



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 include the phrase “YLD Reimbursement Request” in the subject line of the e-mail.
3. All reimbursement requests must use the YLD Reimbursement Form, available on the YLD’s website here: <http://younglawyers.utahbar.org/yld-reimbursements.html>
4. 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>
5. All reimbursement requests must include supporting documentation (bills, invoices, itemized receipts, photos, etc.). Reimbursement requests without proper documentation will not be approved.
6. The YLD will not approve reimburse requests that exceed the budgeted amount unless pre-approved by the President and the Treasurer.
7. 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.
8. When the Treasurer sends an approved reimbursement request to the Bar, the requesting party will be notified.
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.

2017-2018 Treasurer Contact Information:

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503.807.2452 (mobile)