

Uniform Law Commission Travel Policy 2024

Receipts are required for all expenses over \$25.00. Any expense that does not include a receipt will be capped at the \$25 limit.

The ULC will not reimburse for such personal expenses as movies, theater tickets, tours, optional travel insurance, etc.

AIRFARE:

Charges for air travel to meetings. Only Economy fares can be reimbursed. Please make airfare purchases at least 30 days prior to the meeting. Airfare over \$1200 must be preauthorized by e-mailing accounting@uniformlaws.org or rhewitt@uniformlaws.org for approval.

HOTEL:

Negotiated room rate for each night of the meeting, including all taxes. Unless there are extenuating circumstances, if you miss the ULC published cut-off date for making hotel reservations at the group rate then you will be responsible for securing your own lodging and paying any hotel fees in excess of the group rate.

TRANSPORTATION TO/FROM AIRPORT:

Travel to and from the airport via taxi, Uber, Lyft or auto are reimbursed as long as there is a receipt.

Charges for travel to meetings via automobile is reimbursable. ULC follows IRS guideline for mileage rates. The 2024 mileage rate for business travel is \$0.67 per mile. Please note the Conference will not reimburse mileage higher than the cost of an Economy round-trip airfare for the same destination.

MEALS:

A reasonable cost for all meals incurred in connection with your participation at the meeting. The current limit for meal reimbursement is \$100 per person per meal. The dates and names of all additional individuals must be indicated when requesting reimbursement for meals. Remember that the Conference only reimburses for Committee members and Conference officers.

MISCELLANEOUS:

Includes telephone, copying, local transportation, tips, and tolls.

Other expenses must be reasonable and necessary to your participation at the meeting or the operation of the meeting itself.

Car rental must be preauthorized by e-mailing accounting@uniformlaws.org or rhewitt@uniformlaws.org before your trip.