

STATE BAR OF TEXAS  
**JULY 2024 LOCAL BAR LEADERS CONFERENCE**

If you are seeking reimbursement for travel to the Local Bar Leaders Conference, please fill this form out completely (including the second page), attach the original itemized receipts with this form, and return it by September 1, 2024.

- At-Large Delegate
- Executive Director Delegate

- TYLA Official Delegate
- ATJ Delegate

Make Check Payable to (please type or print):

Name: \_\_\_\_\_  
 (Individual or Company)

Bar No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Date(s) of meeting: July 25-26, 2024

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 \$0.67 per mile, up to the maximum dollar amount for your roundtrip distance.

<u>Round Trip Distance</u>	<u>Reimbursement Max</u>	<u>Expenses</u>
_____ 0 – 299 miles	\$150.00	\$ _____
_____ 300 – 450 miles	\$250.00	\$ _____
_____ 451 – 600 miles	\$350.00	\$ _____
_____ 601 – 750 miles	\$450.00	\$ _____
_____ 751+ miles	\$550.00	\$ _____
<b><u>Total Reimbursement Requested</u></b>		<b>\$ _____</b>

NO OTHER EXPENSES WILL BE REIMBURSED.

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

VENDOR # \_\_\_\_\_

CODING:

FUND DEPT	ACCT	LOCATION	AA	TOTAL
_____ - _____	_____ - _____	_____ - _____	_____ - _____	\$ _____
_____ - _____	_____ - _____	_____ - _____	_____ - _____	\$ _____
_____ - _____	_____ - _____	_____ - _____	_____ - _____	\$ _____
_____ - _____	_____ - _____	_____ - _____	_____ - _____	\$ _____
_____ - _____	_____ - _____	_____ - _____	_____ - _____	\$ _____
<b>GRAND TOTAL: \$</b>				<b>_____</b>

**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.**

<b>Thursday, July 25</b>		
	1:45 p.m. – 2:45 p.m.	Local Bars – The State Bar of Texas Cessation of Practice Program
	1:45 p.m. – 2:45 p.m.	Local Bars - Bar Best Practices Bingo
	1:45 p.m. – 2:45 p.m.	TYLA - Civility for All
	1:45 p.m. – 2:45 p.m.	TLAP – The Emotional Cost of Lawyering: Trauma, Compassion Fatigue, and What to Do About It
	3:00 p.m. – 4:00 p.m.	Local Bars - Stay on Trend: Key Issues Impacting Bar Associations
	3:00 p.m. – 4:00 p.m.	TYLA - Engaging Lawyers and the Public Online: Marketing, Social Media, and Podcasts
	3:00 p.m. – 4:00 p.m.	Local Bars - Show Up and Step Up
	3:00 p.m. – 4:00 p.m.	TLAP – The Emotional Cost of Lawyering: Trauma, Compassion Fatigue, and What to Do About It
	4:15 p.m. – 5:15 p.m.	Leadership Roundtable <i>Check One: Red, Orange, Yellow, or Green</i>
<b>Friday, July 26</b>		
	10:00 a.m. – 11:00 a.m.	ATJ – Help a Vet, Save a Life
	10:00 a.m. – 11:00 a.m.	Local Bars – At Your Service
	10:00 a.m. – 11:00 a.m.	TYLA - Supporting Uncommon Affiliates
	11:15 a.m. – 12:15 p.m.	ATJ – Non-attorney Paraprofessionals and Community Justice Workers
	11:15 a.m. – 12:15 p.m.	Local Bars – The Archives at the State Bar of Texas – Document Preservation & Records Management for Small Organizations
	11:15 a.m. – 12:15 p.m.	TYLA – Projects 101
	1:45 p.m. – 2:45 p.m.	ATJ – Access to Justice in Texas
	1:45 p.m. – 2:45 p.m.	Local Bars – Hands-On Workshop: Implementing AI Solutions for Local Bar Initiatives
	1:45 p.m. – 2:45 p.m.	TYLA – Driving Up Local Affiliate Membership Numbers
	3:00 p.m. – 4:00 p.m.	ATJ – Online Tools for Expanding Pro Bono
	3:00 p.m. – 4:00 p.m.	Local Bars – Is Your Communication Strategy Up to Date?
	3:00 p.m. – 4:00 p.m.	TYLA – Projects! Projects! Projects!