

## **Pennsylvania Association of Criminal Defense Lawyers**

**Section: Continuing Legal Education (CLE) Program**  
**Title: Presenter Reimbursement Policy**  
**Adopted: February 10, 2017**

### **Purpose of the Statement of Policy.**

This policy sets forth the speaker reimbursement criteria and defines the reimbursement procedures and the documentation protocols of the Pennsylvania Association of Criminal Defense Lawyers (“Association”) at its continuing legal education seminars and annual conference. The policy reflects the values of the Association to foster inquiry and knowledge, reflect collaboration and collegiality and is intended to fairly treat all presenters. It also seeks to optimize committee members’ expertise and offer leadership opportunities to criminal defense lawyers to enjoy the prestige and recognition associated with leading course sessions and contribute to knowledge sharing with fellow practitioners. Finally, it ensures that the Association delivers unique high educational value content that meets the business needs of the profession.

### **Session Presenters**

#### **1. Registration.**

- a) Generally, session presenters shall pay the Association’s advertised seminar or conference registration fee for the CLE seminar or conference that they attend if they seek CLE credits beyond the training credits awarded solely for his/her presentation. Course/conference registration entitles a session presenter to all CLE hours in which they log seat time on the approved Association form, course materials, seminar/conference meals and breaks, and social events.
- b) No registration fee is charged or due from a session presenter who is only presenting his or her session, then departs the CLE seminar or conference and does not seek CLE credits beyond the training CLE credits available for his/her presentation.

#### **2. Travel Costs.**

- a) It is the Association’s standard practice to request session presenters to have all of their travel expenses related to their attendance at the meeting covered by their firm or employer. The Association shall not reimburse session presenters for any other expenses associated with their attendance at the meeting (except as indicated below for early session presenters). This includes meals, mileage, car rental, airplane or train fees or upgrades, hotel accommodations, parking, entertainment costs or other incidentals incurred.
- b) Notwithstanding the preceding paragraph, the Association shall reimburse a session presenter who is both scheduled for the first scheduled session of the day and is travelling more than 60 miles to the CLE host location for an overnight room (single rate) and overnight parking at the conference site, tolls, and up to \$25 for actual meal expenses. If a session presenter cancels or is unable to make his or her

presentation, any hotel, travel or incidental fees shall be the responsibility of the session presenter and shall not be reimbursed or paid by the Association.

**3. Meals.**

- a) Any registered, session presenter shall be entitled to the course program meals and shall not be reimbursed for other meal costs, except as otherwise provided in the preceding section.
- b) Any unregistered, session presenter may attend, without cost, any scheduled meal or social event that immediately precedes or immediately follows his or her speaking session.
- c) PACDL does not reimburse for tobacco or alcohol purchases or any other session presenter incidentals or costs of guests travelling with a session presenter.

**4. CLE Credits.**

- a) For registered session presenters, the cost of Pennsylvania CLE credits is included in the cost of the course registration. No requests for reimbursement for CLE credits or fees will be honored.
- b) For unregistered, session presenters, the Association shall submit and pay for Pennsylvania CLE training credits for the session in which he/she presents.

**5. Duplication.**

- a) All session presenters are encouraged to submit their written handouts and materials by the deadline set by the Association.
- b) Costs of duplication of any materials incurred by a session presenter shall not be reimbursed unless approved by the executive director in advance of incurring the costs.

**Keynote Speakers**

- 1. **Registration.** Course or conference registration fees are waived for keynote speakers.
- 2. **Travel Costs.**
  - a) The Association reimburses for travel expenses on the basis of actual expenditures involved for keynote speakers unless prior authorization is obtained from the executive director. In applying this policy, it is anticipated that those keynote speakers traveling for the Association shall use the same care in incurring expenses that would be used if travelling at personal expense.
  - b) Total travel cost reimbursement is limited to \$750 for documented, actual expenses in conjunction with the keynote speaker's participation. Exceptions may be made in extraordinary circumstances with prior approval of the executive director.
    - i) **Vehicle.** The Association shall reimburse keynote speakers for personal car mileage incurred in connection with travel to and from the meeting site at the current standard IRS rate.
    - ii) **Plane or Train.** The Association shall reimburse keynote speakers for airline or train fare incurred in connection with attending the course/conference. The keynote speaker shall make his or her own airline reservation at least 4 weeks in advance of the speaking date. Airfare expense reimbursement will

- be made for the most direct route for the keynote speaker at the lowest, non-refundable coach fare. Airline preference will not be considered to gain frequent flyer mileage. Keynote speakers who want to be selective in their airlines or travel class will be responsible for the cost differential. Any additional airfare expense such as priority boarding, baggage fees, insurances, flight change fees or seat upgrades will not be reimbursed by the Association.
- iii) **Taxi.** Ground transportation (and tips) to and from airports and meeting or home are reimbursable. Taxi fare between the CLE meeting site and any other destination other than the airport shall not be reimbursed. Rental cars are not reimbursed unless otherwise approved by the executive director in advance.
  - iv) **Hotel.** All keynote speakers are responsible for making their own hotel reservations and must mention the special Association rate that is in force. The Association shall reimburse only at the level of its contracted reduced rate. There is no reimbursement for other hotel incidentals such as movies, laundry/dry cleaning, internet connections, tips, or health club fees.
  - v) **Parking.** Actual hotel (negotiated rate) or airport parking fees will be fully reimbursed by the Association for no more than two nights. Parking of rental cars shall not be reimbursed.
  - vi) **Entertainment.** Entertainment expenses will not be reimbursed unless advance authorization in writing is obtained from the executive director and the authorization accompanies the travel expense report.
  - vii) **Spouses or guests.** The expenses (meals, airfare, etc.) for spouses or guests are not covered by the Association unless the costs are part of an official Association function and are previously approved by the executive director.
  - viii) **Miscellaneous.** When a trip involves travelling for both the Association and other purposes, the speaker shall reasonably allocate the costs between the Association and the other activity.
- c) **Meals.** Association organized meals and social functions are open to the keynote speaker and they are encouraged to join other meeting attendees for the common meals and social functions.
    - i) Meals taken during travel to and from the host meeting site are included in the \$750 reimbursement level. The cost of a meal taken elsewhere during a meal that is provided at the event will not be reimbursed by the Association.
    - ii) The Association has established a \$75.00 daily limit for meal and meal gratuities reimbursement. No single meal and meal gratuity reimbursement request should exceed \$50.00.
    - iii) The Association does not reimburse for alcohol or tobacco products.
  - d) **Honorarium.** The Association may pay a reasonable honorarium for keynote speakers that is agreed to in advance by the executive director with input from the CLE Committee.

1. **Registration, Travel Costs and Meals.** Course planners, moderators and board members are not eligible for reimbursement of any registration fees, travel costs, incidentals, CLE credits or meals associated with their attendance at an Association CLE course or conference.

**Reimbursement.**

1. **Deadline.**
  - a) All speakers seeking reimbursement under this Policy shall submit their reimbursement request no later than 30 days after their presentation using a form provided by the Association.
  - b) The expense reimbursement form must be signed by the speaker before remittance is made by the Association.
2. **Receipts.**
  - a) Actual receipts shall accompany the expense form submitted to the Association.
  - b) Mileage reimbursement requests must include a MapQuest (or similar) Driving Directions printout showing exact mileage.
3. **Notice.**
  - a) Each speaker approved for honoraria, expense reimbursement or registration fee waivers shall be given a copy of this policy in advance of the CLE seminar or conference.