



YOUNG LAWYERS DIVISION REIMBURSEMENT POLICY

In order to facilitate the effective and efficient payment of reimbursement and payment requests (“reimbursement requests”), the YLD has enumerated several procedures for submitting reimbursement requests to the YLD. These procedures are as follows:

1. All reimbursement requests must be submitted by e-mail to the Treasurer at utahyldtreasurer@gmail.com
2. All reimbursement requests must use the YLD Reimbursement Form, available on the YLD’s website here: <http://younglawyers.utahbar.org/yld-reimbursements.html>
3. All reimbursement requests must be accompanied by a completed YLD Event Report, as applicable. This form is available on the YLD’s website here: <http://younglawyers.utahbar.org/yld-reimbursements.html>
4. All reimbursement requests must include supporting documentation (bills, invoices, itemized receipts, photos, etc.). Reimbursement requests without proper documentation will not be approved.
5. All reimbursement requests must be submitted to the Treasurer within sixty (60) days of the incurred expense. Reimbursement requests that are not timely submitted to the Treasurer may be subject to denial by the Treasurer and the President.
6. The YLD will not approve reimburse requests that exceed the budgeted amount unless pre-approved by the President and the Treasurer.
7. The Treasurer will notify you when your reimbursement request has been received and submitted to the Bar.
8. The Bar cuts checks on the 10th and the 25th of the month (the “Reimbursement Periods”), so reimbursement requests need to be submitted to the Treasurer by the 1st or the 15th of the month in order to meet these deadlines.
9. Anyone who does not receive a reimbursement check by the third Reimbursement Period following his or her submission should contact the Treasurer or the Bar for more information.