

Faculty Travel Expense Reimbursement Policy

The Pennsylvania Bar Institute (PBI) will reimburse CLE program faculty members and publication authors who travel more than 75 miles (one way) for the following travel and out-of-pocket expenses if reasonable and incurred as a direct result of their participation in a PBI seminar, planning meeting or other similar activity:

- Mileage at a rate that is 70% of the current IRS rate for deductible travel expenses as it may change from time to time.
- Automobile rental, including collision insurance coverage if not covered by the volunteer's individual personal or business insurance
- Parking
- Highway and bridge tolls
- Coach rail or airfare
 - If the airfare includes travel that is unrelated to PBI activity, PBI will reimburse for an amount that can reasonably be allocated to the PBI activity;
- Local transportation from airports to the seminar location and return
- Overnight standard hotel sleeping room
 - We cannot reimburse for personal expenses such as in-room movies, alcoholic beverages, telephone calls and health club usage
 - Where possible, PBI will arrange for hotel charges (as limited above) to be billed directly to PBI
- Gratuities
- Meals during the time of travel

The Pennsylvania Bar Institute (PBI) will reimburse CLE program faculty members and publication authors who travel 75 miles or less (one way) for the following travel and out-of-pocket expenses if reasonable and incurred as a direct result of their participation in a PBI seminar, planning meeting or other similar activity:

- Mileage at a rate that is 70% of the current IRS rate for deductible travel expenses as it may change from time to time.
- Automobile rental, including collision insurance coverage if not covered by the volunteer's individual personal or business insurance
- Parking
- Highway and bridge tolls
- Meals during the time of travel up to \$20 per meal

Those seeking reimbursement must complete an Expense Reimbursement Voucher and include original receipts (not credit card receipts) for all expenses except incidental gratuities.

In exceptional circumstances, the Executive Director or his designated senior staff member, or the Treasurer may on recommendation approve additional faculty travel expenses if warranted by the circumstances.