

**Affiliate Reimbursement Request Form**  
**Tampa Marriott Water Street, Feb. 25-26, 2022**

Airfare: \_\_\_\_\_ \$ \_\_\_\_\_  
(Please include airline receipt)

Transportation to/from airport (cabs, ride share, etc. Include receipts) \$ \_\_\_\_\_

Rental Car: \_\_\_\_\_ \$ \_\_\_\_\_  
(Please include rental car receipt/agreement)

Rental Car Fuel (include receipts): \$ \_\_\_\_\_

Personal Automobile  
City of Origin \_\_\_\_\_ RT Miles \_\_\_\_\_ x \$0.585 \$ \_\_\_\_\_  
(Please note, mileage rate covers all fuel purchases)

Lodging (to include hotel parking) \_\_\_\_\_ \$ \_\_\_\_\_  
(Please included only lodging, tax, and parking expenses. No personal meals)

TOTAL MEETING-RELATED EXPENSES \$ \_\_\_\_\_

**TOTAL REIMBURSEMENT (\$400 Maximum)** \$ \_\_\_\_\_

**Payment Method (Please check one)**

\_\_\_\_\_ **ACH/Direct Deposit (one time account setup)**  
Call (850) 561-5832.

\_\_\_\_\_ **Mail Check To:**

\_\_\_\_\_  
**(Name)**

\_\_\_\_\_  
**(Street/PO Box)**

\_\_\_\_\_  
**(City, State, Zip)**

## YLD REIMBURSEMENT PROCEDURES AND RULES

Each request should be submitted to the YLD Division Administrator ([tmiller@floridabar.org](mailto:tmiller@floridabar.org)) within **30 days of the incurred expense. All reimbursement requests should be received by the YLD Administrator ([tmiller@floridabar.org](mailto:tmiller@floridabar.org)) by March 28, 2022.** Please include all appropriate receipts for any single expense of \$25 or more. Please submit the reimbursement as a single PDF document. Please do not send multiple documents. This may slow the process time of your reimbursement. You may also mail an original copy with receipts for processing. See the mailing address below.

Original supporting receipts, such as airline tickets, hotel folios and credit card receipts must be submitted with this form. If you mail in your request, please staple your receipts to the form and be sure to keep a copy of the receipts you submit. If you have lost any of the receipts which should accompany your reimbursement request, please note them in an accompanying memo, detailing the nature and amount of the expense. All reimbursements are capped at \$400. Credit card statements will not suffice in lieu of receipts unless it is included with a statement regarding a lost receipt. Duplicates of lost hotel receipts may be obtained by contacting the Tampa Marriott Water Street at (813) 221-4900.

### CERTIFICATION

Reimbursement is limited to two (2) designated representatives per each participating affiliate organization, not to exceed \$400 per representative. Reimbursable expenses include transportation (airfare, rental car, rental car fuel, personal mileage, etc.) and lodging expenses. Personal meals are not reimbursable. For those affiliates sharing rooms and/or transportation, only one affiliate rep will be reimbursed for those expenses unless a single expense has been split between the two reps of the same affiliate organization. An accompanying memo or note should be included with the reimbursement requests, indicating the amount of the split and the name of the designated rep with whom the reimbursement is being split. Receipts are not required to report mileage for the use of personal automobile, but the reimbursement request should include the city of origin and the number of roundtrip miles. Please do not include map reports detailing your mileage. A city of origin will suffice.

***Send to:***

***Tom Miller at [tmiller@floridabar.org](mailto:tmiller@floridabar.org)***

***Or by mail***

***651 E. Jefferson Street  
Tallahassee, FL 32399***



# The Florida Bar

651 East Jefferson Street  
Tallahassee, FL 32399-2300

Joshua E. Doyle  
Executive Director

850/561-5600  
[www.FLORIDABAR.org](http://www.FLORIDABAR.org)

## The Florida Bar Electronic Payment Initiative

Dear Valued Vendor:

The Florida Bar (TFB) is in the process of switching current vendors and customers from paper checks to electronic payment options. As part of this transition, we ask that your organization accept future invoice payments by one of the following options: credit card or ACH/Direct Deposit, rather than by check.

### There are two electronic payment options:

- 1) Single-Use Virtual Mastercard
- 2) ACH (Direct Deposit)

This change will simplify your processes, provide you with faster invoice payment, and improved cash flow. The major difference between the electronic payment types and standard check/corporate credit card reimbursement is that the Single-Use Virtual Mastercard and ACH options will result in faster payment reimbursement. There are no fees associated with electronic payments.

### Electronic Option 1- Single-Use Virtual Mastercard

1. Determine if you are able to accept credit card transactions and an email address/contact to receive payment information.
2. Send an email containing the requested information above to [accounting@floridabar.org](mailto:accounting@floridabar.org). A reply will be sent confirming receipt.
3. For each payment, you will receive a unique single-use account number, the payment amount, and remittance advice related to your payment. You will use this information to process the payment following your normal credit card process.

## Electronic Option 2- ACH (Direct Deposit)

1. Determine that you have an email address/contact to receive remittance information.
2. Gather the following information from a canceled check, voided check or bank letter:  
Bank name, address, phone number and Routing (transit/ABA) number, type of account and account number.
3. Either call 1-850-561-5832 or email a request for a call back to [accounting@floridabar.org](mailto:accounting@floridabar.org).
4. For each payment, you will receive remittance advice via email.

Additional items to consider before choosing a payment option:

- Choose Electronic Option 2, if you do not have the ability to receive payments via credit card
- Choose Electronic Option 2, if there is a reason (dollar value, multiple locations processing payments, etc.) why any payment cannot be processed via credit card.
- Only one payment option may be selected.

**Questions?** If you have any questions about the new payment options, please contact us at [accounting@floridabar.org](mailto:accounting@floridabar.org). Our accounting team will be glad to assist you.