

Expense Form

Request for OBA/CLE Reimbursement of Expenses

Please submit this form **with receipts** attached within **30 days** of the event for which expenses were incurred.

Items without a receipt will not be reimbursed with the exception of tolls and gratuities.

Name: _____ Bar # _____

Address _____

City/State/ZIP _____ Phone No. _____

Program Information

Title of Program _____

Date of Program _____ Location of Program _____

Transportation

- Please attach receipts

Public Carrier (airline or other) _____ \$ _____

Use of personal automobile _____ miles at \$0.545 per mile \$ _____

Uber and/or Lyft, airport bus, shuttle, etc. _____ \$ _____

Transportation Total \$ _____

Meals & Lodging

- Please attach itemized receipts

_____ \$ _____

_____ \$ _____

Meals & Lodging Total \$ _____

Other Expenses

- Please attach receipts

_____ \$ _____

_____ \$ _____

Total Other Expenses \$ _____

Total Reimbursement Requested \$ _____

I incurred the expenses described above for the purpose stated.

I attached receipts with the exception of tolls and gratuities.

I certify that this request is correct to the best of my knowledge.

Requestor's signature _____

Date of Request _____

OBA/CLE Reimbursement Guidelines

To volunteer speakers for OBA/CLE:

If you are speaking at a seminar, your registration and written materials are free. Reimbursement is limited to actual, reasonable expenditures necessary to plan or participate in our program. If you anticipate a large or unusual expense, call OBA/CLE in advance. We may know of a less costly way to meet the need.

Please note the guidelines below before you incur expenses. Please submit this form **with receipts** attached within **30 days** of the event for which expenses were incurred.

Transportation:

- If possible, please book air travel **45 - 60 days** prior to the seminar. Use of a personal car is reimbursed at \$0.545 per mile. Advanced authorization from OBA/CLE is needed if you intend to rent a car, please do not rent a car unless absolutely necessary. OBA/CLE suggests utilizing Uber and/or Lyft services when able.

Lodging:

- OBA/CLE is direct billed by the hotel and will make necessary lodging at a designated hotel for moderators and out-of-town morning speakers. Please provide OBA/CLE with requested hotel date(s) needed.
- If you secure your own room and there was a need for you to have a room, OBA/CLE will only reimburse for the negotiated room rate.
- OBA/CLE does not reimburse lodging for speakers residing within a 60-mile radius of where the course is taking place.

Meals:

- Only actual reasonable meal expenses will be reimbursed for out-of-town speakers. Provide a copy of detailed itemized receipts. Entertainment or alcoholic beverages will not be reimbursed. Please limit your daily meal costs to \$60.00 total per day.

Other Costs:

- OBA/CLE reimburses out-of-town speakers for actual, reasonable, out-of-pocket costs incurred in preparing for a presentation, including and up to 15% (fifteen percent) gratuities, long distance calls, faxes, and parking.
- In order to receive reimbursement for materials purchased by you, prior approval from the OBA is required.
- Expenses for your spouse or other guest(s) will be your responsibility.

**WITHIN 30 DAYS OF THE EVENT, ATTACH RECEIPTS AND RETURN TO:
CLE**

**P.O. Box 53036
Oklahoma City, OK. 73152**

