

**SUMMARY**  
**ASSOCIATION OF LEGAL ADMINISTRATORS**  
**BOSTON CHAPTER**  
**REIMBURSEMENT POLICY**

**General Reimbursement Guidelines:** The Association of Legal Administrators Boston Chapter maintains a policy to reimburse members of the Board of Directors and others (e.g. such as "Conference Scholarship Winners") for their attendance at Annual and Specialty ALA Educational Conferences and Board of Directors approved chapter events. The intent of the policy is to encourage member participation at ALA events, and to the extent possible, provide reimbursement for registration, lodging and travel costs not otherwise covered by other ALA reimbursement programs. From time to time, the Executive Committee of the Board of Directors will determine the cumulative allowable reimbursement for each conference or event, taking into consideration issues such as; current budgetary obligations, the location and duration of the event, and if applicable, foreign exchange rates. All expenses submitted for reimbursement under this policy are to follow a reimbursement methodology (costs actually incurred; not an allowance), be evidenced by appropriate receipts and submitted on an ALA Boston Chapter "Reimbursement Voucher" and not exceed the cumulative allowable reimbursement currently in place. Certain incidental expenses are not reimbursable, including entertainment, personal long distance phone calls and other items primarily personal in nature. All expenses, whether for conferences or those pre-approved expenditures made on behalf of the Chapter, should be submitted to the Treasurer within 60 days of the conclusion of the approved event or purchase with all applicable backup documentation

Allowable expenses include registration costs and the following travel related expenditures:

1. **Round-Trip Coach Airfare:** ALA will pay or reimburse for round-trip coach airfare costs incurred in attending ALA meetings or in conducting authorized ALA business. Travelers are expected to book travel on a timely basis and to use the most reasonably cost-effective tickets. Covered expense typically includes the most direct route to and from the meeting location. Additional travel segments are normally the responsibility of the individual, unless the additional segments are also on ALA business. Additional travel expense that results from delayed ticketing, booking business or first-class airfare, or booking more expensive travel solely for the purpose of using particular carriers for personal reasons will be the responsibility of the individual. Refundable or no-penalty tickets may be purchased when the cost is no more than \$100 greater than a non-refundable or other ticket with a change or cancellation penalty. The need to cancel or change a ticket that involves penalties should be communicated directly to the President, if at all possible, before making the change. Reimbursement for resulting charges will be at the discretion of the President, who shall provide written authorization for the exception/reimbursement. ALA will reimburse for one baggage fee per flight.
2. **Ground Transportation:** Except for car rental charges, ground transportation (e.g., limousine, taxi, airport parking) will be reimbursed at actual cost so long as (a) costs incurred are reasonable and necessary, and (b) the reimbursement request is accompanied by receipts or other written documentation.
3. **Automobile Reimbursement:** If use of a personal automobile is required for ALA business, for example for travel to and from a meeting site by a person who resides within the metropolitan area where the meeting is held, ALA will reimburse for actual mileage based upon the current IRS business allowance rate plus tolls and parking expenses. Total auto reimbursement for inter-city travel may not exceed the cost of coach airfare. Car rental fees are not normally reimbursable for travel within the metropolitan area of an ALA meeting site. If air transportation is not available to a meeting location or use of a rental car upon arrival at the location is otherwise necessary in connection with the meeting (as opposed to purely personal use or preference), ALA will reimburse for rental car fees and expenses with the advance approval of the President.
4. **Lodging:** Lodging expenses will be reimbursed as reasonably necessary for attendance at ALA meetings at the ALA-negotiated rate. Hotel room upgrades are the responsibility of the individual. Reimbursement of hotel expenses for the night of the last day of a meeting (for example, Saturday night for a meeting concluding on Saturday) will be made if (a) return travel on the following day results in an airfare savings greater than the cost of the additional lodging OR (b) return travel on the last day of the meeting would necessitate arrival at the individual's ultimate destination after 8:00 p.m. on that day. The

President has the discretion to authorize an additional overnight stay under other circumstances if appropriate.

5. **Meals:** It is expected that the attendee will take advantage of all meals and other group functions scheduled and provided as a part of the official meeting. The Chapter will pay a flat per diem charge of \$25 per day meal allowance to help offset any meals not provided by the event
6. **Conference Registration.** Whenever possible, attendees should take advantage of conference early-bird special rate savings.
7. **Cancellation of attendance at ALA events.** Reimbursement for costs incurred before cancellation of attendance at an ALA event will be made only under extreme circumstances and at the sole discretion of the Directors of the Board of the Boston Chapter.