

SECTION

Request for Reimbursement of Expenses (Attach receipts)

PURPOSE OF TRAVEL:		
	From	To
Date(s) of meeting	-	
Date(s) of travel	-	
Location of meeting		

MAKE CHECK PAYABLE TO:	
<small>(Name of Individual, Firm, or Company)</small>	
Barcard # (if applicable)	
Name	
Street Address	
City, State and Zip	
Telephone Number	

Date of Request

To be completed and mailed to:

Treasurer: **Hon. Thomas H. Bacus**
 Section: **Judicial Section**
 Address: **Wichita County Courthouse**
900 Seventh Street, #353
 City, State and Zip: **Wichita Falls, TX 76301-2441**
 Telephone #: **940-766-8111**
 Fax #: **940-716-8566**
 Email: **tom.bacus@co.wichita.tx.us**

APPROVAL

Date Approved for Payment: _____, 20____

(Section Treasurer Signature)

MEETINGS AND TRAVEL EXPENSE

Transportation Items and Descriptions	AMOUNT
<i>Airfare</i>	\$
<i>Speaker Airfare</i>	\$
<i>Car Rental & Fuel</i>	\$
<i>Taxi / Limo Service</i>	\$
<i>Parking & Tolls</i>	\$
<i>Auto Mileage</i>	\$
<i>Other</i>	\$

	Travel Subtotal	\$
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Lodging and Meals Items and Descriptions				
Date	Hotel	Meals	Daily Total	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	

	Lodging & Meals Subtotal	\$
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Expenses Not Related to Travel, Lodging, or Meals

Description	\$
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\$

01-9342-50975

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 has been lost. I certify that this request is true, correct, and unpaid.

Signature of Claimant

Date

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REIMBURSEMENT POLICY

The policy of the State Bar of Texas with respect to the reimbursement of expenses is shown below.
The policy was revised at the April, 2006 meeting of the Board of Directors.

The actual out-of-pocket expenses incurred by the State Bar Board Officers, Directors, Out-of-State Lawyer Liaison, Judicial Liaison, State Bar members, State Bar staff, and others authorized to travel in performing their duties on behalf of the State Bar of Texas will be reimbursed as follows:

A. Transportation – Coach air fare, taxi fare, parking and airport limousine, or applicable mileage reimbursement for travel in a privately owned vehicle, as provided in the travel provisions of the current General Appropriations Act.

B. Meals and Lodging – Actual reasonable expenses.

C. Other Expenses – Other reasonable and necessary expenses of conducting Board or State Bar business may be reimbursed, including such items as copying, postage and long distance telephone bills.

All expense reimbursement requests shall be accompanied by the original bills and vouchers, except that for taxis, mileage, tips and miscellaneous expenses for which no bill or receipt is normally obtained, the signed statement of the person submitting that statement that he or she incurred the expense will be accepted.