

## TAB 17 Control Policies and Procedures

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### **Article 2 TRAVEL AND BUSINESS EXPENSE**

The Travel Expense Policy authorizes reimbursement for certain expenses, which may be incurred by persons traveling on State Bar business. Only when a traveler is considered to be on travel status is he or she eligible for reimbursement and/or travel advance as stated in the travel expense policy. The Business Expense Policy authorizes reimbursement for certain expenses, which may be incurred when a person is not on, travel status. Pursuant to the Executive Director's Financial Limitations policy, the Executive Director may modify the Travel Expense and Business Expense Policies and the authorized rates on behalf of the Board of Trustees.

**(Source: Board of Governors' Resolution, January 2001, September 2004.)**