

# The State Bar of California

## Volunteer Expenses - General Information 2008

Thank you for your volunteer commitment to the State Bar. It is important that all employees and volunteers who travel on business on behalf of the State Bar read and understand the policy governing travel and other business expenses and the procedures required for reimbursement of out-of-pocket expenditures.

A few highlights:

- Travelers should limit themselves to a single Expense Report per week of travel to avoid potential duplication of reimbursables.
- Employees and volunteers alike should use the electronic Expense Report whenever possible to ensure conformance with established per-diem rates, mileage calculations and proper accounting principles.
- The mileage rate for personal auto reimbursement has been raised to 50.5 cents per mile for 2008 travel.
- Travelers should decline the additional insurance for auto rental while conducting State Bar business.
- Volunteers should be provided the policy document and electronic forms at the start of their appointments, and all Expense Reports submitted for reimbursement verified by the program manager for accuracy prior to approval.
- Please review the referenced policy documents in detail and be prepared to submit your 2008 Expense Reports and Pcard Statements accordingly. If you have any questions or concerns with this Administrative Advisory, please contact either **Andrew Conover** (Pcard-related: 415-538-2207) or **Christine Wong** (Expense Report-related: 415-538-2542) for assistance.

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