

Section Reimbursement Submission Deadlines & Policy

To help us process reimbursements efficiently, maintain accurate financial records, and manage the Bar's budget, please submit all expense reimbursement requests in a timely manner. Please review the reimbursement guidelines below:

- **30-Day Submission Window:** Reimbursement requests must be submitted within 30 days of the event or expense, along with detailed, itemized receipts.
- **Timely Processing:** Requests received after the 30-day submission window cannot be processed. We encourage you to submit expenses as soon as possible to avoid reimbursement issues.
- **Year-End Deadline:** Tracking expenses throughout the Bar year is essential to ensuring accurate budgeting and financial reporting. We cannot process expenses received after July 31.

Thank you for your partnership in helping us maintain sound financial stewardship. If you have any questions about submitting an expense reimbursement request, please do not hesitate to reach out. We are happy to assist.