

Reimbursement of Expenses by the Law Society

The Law Society will provide reimbursement for each President, or a delegate who attends in place of a President, for:

1. One night accommodation at the Doubletree Hotel at our negotiated rate of \$189.00 plus taxes maximum for the President or delegate attending in place of the President;
2. Reasonable travel expenses for the President OR delegate including:
 - **economy** class airfares on commercial flights only
 - **economy** train or bus tickets
 - mileage – **please note that if the mileage to travel to Plenary is over 300 km one way, this would require approval by the Treasurer of the Federation of Ontario Law Associations in advance of Plenary and would only be given under special circumstances;**
 - public transportation or taxi fares from airport or train station to hotel and return
 - one night's parking
3. Original receipts are required when submitting the expense form and the expense form must be signed;
4. Expense forms with original receipts must be submitted within 45 days following the Plenary Session – expense reports received after that date will only be reimbursed at the discretion of the Treasurer in special circumstances