

THE FLORIDA BAR FOUNDATION

EXPENSE REIMBURSEMENT POLICY -- VOLUNTEERS

I. Reimbursement of Expenses of President

Upon written request, out-of-pocket expenses of the president shall be reimbursed in an amount up to \$2,400.00 for the term of office.

II. Reimbursement of Expenses of President-Elect

Upon written request, out-of-pocket expenses of the president-elect shall be reimbursed in an amount up to \$1,200.00 for the term of office.

III. Reimbursement of Expenses of Officers, Assistant Officers, or Committee Chairs

Upon written request, out-of-pocket expenses of an officer, assistant officer, or committee chair in connection with such office or committee, shall be reimbursed up to a maximum of \$300.00 for each officer, assistant officer, or committee chair annually, provided, however, that such maximum may be waived upon approval of the board of directors or executive committee. Out-of-pocket expenses are defined as telephone, copying, postage, or courier charges.

IV. Reimbursement of Board and Committee Meeting Travel Expenses of Public Members

Upon written request, the Foundation shall reimburse the reasonable, coach-class expenses of public members for travel in connection with Foundation board or committee meetings on which said public members serve. Mileage costs shall be reimbursed at the current government approved rate. Meals shall be reimbursed at actual cost.

V. Reimbursement of Board and Committee Meeting Travel Expenses of Judicial Officers and Other Government Employees

Upon written request, the Foundation shall reimburse the reasonable, coach-class expenses of judicial officers and other government employees for travel in connection with Foundation board or committee meetings on which said judicial officers and other government employees serve. Mileage costs shall be reimbursed at the current government approved rate. Meals shall be reimbursed at actual cost.

VI. Reimbursement of Other Board and Committee Member Meeting Travel Expenses

Upon written request, the Foundation shall reimburse the reasonable coach-class expenses of lawyers serving as directors of the Foundation or on committees, who are not otherwise subject to reimbursement under this policy, in connection with travel to Foundation board or committee meetings on which said lawyers serve. Mileage costs shall be reimbursed at the current government approved rate. Meals shall be reimbursed at actual cost. Total reimbursement shall be limited to the lesser of actual travel expenses or \$350.00 for meetings for which overnight travel is not required and \$500.00 for meetings for which overnight travel is required.

VII. Reimbursement of Other Foundation-Related Travel Expenses

Upon written request, the Foundation shall reimburse the reasonable, coach-class travel expenses of individuals who, at the request of the Foundation, represent the Foundation at conferences, seminars, or other functions in furtherance of the mission of the Foundation. Mileage costs shall be reimbursed at the current government approved rate. Meals shall be reimbursed at actual cost.

VIII. Reimbursement of IOTA Grantees' Travel Expenses

Upon written request, the Foundation shall reimburse the reasonable, coach-class expenses of grantees for travel in connection with Foundation board or committee meetings or meetings of other groups or organizations on which grantees serve at the request of the Foundation. Mileage costs shall be reimbursed at the current government approved rate. Meals shall be reimbursed at actual cost.

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As amended June 28, 2007
Revised 10/1/09
Revised 10/15