



Virginia State Bar

Volunteer Reimbursement Voucher Guidelines

The Virginia State Bar (VSB) follows the Commonwealth of Virginia Travel Regulations with certain exceptions. Committee members are eligible for reimbursement of reasonable and necessary travel expenses incurred while attending committee meetings. Reimbursable expenses include mileage or fares, lodging, and certain meal expenses; however, alcoholic beverages and spousal expenses are NOT reimbursable. To minimize travel expenses, committee members are encouraged to reduce overnight stays whenever possible. Committee chairs should schedule meetings at times and locations that minimize travel costs for members.

General Guidelines:

- Volunteers must submit travel reimbursement vouchers to the Finance Department within 30 working days after completing the trip.
- Vouchers submitted over 30 working days require the executive director's approval and may not be honored.
- With reasonable notice, arrangements can be made for committee meetings to be held in VSB meeting rooms.
- Meetings at resort hotels require prior approval from the Executive Committee.

Annual Meeting & Other Association Meetings

Members attending the VSB Annual Meeting are responsible for covering their expenses as part of their professional duty. Expenses for committee meetings scheduled immediately before, after, or during the Annual Meeting are not reimbursable. This also applies to committee meetings scheduled around voluntary state association meetings (e.g., VBA, VTLA, VADA).

Refer to the attached sample Expense Reimbursement Voucher for details. Travel vouchers must be legible (typed or handwritten) and include appropriate itemized receipts.

Reimbursable Expenses:

Mileage:

- **\$0.725/mile** for personal automobile travel (Effective 1/1/2026).

Transportation (Receipts Required):

- Includes train, cab, and bus fares.
- For airfare reimbursement, attach ticket stubs or a confirmation with cost and services.
- Reimbursement will be based on the most economical travel option (airfare vs. mileage, meals, and lodging).
- Car rentals require prior approval from the VSB Finance Department.



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Lodging (Receipts Required):

- Overnight lodging is reimbursable if you travel 50+ miles from the base point (primary office or residence).
- **Effective 10/1/25, Standard lodging rate:** \$110 within Virginia; Richmond city limits: \$157
- Exceptions require approval from the executive director.
- Maximum reimbursement is 150% of state-approved rates unless a special event rate is established.

Parking, Tolls, and Tips:

- Expenses over \$25 require a receipt.
- Express/HOT lane tolls for convenience are NOT reimbursable.
- Valet parking is only reimbursed with a justified special need.
- Tips for travel-related services are capped at \$10/day.

Meals:

- Meal reimbursement applies primarily to **overnight travel**.
- **Gratuities capped at 20% for exceptional service.**
- Meal rates (including taxes & gratuity):
 - **Breakfast:** \$20
 - **Lunch:** \$20
 - **Dinner:** \$35
 - Alcoholic beverages and snacks are NOT reimbursable.
- Departure/arrival times must be noted for en route meal reimbursement.
- If you claim reimbursement for another VSB volunteer, list the individual's name(s).

Travel Voucher Submission Guidelines

Required Information:

1. **Agency:** Virginia State Bar
2. **Name & Address:** Last name first
3. **Social Security Number:** Required for reimbursement
4. **State Employee Status:** Mark the appropriate box
5. **Signature of Traveler:** Required
6. **Date, Location, & Explanation of Travel**
7. **Detailed Expense Breakdown:** (e.g., travel, meals, lodging, mileage)
8. **Purpose:** Specify the meeting attended
9. **Attach Supporting Documentation:** (e.g., receipts, invoices, etc.) as required

The VSB Finance Department will complete all other fields.



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Submission Options:

- **Mail:** Send the form and receipts to:
Virginia State Bar, 1111 E. Main Street, Suite 700, Richmond, VA 23219-0026.
- **Electronic Submission:** Use the VSB Travel Reimbursement Submission Form:
<https://forms.office.com/g/84waykGLjZ>

Step 1: Sign the Reimbursement Voucher

- **Electronic Signature (Adobe Sign, DocuSign, etc.)** – If using an encrypted signature platform, DO NOT sign until after combining all documents into a single PDF (see Step 2).
- **Wet Signature** – Print, sign manually, then scan the signed voucher and all supporting documents.

Step 2: Combine Documents into a Single PDF

1. Scan or save the completed voucher and all supporting documents as one combined PDF document.
2. **Important:** Submissions must be in one single PDF file. Do not submit photos or screenshots.
3. **File name format:** appropriately, e.g., "LastName – Event - Date.pdf."

Step 3: Submit Electronically

1. Go to the VSB Travel Reimbursement Submission Form:
<https://forms.office.com/g/84waykGLjZ>
2. Complete all required fields (1-4) in the form.
3. Upload the combined PDF using the link in field 5.
4. After uploading the file, return to the form, confirm that your file has been uploaded, and click **Submit**.
5. Retain a copy of the submitted voucher and receipts for your records.

For further assistance, contact the **VSB Finance Department** at (804) 775-0526 or email vouchers@vsb.org.

VOLUNTEER/WITNESS REIMBURSEMENT VOUCHER

DEPARTMENT, INSTITUTION, OR AGENCY AND BUSINESS UNIT

1 Virginia State Bar

PREPARE WITH INK OR TYPEWRITER. USE ADDITIONAL SHEETS WHEN NECESSARY

PERSONAL VEHICLE USE STATEMENT - STATE EMPLOYEE

PERSONAL VEHICLE - COST BENEFICIAL TO THE STATE - PERSONAL MILEAGE RATE

STATE VEHICLE - NOT AVAILABLE OR ACCESSIBLE - PERSONAL MILEAGE RATE

STATE VEHICLE - AVAILABLE OR NOT REQUESTED - FLEET RATE

I HEREBY CERTIFY THAT EXPENSES LISTED BELOW WERE INCURRED BY ME ON OFFICIAL BUSINESS OF THE COMMONWEALTH OF VIRGINIA AND INCLUDE ONLY SUCH EXPENSES AS WERE NECESSARY IN THE CONDUCT OF BUSINESS.

2 Name: _____ **4**

Address: _____ **5**

City: _____

State: _____ Zip: _____ - _____

3 Social Security # _____ - _____ - _____ Suffix: _____

STATE EMPLOYEE? YES NO

SIGNATURE OF TRAVELER _____ DATE _____

TITLE _____

I HEREBY CERTIFY THAT THE TRAVEL UNDERTAKEN IN THIS REIMBURSEMENT VOUCHER HAS BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE COMMONWEALTH.

VA STATE BAR APPROVAL _____ DATE _____

6. DATE	6. LOCATION AT WHICH EXPENSE WAS INCURRED. POINTS BETWEEN WHICH TRAVEL WAS NECESSARY, METHOD OF TRANSPORTATION USED AND MILEAGE RATE ALLOWED. EACH DAY'S EXPENSES MUST BE SHOWN SEPARATELY.	7. MILES TRAVELED	7. MILEAGE AMOUNT		7. MEALS		7. LODGING	7. OTHER EXPENSE (ITEMIZE IN SECOND COLUMN)	AMOUNT	
					#	AMT.				
			0.00	x					0.00	
			0.00	x					0.00	
			0.00	x					0.00	
			0.00	x					0.00	
			0.00	x					0.00	
			0.00	x					0.00	
			0.00	x					0.00	
			0.00	x					0.00	
			0.00	x					0.00	
I certify all computations are correct and that all necessary and required receipts are attached.		Initial _____	TOTALS	0.00	x	0.00	0.00	0.00	0.00	
VOUCHER NUMBER _____		DATE(MMDDYY) _____		PURPOSE OF TRIP _____				TOTAL SHEET 2		0.00
8 _____						GRAND TOTAL				0.00

FOR VIRGINIA STATE BAR USE ONLY

DEPT CC ACCOUNT TASK AMOUNT