

# STATE BAR OF TEXAS

## Request for Reimbursement of Expenses

<b>State Bar of Texas Travel Reimbursement Form</b>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%; text-align: center;">From</td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: center;">To</td> <td style="width: 20%;"></td> </tr> <tr> <td>Date(s) of travel</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Location of meeting</td> <td colspan="4"></td> </tr> </table>		From		To		Date(s) of travel					Location of meeting					<p style="text-align: right;">Date of Request</p> <p>Reimbursement Policies and Procedures available at:  <a href="http://texasbar.com/Reimbursement">texasbar.com/Reimbursement</a></p> <p><b>PLEASE SEE BELOW FOR A LIST OF DEPARTMENTS and STAFF LIAISONS to receive your request</b></p> <p>Please complete the highlighted applicable areas and submit form within 45 days from the date of travel.</p> <p style="text-align: center;"><b>STATE BAR APPROVAL</b></p> <p>Date Approved for Payment: _____, 20____</p> <p>_____          (Officer, Committee Chair, Executive, Dept. Head, Other)</p> <p>Finance Department</p>
	From		To													
Date(s) of travel																
Location of meeting																
<p><b>MAKE CHECK PAYABLE TO:</b>                  (Name of Individual, Firm or Company)</p> <p>Barcard # (if applicable) _____</p> <p>Name _____</p> <p>Street Address _____</p> <p>City, State and Zip _____</p> <p>Telephone Number _____</p>																

TRAVEL EXPENSES				AMOUNT
<b>Transportation</b>				
Airfare	\$	-		\$ -
Speaker Airfare (TxBarCLE use only)	\$	-		\$ -
Car Rental & Fuel	\$	-		\$ -
Charter Bus Service	\$	-		\$ -
Taxi / Transportation Service	\$	-		\$ -
Parking & Tolls	\$	-	(\$0.575 Before January 1, 2021)	\$ -
Auto Mileage	@	\$ 0.560	=====>	\$ -
Tips	\$	-		\$ -
Other Expenses				\$ -
<b>Travel Subtotal</b>				<b>\$ -</b>
<b>Lodging and Meals</b>				
Date	Hotel	Meals		
	\$ -	\$ -		
	\$ -	\$ -		
	\$ -	\$ -		
	\$ -	\$ -		
	\$ -	\$ -		
	\$ -	\$ -		
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Other Expenses</b>				
Description	Pedometer Challenge & Trivia Prizes	\$ 65.00		\$ 65.00
Description				

<=====> **\$ 65.00**

**** For State Bar Use Only ****			
FUND-DEPT-ACCT	LOCATION	AA	TOTAL
--50200-		-	\$ -
--50205-		-	\$ -
--50210-		-	\$ -
--50220-		-	\$ -
--50236-		-	\$ -
--50215-		-	\$ -
--50230-		-	\$ -
--50225-		-	\$ -
--50239-		-	\$ -
--50252-		-	\$ -
--50285-		-	\$ -
		-	\$ -
		-	\$ -
		-	\$ -
Enter Fund Code		Enter Location	
Enter Dept Code		Enter AA	

Total Reimbursement Requested

**CERTIFICATION OF CLAIMANT**

*The above described expenses were incurred by me for the purpose stated. I have attached receipts for applicable expenditures (airlines, hotels, etc.), except in cases where receipt is unavailable. I certify that this request is true, correct, and unpaid.*

\_\_\_\_\_  
 Signature of Claimant

\_\_\_\_\_  
 Date

THANK YOU FOR YOUR SERVICE TO THE STATE BAR OF TEXAS.

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## Request for Reimbursement of Expenses

	Mail Reimbursement To:	For travel related to:	Staff Liaison:
<b>Board of Directors</b>	State Bar of Texas Officers & Directors Department P.O. Box 12487 Austin, Texas 78711-2487 Attn: Reimbursement Request	Reimbursements for approved Board of Directors related business, meetings and functions.	Jennifer Reames Executive Assistant (512) 427-1416 or (800) 204-2222 ext. 1416; jennifer.reames@texasbar.com.
<b>Committees</b>	State Bar of Texas Committees Department P.O. Box 12487 Austin, Texas 78711-2487 Attn: Reimbursement Request	Reimbursements for approved State Bar committee business, meetings and functions.	Miranda Sewell Committees Coordinator (512) 427-1517 or (800) 204-2222 ext. 1517 committees@texasbar.com
<b>Sections Department (Council of Chairs Reimbursements)</b>	State Bar of Texas Sections Department P.O. Box 12487 Austin, Texas 78711-2487 Attn: Reimbursement Request	Reimbursements for qualified/approved State Bar Section travel related to Council of Chairs meetings.	Tracy Nuckols Director of Sections Department (512) 427-1710 (800) 204-2222 ext. 1710 tracy.nuckols@texasbar.com
<b>Sections</b>	All Section travel reimbursements are approved by the Section Treasurer. Forms and questions should be directed to Section Treasurer. State Bar retains a copy of reimbursement forms with contact information.	Reimbursements for qualified/approved State Bar of Texas Section-related travel.	Rhonda Bridges Sections Accountant State Bar of Texas (512) 427-1428 (800) 204-2222 ext. 1428 rhonda.bridges@texasbar.com
<b>Chief Disciplinary Counsel</b>	State Bar of Texas Chief Disciplinary Counsel P.O. Box 12487 Austin, Texas 78711-2487 Attn: Reimbursement Request	Reimbursements for approved Commission for Lawyer Discipline and Chief Disciplinary Counsel Office business and meetings held in Austin.	Shelly Hogue Executive Administrative Assistant (512) 427-1344 (800) 204-2222 ext. 1344 shelly.hogue@texasbar.com
<b>Chief Disciplinary Counsel Regional Offices</b>	Dallas Regional Office Brenda Lopez Office Manager (972) 383-2900 invoicescdcdallas@texasbar.com	San Antonio Regional Office Sandra Cuellar Office Manager (210) 208-6623 sandra.cuellar@texasbar.com	Houston Regional Office Roxanne Linton Office Manager (713) 758-8200 invoicescdchouston@texasbar.com
<b>Texas Young Lawyers Association</b>	State Bar of Texas TYLA Department P.O. Box 12487 Austin, Texas 78711-2487 Attn: Reimbursement Request	Reimbursements for approved TYLA business, meetings and functions.	Tracy Brown Director, TYLA (512) 427-1573 (800) 204-2222 ext. 1573 tracy.brown@texasbar.com
<b>Minority Affairs</b>	Minority Affairs State Bar of Texas P.O. Box 12487 Austin, TX 78711-2487	Reimbursements for Minority Affairs business expenses, meetings, travel, etc.	Caren Cheavens Director, Minority Affairs (512) 427-1735 (800) 204-2222 ext. 1735 caren.cheavens@texasbar.com
<b>TexasBarCLE</b>	State Bar of Texas TexasBarCLE Department P.O. Box 12487 Austin, Texas 78711-2487 Attn: Reimbursement Request	Reimbursements related to TexasBarCLE program business, speakers, etc.	Clinton Anderson Travel Coordinator (512) 427-1796 (800) 204-2222 clinton.anderson@texasbar.com
<b>Texas Bar Books</b>	State Bar of Texas Texas Bar Books P.O. Box 12487 Austin, Texas 78711-2487 Attn: Reimbursements	Reimbursements for approved Texas Bar Books business expenses, meetings, travel, etc.	Cynthia Day Meeting Coordinator (512) 427-6817 (800) 204-2222 ext. 6817 cynthia.day@texasbar.com
<b>SBOT Employees</b>	Reimbursements should be sent to supervisors, managers or directors.	Reimbursements for approved State Bar employee business expenses, meetings, travel, etc.	Review and approval according to the Authorized Signature Form. See Accounting for questions: Sandra Carlson, Controller, (512) 427-1408 sandra.carlson@texasbar.com
<b>Unauthorized Practice of Law Committee</b>	UPLC, P.O. Box 12487, Austin, TX 78711-2487 *NOTE: Reimbursement forms should <u>first</u> be approved by the appropriate District Subcommittee Chair. Received forms will be reviewed for approval by the Chairman of the UPLC.	Reimbursements for UPL Committee business expenses, meetings, travel, etc.	Zara Stanfield UPL Legal Assistant (512) 427-1341 (800) 204-2222 ext. 1341 zara.stanfield@texasbar.com
<b>Texas Board of Legal Specialization</b>	Texas Board of Legal Specialization Attn: Priscilla Leal 505 E. Huntland Dr., Ste. 400, LB 28 Austin, TX 78752	Reimbursements for TBLS business expenses, meetings, travel, etc.	Priscilla Leal Texas Board of Legal Specialization (512) 453-7266 ext. 106 priscilla.leal@texasbar.com

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	Mail Reimbursement To:	For travel related to:	Staff Liaison:
<b>Law Related Education Department</b>	Law Related Education P.O. Box 12487 Austin, TX 78711-2487 Attn: Reimbursement Request	Reimbursements for Law Related Education business expenses, meetings, travel, etc.	Jan Miller Director, LRE (512) 427-1821 (800) 204-2222 ext. 1821 jan.miller@texasbar.com
<b>Texas Bar College</b>	Texas Bar College P.O. Box 12487 Austin, TX 78711-2487 Attn: Katherine Korrodi	Reimbursements for College of the State Bar business expenses, meetings, travel, etc.	Katherine Korrodi Program Coordinator (512) 427-1799 katherine.korrodi@texasbar.com
<b>State Bar of Texas Accounts Payable Department</b>	N/A - Reimbursements should be sent to staff liaison	Questions on payment status?	Amanda Caudle Accounts Payable Manager (512) 427-1412 amanda.caudle@texasbar.com