONAL) <small>miles/56¢</small>		-	15 8.40	-	-	15 8.40	-	
AUTO (RENTAL)								
AUTO (RENTAL GASOLINE)								\$ 200.80
BREAKFAST (\$7 max, before 7:00a)				7.00	7.00	7.00		MEALS
LUNCH (\$11 max, travel at 12:30p)			11.00			11.00		
DINNER (\$23 max, travel after 7:00p)			23.00	23.00		23.00		
								\$ 112.00

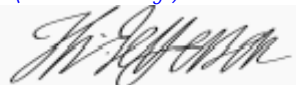
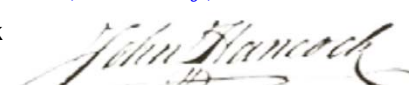
Miscellaneous Expense / Notes

Volunteers are not authorized to make purchases or render services for the State Bar

DATE	Itemize misc expense description and travel-related purpose. Explain any missing/receipts circled above.	AMOUNT
7/3	Scribe duplication from inn business center	\$ 5.00
TOTAL MISC		\$ 5.00

Accounting Distribution

Reimbursement Totals

23101	40550	\$ 326.80	TOTAL EXPENSE	\$ 326.80
			LESS CASH ADVANCE	
			BALANCE DUE REQUESTOR	\$ 326.80
			BALANCE DUE STATE BAR <i>(Check Attached)</i>	
Requestor's Signature: <i>(Print Name & Sign)</i> Thomas Jefferson 			Date: 7/7/2014	
Authorized Signature: <i>(Print Name & Sign)</i> John Hancock 			Date: 7/9/2014	

Submit to your State Bar approver with original receipts for reimbursement. Keep a copy for your records.

ALTERNATE TRAVEL COMPARISON

OPTIONAL

TRAVELER NAME	Thomas Jefferson	GROUP	Governance Council
TRIP PURPOSE	State Bar Annual Meeting		

Form is an **optional tool** travelers can use to request and document alternate forms of travel preferred for personal reasons. Fields that default from page one can be overridden if necessary. Complete the highlighted yellow fields to compare alternate modes of business travel. If requesting an alternate transportation mode, list justification and forward to liaison for manager approval before travel commences. Expense Reports which do not contain proper approvals or travel documentation may have the reimbursement amount requested limited to the more economical travel method available.

HOME LOCATION	1 Monticello Way	Charlottesville	VA 22902
MEETING LOCATION	San Jose CA		
TRAVEL WEEK OF	6/30/2014	MEETING DATE START	7/2/2014
HOME AIRPORT	IAD	MEETING AIRPORT	SJC
		RETURN AIRPORT	IAD
IS MEETING AT A STATE BAR OFFICE LOCATION?	other		

TRAVEL LEGS

Driving Mileage*

Air Travel**
(rates per Concur Travel)

Parking

Taxi***

Rental Car**

Other Travel Expense

Rate Sources

Leg 1: Home >>> Airport		Leg 2: Airport >>> Airport		Leg 3: Airport >>> Meeting	
miles	expense	miles	expense	miles	expense
102	\$ 57.12	2813	\$ 1,575.28	10	\$ 5.60
		RT airfare			
		\$ 502.00			
days	airport daily rate			days	hotel daily rate
3	\$ 15.00			2	\$ 150.00
average fare w/tip				average fare w/tip	
\$ 39.00				\$ 45.00	
total rental days if start @ home				# rental days	total charge
10				4	\$ 265.00
(specify)		(specify)		(specify)	

* mileage

** air/auto rental

*** taxi

TRAVEL COMPS

1. Driving own auto from home to meeting and return
2. Driving own auto to airport, fly, taxi to meeting and return
3. Driving own auto to airport, fly, rental car to meeting and return
4. Taxi to airport, fly, taxi to meeting and return
5. Taxi to airport, fly, rental car to meeting and return
6. Driving rental car to meeting and return

Mileage	Air	Taxi/Rental	Parking	Other	Totals
\$ 3,276.00				\$ -	\$ 3,276.00
\$ 114.24	\$ 502.00	\$ 90.00	\$ 45.00	\$ -	\$ 751.24
\$ 114.24	\$ 502.00	\$ 265.00	\$ 345.00	\$ -	\$ 1,226.24
	\$ 502.00	\$ 168.00		\$ -	\$ 670.00
	\$ 502.00	\$ 343.00		\$ -	\$ 845.00
		\$ 662.50		\$ -	\$ 662.50

I am requesting the following travel itinerary:

1. Driving own auto from home to meeting and return

The requested travel itinerary above necessary for the following reason(s):

Personal reasons necessitate that I be able to combine other personal side-trips in my travel west.

I prefer the travel itinerary above for personal reasons and understand my reimbursement may be limited to a more economical method as indicated above.

I am the Executive responsible for this traveler's attendance at this event and approve this rate.

date:

APPENDIX B

Automobile Rental

When other ground transportation is not feasible or economical, automobile rental travel arrangements for both employees and volunteers may be made through the State Bar's contracted travel agency, The TravelStore by calling toll free 1-877-454-8785 or using their [website](#). Agency booking fees for the entire reservation will vary depending on whether they are made via live agent over the phone or via (\$10) or via the Concur online portal (\$5).

The State of California maintains a master contract with Enterprise Holdings, which includes the auto-rental family of Enterprise and National automobile rental lines. Unless there is no service or availability of vehicles at the traveler's travel-status location, employees and volunteers should always book through one of these three agencies for maximum savings. Auto insurance is automatically included for all state car rentals for business-related use and nothing more should be added.

State Bar employees can also receive the same discounted pricing when renting a car for personal use:

Booking Personal Use Reservations Online

1. Log on to Enterprise Rent-A-Car's [website](#).
2. Pick the Enterprise location where you would like to pick up your rental vehicle.
 - a. You can use the Airport link to choose an Airport location; or
 - b. Enter the Zip Code, City or State you are looking for.
3. Enter the Dates and Times of your desired reservation.
4. Enter your Account Number: **XZCA999** in the "Optional: Corporate Account or Customer Number" Box.
5. You will be prompted to enter the first 3 characters of your Company Name, enter **CAL** in this box.
6. Choose the rental location most convenient for you.
 - a. If you entered a specific location or airport, you will then be directed to that location.
 - b. If you entered a zip code, city or state, you will be given a list of Enterprise Rent-A-Car locations in the area you have requested from which to choose.
7. At the next screen you can select your vehicle.
8. Next, you will be prompted to enter your Name (First & Last), home phone number, and email address.
9. You will be given a reservation confirmation number and the option to have it emailed to you.

Booking Personal Use Reservations By Phone

1. You can:
 - a. Contact your local Enterprise Rent-A-Car rental branch, or
 - b. Dial 1-800-RENT-A-CAR to be connected to the closest branch to you.
2. Provide the branch with your Account Number: **XZCA999**.
3. The rental branch will set up a reservation that fits your needs and provide you with a reservation number.

Regardless of the booking method, you will need to have a valid Driver's License, Reservation Number, and Credit Card to pick up the vehicle. *Please note there is no insurance coverage included for personal use rentals using this account.* We recommend you discuss your options with the rental branch at the time of rental.

APPENDIX C

Airline Travel

Air travel arrangements for both employees and volunteers may be made through the State Bar's contracted travel agency, the TravelStore by calling toll free 1-877-454-8785 or using their [website](#). Agency booking fees for the entire reservation will vary depending on whether they are made via live-agent over the phone (\$10) or via the Concur online portal (\$5). If any portion of trip utilizes Southwest Airlines, this fee increases to \$14 for trips booked with the assistance of a live agent and \$12 for trips booked via the Concur online portal. This increased fee is due to the airline's contract with the state travel program.

Travelers must set up their own travel profile online at the Concur travel portal prior to booking a trip. See [Appendix G](#) for a promotional flyer drafted for our volunteers which contains the Concur profile setup instructions. These steps apply to both employees and volunteers, but not to outside contractors. If you need assistance, contact Tony Gonzalez in Los Angeles (ext 1113) or Liz Avila in San Francisco (ext 2329).

APPENDIX D

Authorized Travel Expense Rates: Effective January 1, 2014

Lodging:

(Within city limits, excluding all taxes)

San Francisco.....	\$205.00
Los Angeles	\$135.00
All other areas.....	\$150.00

Employee Travel Meals:

Breakfast.....	\$ 7.00
Lunch.....	\$11.00
Dinner.....	\$23.00

Mileage:

The personal auto mileage reimbursement rate is 56¢ per mile driven. The mileage reimbursement rate will be adjusted to mirror the reimbursement rate established by the U.S. Internal Revenue Service for business-related reimbursement. These rates are imbedded in the formulas of the online [Expense Report](#) and will be adjusted on the effective date of any rate change.

APPENDIX E

Hotel Reservations

Favorable government rates are often available at several properties near the State Bar office: the [Millennium Biltmore Hotel](#), the [Omni Hotel](#) and at the [LA Hotel Downtown](#) (Los Angeles) and the [Harbor Court Hotel](#) and the [Griffon Hotel](#) (San Francisco). In the absence of a negotiated State Bar group contract, the State of California has negotiated a limited number of discounted hotel room rates at a number of hotels in California for individual travelers, subject to availability and certain black-out dates. Though travelers are not required to use these hotels, they must still abide by the established hotel per diem for the city they are visiting. Exceptions to these per diems must be approved in advance of travel by your manager using the [Hotel Authorization](#) form.

Individual travelers can book hotel rooms directly through the Concur online travel portal, or with the assistance of the State Bar's local Travel & Information Services Coordinator. Hotel accommodations for 10 or more participants usually will require the assistance of the travel coordinator and a formal contract processed through Procurement.

Direct Booking

Hotel reservations for both employees and volunteers may be made through the State Bar's contracted travel agency, the TravelStore by calling toll free 1-877-454-8785 or using their [website](#) (Concur portal). Only one booking fee is charged per reservation, not for each individual travel component. When requesting rate availability online, the contracted State rates will post first, if available. Any lodging booked online that exceeds the state-wide base rate of \$150 will be required to state the reason in order to confirm the reservation. This information is reported back to the State Bar's travel managers for review and audit reporting. Travelers will be required to complete a tax-exempt form ([LA](#) / [SF](#)) upon check in and be prepared to produce identification to verify that the traveler is on official state government business to receive the discounted rate. Travelers can pay for their room when they check out using their Pcard.

State Bar Travel Coordinator Assistance

Travelers needing 10 or more rooms and/or requiring assistance in Los Angeles should contact Alice Daniels (ext 1116) to search for properties, secure the reservations, establish billing, and prepare the tax exempt form. Travelers needing these same services in San Francisco should contact Martha Prieto (ext 2562).

Contracted Events

Travelers attending a State Bar contracted meeting event should book their rooms according to the specific instructions of the hosting department in order to satisfy room-block commitments.

APPENDIX F

Agency Tipping Guide

Type	Amount	Per / Comments	Allowed*
MEALS			
Waitstaff / bartender:	n/a	<i>meals are reimbursed as a per diem inclusive of customary service fees</i>	\$0
Coatroom attendant:	\$1	per coat	\$1
Room service waiter:	n/a	<i>meals are reimbursed as a per diem inclusive of customary service fees</i>	\$0
Washroom attendant:	n/a		\$0
TRANSPORTATION			
Taxi driver:	15%	of total fare with a minimum of \$2 for very short cross-town trips	15%*
Shuttle driver:	15%	of total fare per person in party	15%*
Parking valet / garage attendant:	\$2	to bring your car to you (nothing to park)	\$2
Gas station attendant:	n/a		\$0
Skycap at airport:	\$1	per bag if you check-in curbside	\$1
LODGING			
Hotel bellhop:	\$1	per bag for bringing luggage to your room (\$2 minimum if 1 bag)	\$1
Hotel doorman (luggage):	\$1	per bag for help with luggage	\$1*
Hotel doorman (taxi):	\$1	per person for hailing a cab	\$1
Hotel housekeeper:	\$2 to \$5	per night	\$3*
Hotel concierge:	n/a		\$0
Desk clerk:	n/a		\$0

* Amounts allowed are to be used as a general guideline, subject to the additional services rendered and effort extended (e.g., moving large amounts of meeting materials and for special event set-up and management). As a public agency, travelers should extend customary gratuities to service providers, however, within the context of the agency's public service role. Travelers should refrain from personal tipping habits that might reasonably be perceived to be an improper use of public funds. Tipping in excess of these amounts is up to the traveler, but may be subject to adjustment on the Expense Report reimbursement request. Total gratuities cannot exceed the state-limit average of \$6 total per travel day.

Sources: U.S. News & World Report, Emily Post Etiquette, CNN Money, TripAdvisor

APPENDIX G



Dear State Bar Volunteer:

We are pleased to announce a new travel partnership!

Effective January 1, 2014, the *TravelStore* will replace *Giselles Travel* as our exclusive travel agency for both employees and our traveling volunteers. To use the new *Concur* travel portal, travelers must first sign up and establish their own travel profile per the simple steps outlined below.

You are not required to use the *TravelStore* as your travel agency, however, service fees from other travel agencies cannot exceed the state-contracted rates of the *TravelStore*. Note that the policy requires that any round-trip airfare exceeding \$500 must be booked through the *TravelStore* directly via phone or through their Concur site online. Any comparables that are intended to be used to document alternate forms of travel must be provided from this agency prior to departure date.

Please note that new rates and reimbursement caps have been set for those traveling on State Bar-related business for the 2014 calendar year. Please take a moment to familiarize yourself with this policy to minimize any potential delays in the reimbursement of your out-of-pocket travel expenses. Unless a State Bar contracted meeting event allows otherwise, any reimbursements made for your travel must conform to this new policy. All requests must be submitted using the appropriate 2014 Expense Report, preferably completed electronically using the built-in formulas.

Your Volunteer Travel & Business-Related Expense policy and associated volunteer Expense Report can be accessed directly from this document, or through the State Bar's Commissions & Committees web page. Your State Bar program coordinator may also be providing this material via your own area's shared workspace as well.



- 1 Go to <https://www.concursolutions.com/registration/>. Enter the State Bar's registration code **cal1374**.
- 2 Enter your information in the following screen. Your Concur Login should be your work email address.
- 3 State Bar system administrators will receive an email requesting approval for your account. Once approved (normally within 24 hours), you will receive two emails in your work email address: a "Welcome to Concur" email and a "Password Reset Request" email.
- 4 Please reset your password within 24 hours of receipt of the email. If you can't reset it within 24 hours, contact a TravelStore agent (1-877-454-8785) and request they reset it.
- 5 Once you have reset your password, you can log in to the Concur system to fill out your travel profile. Your travel profile can be as detailed as you'd like it to be. You can add all your air travel, hotel and car rental preferences, frequent flyer numbers, etc. Your travel profile will be saved for future travel arrangements and can be used to create reusable templates for commonly repeated travel scenarios.
- 6 Now you're ready to book your travel. You can book your travel through the TravelStore's website (<https://www.concursolutions.com>), or by calling toll free 1-877-454-8785 if you prefer to speak to a live travel agent. The TravelStore account is linked to the State Bar's master account, so air and rail reservations will be billed directly to your program's cost center. Hotel and car rentals, however, will be billed to you directly, so you will need to enter your personal credit card information to pay for these charges.