



Policy for Reimbursement of Expenses

The American College of Bankruptcy (ACB) will reimburse judges, government employees and employees of nonprofit organizations for their actual out-of-pocket costs of attending ACB functions at which they are invited to speak or that they are authorized to attend for the benefit of the ACB, subject to the limitations below. Please note that travel expenses will generally not be reimbursed to other professionals, except as approved in advance by the Chair, President or Treasurer. These guidelines also apply to Judicial Stipends issued in March of each year in accordance with the protocol established by the Judicial Outreach Committee.

Please note the guidelines below before you incur expenses. Always submit this form with receipts attached within 30 days of the event for which expenses were incurred.

Transportation

I. ACB will reimburse the actual cost of advance-purchase, nonrefundable coach class air or train transportation, not to exceed

\$650. If transportation is by private auto, the ACB will reimburse at the prevailing government reimbursement mileage rate.

- a. Upon application, the ACB Executive Director upon consultation with the ACB Treasurer may authorize reimbursement exceeding \$650 if adequate documentation is submitted indicating that advance-purchase nonrefundable coach class airfare cannot be obtained for \$650.
- b. If exigent circumstances require a change of flight schedule, the Executive Director upon consultation with the ACB Treasurer is authorized to reimburse the penalty and additional charge resulting from the itinerary change. Additional expenses under this sub paragraph shall be reimbursed only if the additional expense was beyond the control of the party to be reimbursed.

II. ACB will reimburse actual costs of ground transportation from home or office to airport (or parking at airport) and reasonable actual costs of transportation from airport to conference or event. Economical transportation options should be used; limousines and car services should generally be avoided. Car rental shall not exceed \$100 daily, which includes all taxes and fees.

Lodging

III. ACB will reimburse actual cost of hotel room and tax, not to exceed discounted rate (plus taxes and fees) quoted in the conference brochure, if any, or arranged for the event (if the room is not charged to the master account.)

- a. Lodging expenses will not be reimbursed for more than the minimum number of nights necessary to allow the person to attend all scheduled functions of the conference or event.
- b. If despite reasonable diligence the conference or event hotel rate is not available, the Executive Director upon consultation with the ACB Treasurer is authorized to reimburse a reasonable additional amount.

Meals

IV. ACB will reimburse actual cost of meals and other incidentals, not to exceed \$85 per day.

Other Costs

V. ACB will waive the basic registration fees for speakers at national conferences/meetings and circuit educational events.

Request for Reimbursement of Expenses

(please print or type)

Before submitting request, please refer to ACB's Policy for Reimbursement of Expenses

Copies of receipts are required for all expenses that exceed \$25.

Personal Information

Name (please print): _____ Date of Request: _____

Make check payable to (if other than above): _____

Full Address: _____ City/State/Zip: _____

Phone: (____) ____ - _____ Fax: (____) ____ - _____ Dates of Travel: _____

Location of program/meeting: _____

Name of program/meeting: _____

Contact Shari Bedker, Executive Director, at sbedker@amercol.org with any questions.



Transportation:

Airline/Train Carrier

Date	To	From	Daily Total
			\$
			\$

Rental Car (maximum \$100/day)

Date	To	From	Daily Total
			\$
			\$

Use of personal automobile (miles @ \$.58/mile)

Mileage	To	From	Daily Total
			\$
			\$

Parking Expenses

Date			Daily Total
			\$
			\$

Cab Fare

Date	To	From	Daily Total
			\$
			\$

Total for Transportation

			\$
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Hotel:

Date	Location	Daily Rate (w/taxes)	Daily Total
			\$
			\$
			\$
			\$
			\$
Total for Hotel			\$

Meals:

Date	Breakfast	Lunch	Dinner	Daily Total
				\$
				\$
				\$
				\$
				\$
Total for Meals				\$ 0.00

Total Reimbursement Requested: \$ _____

Amount of stipend received prior to event: \$ _____

I incurred the expenses described above for the purpose stated, and I have attached receipts for expenses over \$25 except in cases where the receipt has been lost (in which case credit card statements are acceptable). I certify that this request is correct to the best of my knowledge.

Signature _____

Date _____

Contact Shari Bedker, Executive Director, at sbedker@amercol.org with any questions.