

ABA DELEGATE MEETING REIMBURSEMENT INFORMATION

ANNUAL MEETING:

ABA REIMBURSES: No expenses are reimbursed.

CBA REIMBURSES: Registration fee, travel costs, hotel and up to \$250.00 for meals, for each day the House of Delegates meets.

DBA REIMBURSES: Registration fee, travel costs, meals and lodging for both delegates to attend each day the House of Delegates meets.

MID-YEAR MEETING:

ABA REIMBURSES: Travel costs based on coach or economy rate and ground transportation. (Reimbursement requests are submitted to the ABA Policy Administration Office by using the form provided by the ABA.)

CBA REIMBURSES: Hotel and up to \$250.00 for meals, for each day the House of Delegates meets. There is no registration fee for the mid-year meeting.

DBA REIMBURSES: Lodging and meals for both delegates to attend each day the House of Delegates meets. There is no registration fee for the mid-year meeting. (Reimbursement requests are submitted to the DBA Office.)

Additionally, each delegate makes his/her own hotel and air reservations through the ABA's ITS. Please utilize the ABA airfare discount program that accompanies the registration materials. Usually the fare quoted through the ABA discount will nearly equal a "Saturday night stay" rate.

Generally speaking, if the House meets Monday and Tuesday, the association reimburses for two days on the assumption delegates will spend Sunday and Monday nights at the site and head home Tuesday p.m. Certainly, if the House runs over, or you cannot get out on Tuesday, an additional day will be permitted.

EXPENSE REPORT

Reporter: _____

Date of Report: _____

Activity: _____

Activity Date: _____

Charge: CBA _____ DBA _____ Other _____

Attach All Receipts (Auditor Requires Receipts for amounts over \$75)

EXPENSE DESCRIPTION	PERSONAL CHARGES	ASSOCIATION CHARGES	TOTAL \$
Meals			
Meals			
Airfare			
Auto Rental			
Ground Transportation			
Mileage: mi. x \$.56/mi=			
Lodging			
Lodging			
Communications			
Miscellaneous Tips			
Other (itemize)			
SUB-TOTAL			
		Total Expenses	\$
		Less Personal Expenses	\$
		Less Advance Taken	\$
BALANCE DUE ASSOCIATION (ATTACH CHECK):			\$
BALANCE DUE REPORTER:			\$

Reporter's Signature

Treasurer's Approval