



PRO BONO COORDINATOR'S RETREAT &

Poverty Law Conference

Hilton Austin
500 E 4th St, Austin, TX 78701

2025 Pro Bono Coordinator's Retreat & Poverty Law Conference Registration Fees & Reimbursement Guidelines

- 2025 Registration Fees:** Attendees will register through Stripe¹. Individuals who qualify for discounted or free registration as indicated below will receive a coupon code to apply to their registration fee upon registration. Registration fees are not eligible for reimbursements.

Attendee Rates

PBCR Attendee Rate: \$150
PLC Attendee Rate: \$300
PBCR+PLC Attendee Rate: \$400

Discounted Rates

PBCR Speaker Rate: \$50
PLC Speaker Rate: \$100
Volunteers and Scholarship Recipients: [Free]

2. Speaker Application Process:

a. Generally:

- Speakers are selected at the sole discretion of LAD.
- LAD will open the 2025 PBCR Session Proposal Form and 2025 PLC Session Proposal Form portals via Google Forms on 1/15/25 and will close the portals on 3/14/25.
- Speakers will be notified via email if they have been selected as a speaker and will receive their speaker registration coupon codes via email. Applicants not selected as speakers will also be notified via email.
- Up to three speakers per session are eligible to be reimbursed for Lodging and Travel as outlined below.
- Reimbursements requests for any individuals who were not formally accepted as speakers will be denied.

3. Scholarship Application Process:

a. Generally:

- Scholarships are awarded at the sole discretion of LAD.
- LAD will open scholarship application portals via Google Form on 4/21/25 and will close the scholarship application portals on 5/2/25.

¹ Note that Stripe charges a small transaction fee, which will be applied at the time of the transaction.



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- iii. Scholarship applicants will be notified via email of what scholarships, if any, they have received and registration coupon codes if applicable.
 - iv. Reimbursements requests for any individuals who were not formally awarded a scholarship will be denied.
 - b. **PBCR:** PBCR Scholarships may be for Lodging, Travel, Registration Fee, or some combination of the three and may be awarded to one staff member per qualifying pro bono/legal services program² branch office to attend PBCR.
 - i. All those interested in PBCR scholarships should apply using the 2025 PBCR Scholarship Application portal on Google Forms.
 - c. **PLC:** PLC Scholarships may be for Lodging, Travel, Registration Fee, or some combination of the three and may be awarded to staff from qualifying programs.
 - i. Staff from LSC-funded legal aid organizations Texas RioGrande Legal Aid, Lone Star Legal Aid, and Legal Aid of NorthWest Texas should coordinate with their training coordinator directly regarding scholarships and should not use the Google Form.
 - ii. All others interested in PLC scholarships should apply using the 2025 PLC Scholarship Application portal on Google Forms.
4. **Reimbursements, Generally:**
- a. Speakers and scholarship recipients are invited to submit completed reimbursement requests for **actual reasonable expenses incurred for lodging and/or travel as applicable.**
 - b. Reimbursement requests must be submitted **after the event and no later than Wednesday, September 10, 2025**, to probono@texasbar.com or Legal Access Department, Attn: Dominga Titus, P.O. Box 12487, Austin, Texas 78711-2487.
 - c. **Signature Required.** The Expense Reimbursement Form **must be signed** (electronic signature is acceptable) by the person for which the reimbursement request is being made.
 - d. **Receipts Required.** Receipts should be submitted neatly, with scans or copies of receipts. Tips and miscellaneous expenses for which no bill or receipt is provided are reimbursable without receipt and should be documented on the reimbursement form. A lack of itemized receipt(s) may result in a denial of reimbursement.

² Qualifying programs include: 1) a recipient of Texas Access to Justice Foundation (TAJF) funds; 2) a Texas recipient of Legal Services Corporation (LSC) funds, or 3) a Texas non-profit that provides civil legal services where at least 50% of the services provided are free to Texans whose income is 200% of the federal poverty guidelines or less.



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- e. **Not Reimbursable:**
 - i. **No reimbursements for early arrival or late departure.**
 - ii. **No meal expenses are reimbursable for Pro Bono Coordinators Retreat and Poverty Law Conference.**
 - iii. **No alcohol expenses are reimbursable.**
- f. **Payment Processing:** Please allow **two to three weeks from receipt by State Bar personnel** to process the reimbursement and issue a check for payment. Reimbursement checks will be **mailed to address on the form.**
- g. **Denial of Reimbursement Requests:** The State Bar of Texas reserves the right to deny reimbursement of any travel-related expense for failure to comply with its policies and procedures. Reimbursement requests for any individuals who were not formally accepted as a speaker or who were not awarded a scholarship will be denied.

5. Lodging Reimbursements:

- a. **Conference Hotel Special Conference Rate:** Lodging reimbursements are limited to up to two nights at the Conference Hotel (Hilton Austin) at the special conference rate (below), plus applicable taxes. Lodging cancellation fees are not reimbursable.

Room	Single Rate	Double Rate	Triple Rate	Quad Rate
1 KING BED	\$ 229.00	\$ 229.00	\$ 249.00	\$ 269.00
2 QUEEN BEDS	\$ 229.00	\$ 229.00	\$ 249.00	\$ 249.00

6. Travel Reimbursements:

- a. **Reimbursement Maximums:** **All travel expenses, including** mileage OR rental car and gas, bus travel, commercial airline travel, shuttle/taxi/rideshare fare, and parking and tolls as detailed below, **will only be reimbursed up to the applicable maximum based on roundtrip distance from the speaker's location to Austin:**

ROUND TRIP DISTANCE TO AUSTIN	REIMBURSEMENT MAXIMUM
0 – 250 miles	\$175.00
251 – 350 miles	\$225.00
351 – 450 miles	\$275.00
451 – 550 miles	\$325.00
551 + miles	\$375.00



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b. **Personal Vehicle Mileage OR Rental Car and Fuel:**

- i. **Personal Vehicle Mileage:** Personal vehicle mileage is reimbursable at the rate set by board policy (as of December 2024, \$0.67 per mile, but the reimbursement rate for the 2025 calendar year will be updated in January 2025). Travelers who use their personal vehicle may claim mileage from their place of departure (home or office) to the destination. Travelers should provide support for the mileage (driving directions showing estimated mileage for the trip). Fuel expenses are not reimbursed when claiming mileage.
 - ii. **Car Rentals:** Car rental expenses and related fuel charges are reimbursable.
7. **Bus Travel:** The use of bus services such as Vonlane or Greyhound is reimbursable.
 8. **Commercial Airline Travel:** Commercial airline travel is reimbursable. Travelers will not be reimbursed for flight cancellation or transfer fees.
 9. **Shuttle / Taxi / Rideshares:** The use of taxis, airport bus, or rideshare services is reimbursable.
 10. **Parking and Tolls:** Parking and tolls are reimbursable. Fines (parking tickets or towing fees) are not reimbursable.

THE REIMBURSEMENT SUBMISSION DEADLINE IS WEDNESDAY, SEPTEMBER 10, 2025 – NO EXCEPTIONS

Questions? Contact probono@texasbar.com | 512-427-1855