

## Virginia CLE<sup>®</sup> Speaker Expense Reimbursement

Virginia CLE<sup>®</sup> relies upon the volunteer efforts of Virginia lawyers to plan and present its many seminars. It has been longstanding CLE Committee policy that speakers who are members of the Virginia State Bar will not be paid or receive an honorarium for their efforts. At the same time, speakers have never been asked to otherwise subsidize Virginia CLE, and reasonable expenses incurred as a direct result of participation in seminars have always been fully reimbursable.

The existing standard for reimbursable expenses is that they be “reasonable.” This standard governs all speakers, whether or not they are members of the Virginia State Bar. It is a flexible standard that is applied in the first instance by our Program Attorneys. The Executive Director becomes involved only in questionable cases. Although the system is generally effective, the CLE Committee has decided that it is appropriate to provide additional guidance on expenses that may be reimbursed to speakers.

The following are examples of expenses that will not be reimbursed:

- Spouse travel to and from the seminar.
- Spouse activities when not accompanied by the speaker at an official function, e.g., spouse lunch expense when the speaker is at the seminar (in contrast to a spouse attending a group speaker dinner).
- Child care or pet sitting.
- Upgraded accommodations, e.g., suite versus normal room.
- Upgraded travel, e.g., first/business class versus economy.
- Staying at hotels for additional days for reasons not associated with the seminar.
- In-room movies.

Expenses not specifically addressed above will continue to be judged by the standard of reasonableness. Virginia CLE reserves the sole discretion to determine the appropriateness of any request for reimbursement.