



THE HEALTH CARE LAW SECTION OF THE STATE BAR OF MICHIGAN REIMBURSEMENT POLICY

This policy governs the reimbursement of approved business expenses and speaker fees incurred for the Health Care Law Section's business.

Requests for reimbursement of expenses that are not in compliance with this policy requires the prior written approval of the Section's Treasurer or Chair.

DOCUMENTATION

Requests for reimbursement of expenses and fees shall be submitted on the **Expense Voucher** attached to this document following the procedures described below:

1. Complete the Voucher and send a **copy** of the Voucher to the Health Care Law Section's Treasurer. The Treasurer will contact the Michigan State Bar with approval authority.

Send the original Voucher with copies of receipts directly to:

Becky Hunter
Finance Specialist
State Bar of Michigan
Michael Franck Building
306 Townsend Street
Lansing, Michigan 48933-2012

2. All vendors (individuals and companies) must have an **IRS W-9** or taxpayer EIN equivalent on file with the State Bar of Michigan before payments can be processed. A W-9 is not necessary if the payment is for reimbursement of expenses (mileage, lodging, etc) only. The W-9 is attached to this policy.

The State Bar of Michigan's Expense Voucher requirements are fully explained on the backside of that document.

NOTE: The State Bar of Michigan is exempt from **Michigan sales tax**. In order to keep the Section's expenses to a minimum, we strongly urge you to use the sales tax exemption form when making purchases on behalf of the Section. Requests for the form should be directed to Becky Hunter or alternatively, it will be posted on the Section website.