



YOUNG LAWYERS DIVISION REIMBURSEMENT POLICY - CONFERENCES

Generally, the YLD will divide the funds budgeted for each conference by the number of attendees (to be selected by the President per the Bylaws). Any reimbursable expenses in excess of the funds available to each attendee may be reimbursed at the end of the fiscal year upon request of the attendee (to be paid pro-rata based on remaining funds available).

Eligibility:

Attendees at conferences must attend programming on each day of the conference (except for special circumstances) to be eligible for reimbursement.

Reimbursable expenses:

- **Conference** – Attendees are limited to a Governance-only registration with a “Dinner Dance” or similar event.
- **Airfare** – Attendees must receive approval from the President and Treasurer prior to booking airfare and must book the airfare no later than six (6) weeks before the conference. *
- **Ground transportation** - Includes travel to and from the airport and all necessary conference events. Attendees are expected to use the most economical form of transportation, subject to time and cost considerations. Reasonableness will be determined by the President and Treasurer. *
- **Lodging** - Up to the cost of the conference hotel rate for the nights of the conference only (including all applicable taxes/fees). Attendees are encouraged to share a room and, as an incentive, they may also receive reimbursement for the night following the end of the conference. *
- **Per diem** (food and beverages) – \$50 per day for each conference day that programming is attended. This amount may be aggregated over the length of the conference and rolled over the conference days. For example, the per diem for two day conferences will be up to \$100; the per diem for three day conference will be up to \$150; and the per diem for four day conferences will be up to \$200. However, on the day when a "Dinner Dance" or similar event is attended the per diem will be reduced to \$25 for that day only. The amount reimbursed at the end of the conference will be the actual incurred expense by the attendee subject to the limitations above.*

*All special circumstances or pre-approvals are discretionary and to be approved by the President and Treasurer.

The Bar requires receipts for all expenses, so expenses without receipts will not be reimbursable. Receipts must include itemized expenses and, if applicable, show tip.

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.