

Affiliate Reimbursement Request Form

TradeWinds Resort, St. Pete Beach, January 10-11, 2020

Type of Transportation: _____ \$ _____

Air or Rental Car (include original receipts. For rental car, include rental car agreement) OR

Personal Automobile: City of origin _____ . Number of miles _____ X \$0.58.....\$ _____

Tolls\$ _____

Transportation to/from Airport/Station (Cabs, Uber, etc.).....\$ _____

Lodging (to include hotel parking):

No. of nights _____ \$ _____

TOTAL MEETING-RELATED EXPENSES.....\$ _____

TOTAL REIMBURSEMENT REQUESTED (\$400.00 maximum).....\$ _____

TOTAL REIMBURSEMENT.....\$ _____

Make check payable to (please type or print):

Name: _____

Affiliate Organization _____

Fla. Bar Attorney No. _____

(if you are a law student, please write in 'Law Student')

Address: _____

(Street or P.O. Box)

(City, State and Zip Code)

I certify that this request complies with the reimbursement rules stated herein and all information is accurate.

(Affiliate Representative's Signature)

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YLD Authorization:

Signature of the Budget Director, or his or her designee, certifies that this expense has been authorized by the Young Lawyers Division and is in compliance with the applicable rules and regulations of the Young Lawyers Division.

(Budget Director's Signature)

(Date)

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YLD REIMBURSEMENT PROCEDURES AND RULES

Each request should be submitted to the YLD Division Administrator as soon as possible and in no event more than **30 days** after the expense has been incurred. All reimbursement requests should be received by the YLD Administrator by **February 14, 2020**. You may submit a scanned copy via email to tmiller@floridabar.org as long as all appropriate receipts have been included. If at all possible, when emailing, please send the reimbursement and accompanying receipts in a single PDF document. This will reduce the amount of processing time for your reimbursement. You may also mail an original copy with receipts for processing. See the mailing address below.

Original supporting receipts, such as airline tickets, hotel bills and credit card receipts must be submitted with this form. If you mail in your request, please staple your receipts to the form and be sure to keep a copy of the receipts you submit. If you have lost any of the receipts which should accompany your reimbursement request, you must indicate that fact in an accompanying memo together with the nature and amount of the expense incurred. No reimbursement will be made in excess of the amounts reflected on receipts or \$400.00 whichever is less. Credit card statements will not suffice in lieu of receipts unless it is included with a statement regarding a lost receipt. Duplicates of lost hotel receipts may be obtained by contacting the TradeWinds Resort. You may contact TradeWinds by calling 800-360-4016.

CERTIFICATION

Reimbursement is limited to two designated representatives per each participating affiliate organization, not to exceed \$400 per representative. Reimbursable expenses include transportation (airfare, rental car, rental car fuel, personal mileage, etc.) and lodging expenses. Personal meals are not reimbursable. For those affiliates sharing rooms and/or transportation, only one affiliate rep will be reimbursed for those expenses unless a single expense has been covered or split between the two reps of the same affiliate organization. An accompanying note, letter or email should be included with the reimbursement request, indicating the amount of the split and the name of the designated rep with whom the reimbursement is being split. Receipts are not required to report mileage for the use of personal automobile, but the reimbursement request should include the city of origin and the number of roundtrip miles.

If mailing, mail to:

Tom Miller

The Florida Bar

651 E. Jefferson Street

Tallahassee, FL 3239t

tmiller@flabar.org

(850)561-5621