

STATE BAR OF TEXAS
JULY 2022 LOCAL BAR LEADERS CONFERENCE

If you are seeking reimbursement for travel to the Local Bar Leaders Conference and for your Friday night meal, please fill this form out completely (including the back of this page), attach the original receipts/bills to this form and return by September 1, 2022.

- | | |
|--|--|
| <input type="radio"/> At-Large Delegate
<input type="radio"/> Executive Director Delegate | <input type="radio"/> TYLA Official Delegate
<input type="radio"/> ATJ Delegate |
|--|--|

Make Check Payable to (please type or print):

Name: _____
 (Individual or Company)

Bar No.: _____

Mailing Address: _____

Date(s) of meeting: July 22-23, 2022

Date(s) of travel: _____

Location of Meeting: The Westin Galleria Houston

To Be Completed & Returned To:
 Local Bar Services Department
 P.O. Box 12487
 Austin, TX 78711-2487
 Fax: (512) 427-4263
 localbars@texasbar.com

STATE BAR APPROVAL

Date approved for payment: _____

Department Head: _____

Finance Department: _____

Please check your roundtrip distance and list your travel expenses (airline tickets, shuttle/cab fare, mileage). Receipts for all expenses, besides mileage, must accompany this form. Mileage is reimbursed at \$0.625 per mile, up to the maximum dollar amount for your roundtrip distance. Dinner for Friday night is reimbursable up to \$15 with a receipt.

<u>Round Trip Distance</u>	<u>Reimbursement Max</u>	<u>Expenses</u>
_____ 0 – 299 miles	\$150.00	\$ _____
_____ 300 – 450 miles	\$200.00	\$ _____
_____ 451 – 600 miles	\$300.00	\$ _____
_____ 601 – 750 miles	\$400.00	\$ _____
_____ 751+ miles	\$500.00	\$ _____
 <u>Friday Night Meal</u>	 \$15.00	 \$ _____
<u>Total Reimbursement Requested</u>		\$ _____

NO OTHER EXPENSES WILL BE REIMBURSED.

*****For State Bar Use Only*****

VENDOR # _____

CODING:

FUND DEPT	ACCT	LOCATION	AA	TOTAL
_____ - _____	_____ - _____	_____ - _____	_____ - _____	\$ _____
_____ - _____	_____ - _____	_____ - _____	_____ - _____	\$ _____
_____ - _____	_____ - _____	_____ - _____	_____ - _____	\$ _____
_____ - _____	_____ - _____	_____ - _____	_____ - _____	\$ _____
_____ - _____	_____ - _____	_____ - _____	_____ - _____	\$ _____
GRAND TOTAL:				\$ _____

Total Reimbursement Requested
 \$ _____

Certification of Claimant

I Incurred the expenses described above for the purpose stated. **I Attached** the original receipts for applicable expenditures except in cases where the receipt has been lost. **I certify** that this request is correct and unpaid to the best of my knowledge.

 Signature of Claimant

 Date

In order to be reimbursed, delegates must meet their attendance requirements and sign into all mandatory breakouts. Please check the breakouts you attended so the correct sign-in sheets may be verified.

Friday, July 22		
	1:45 p.m. – 2:45 p.m.	Cessation of Practice and Succession Planning
	1:45 p.m. – 2:45 p.m.	MCLE Accreditation Overview/Do's and Don'ts
	1:45 p.m. – 2:45 p.m.	Law-Related Education: Classroom Visits Made Easy
	1:45 p.m. – 2:45 p.m.	Building Resiliency After a Global Pandemic
	3:00 p.m. – 4:00 p.m.	Stay on Trend: Key Issues Impacting Bar Associations
	3:00 p.m. – 4:00 p.m.	MCLE Accreditation Overview/Do's and Don'ts
	3:00 p.m. – 4:00 p.m.	Show Up and Step Up
	3:00 p.m. – 4:00 p.m.	Building Resiliency After a Global Pandemic
	4:15 p.m. – 5:15 p.m.	Leadership Roundtable <i>Circle One: Red, Orange, Yellow or Green</i>
Saturday, July 23		
	10:00 a.m. – 11:00 a.m.	ATJ – Access to Justice in Texas
	10:00 a.m. – 11:00 a.m.	Defining Value: Strategies for Getting, Keeping, and Engaging Members
	10:00 a.m. – 11:00 a.m.	TYLA - Supporting Uncommon Affiliates
	11:15 a.m. – 12:15 p.m.	ATJ – Building a Successful Community Outreach/Education Collaborative
	11:15 a.m. – 12:15 p.m.	TYLA – Engaging Lawyers and the Public Online: Marketing, Social Media, and Podcasts
	11:15 a.m. – 12:15 p.m.	TYLA – Driving Up Local Affiliate Membership Numbers
	1:45 p.m. – 2:45 p.m.	ATJ – A Model Legal Aid Partnership: The Texas Disaster Legal Help Network
	1:45 p.m. – 2:45 p.m.	Navigating a PR Crisis in a 24/7 Connected World
	1:45 p.m. – 2:45 p.m.	TYLA – Engaging the Next Generation of Lawyers: Strategies for Successful Rollouts
	1:45 p.m. – 2:45 p.m.	TYLA - Supporting Your Projects With TYLA and Texas Bar Foundation
	3:00 p.m. – 4:00 p.m.	ATJ – Pro Bono Projects in a Pandemic: Spotlight on Eviction
	3:00 p.m. – 4:00 p.m.	Best Practices in Governance and Leadership
	3:00 p.m. – 4:00 p.m.	Defining Value: Strategies for Getting, Keeping, and Engaging Members
	3:00 p.m. – 4:00 p.m.	TYLA – Local Affiliate Showcase