

STATE BAR OF TEXAS
JULY 2025 LOCAL BAR LEADERS CONFERENCE

If you are seeking reimbursement for travel to the Local Bar Leaders Conference, please fill this form out completely (including the second page), attach the original itemized receipts with this form, and return it by September 1, 2025.

- ☐ At-Large Delegate
☐ Executive Director Delegate

- ☐ TYLA Official Delegate
☐ ATJ Delegate

Make Check Payable to (please type or print):

Name: _____
(Individual or Company)

Bar No.: _____

Mailing Address: _____

Date(s) of meeting: July 24-25, 2025

Date(s) of travel: _____

Location of Meeting: The Westin Galleria Houston

To Be Completed & Returned To:

Local Bar Services Department
P.O. Box 12487
Austin, TX 78711-2487
Fax: (512) 427-4263
localbars@texasbar.com

STATE BAR APPROVAL

Date approved for payment: _____

Department Head: _____

Finance Department: _____

Please check your roundtrip distance and list your travel expenses (airline tickets, shuttle/cab fare, mileage). Receipts for all expenses, besides mileage, must accompany this form. Mileage is reimbursed at \$0.70 per mile, up to the maximum dollar amount for your roundtrip distance.

Round Trip Distance

_____ 0 – 299 miles
_____ 300 – 450 miles
_____ 451 – 600 miles
_____ 601 – 750 miles
_____ 751+ miles

Reimbursement Max

\$150.00
\$250.00
\$350.00
\$450.00
\$550.00

Expenses

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

Total Reimbursement Requested \$ _____

NO OTHER EXPENSES WILL BE REIMBURSED.

*******For State Bar Use Only*******

VENDOR # _____

CODING:

FUND DEPT	ACCT	LOCATION	AA	TOTAL
_____ - _____	_____ - _____	_____ - _____	_____ - _____	\$ _____
_____ - _____	_____ - _____	_____ - _____	_____ - _____	\$ _____
_____ - _____	_____ - _____	_____ - _____	_____ - _____	\$ _____
_____ - _____	_____ - _____	_____ - _____	_____ - _____	\$ _____
_____ - _____	_____ - _____	_____ - _____	_____ - _____	\$ _____
_____ - _____	_____ - _____	_____ - _____	_____ - _____	\$ _____

GRAND TOTAL: \$ _____

Total Reimbursement Requested

\$ _____

Certification of Claimant

I Incurred the expenses described above for the purpose stated. **I Attached** the original receipts for applicable expenditures except in cases where the receipt has been lost. **I certify** that this request is correct and unpaid to the best of my knowledge.

Signature of Claimant

Date

In order to be reimbursed, delegates must meet their attendance requirements and sign in to all mandatory breakouts. Please check the breakouts you attended so the correct sign-in sheets may be verified.

Thursday, July 24		
	1:45 p.m. – 2:45 p.m.	Local Bars – Cessation of Practice and Succession Planning
	1:45 p.m. – 2:45 p.m.	Local Bars – Beyond Dues: Strategic Fund Development for Bar Associations
	1:45 p.m. – 2:45 p.m.	TYLA – TYLA 101: Who We Are, What We Do, and How You Can Get Involved
	1:45 p.m. – 2:45 p.m.	Local Bars – Law-Related Education – School Visits...No Problem
	3:00 p.m. – 4:00 p.m.	Local Bars – Future Forward: Trends Shaping the Bar
	3:00 p.m. – 4:00 p.m.	TYLA – Communications Bootcamp: Branding, Social Media & Member Engagement
	3:00 p.m. – 4:00 p.m.	Local Bars – Essential Governance Principles for Bar Association Leaders
	3:00 p.m. – 4:00 p.m.	TLAP – Leading By Example: How Bar Leaders Can Foster Well-Being and Community in the Legal Profession
	4:15 p.m. – 5:15 p.m.	Leadership Roundtable <i>Check One: Red, Orange, Yellow, or Green</i>
Friday, July 25		
	10:00 a.m. – 11:00 a.m.	ATJ – Join the Take One Campaign
	10:00 a.m. – 11:00 a.m.	Local Bars – At Your Service
	10:00 a.m. – 11:00 a.m.	TYLA – New Lawyer Outreach: Connecting with Law Students and Recent Grads
	11:15 a.m. – 12:15 p.m.	ATJ – Access to Justice in Texas
	11:15 a.m. – 12:15 p.m.	Local Bars – Document Preservation & Records Management for Small Organizations
	11:15 a.m. – 12:15 p.m.	TYLA – Fundraising & Sponsorships: Making Your Budget Work for You
	1:45 p.m. – 2:45 p.m.	ATJ – Enlightened Self-Interest: 10 Ways Pro Bono Helps You in Your Practice
	1:45 p.m. – 2:45 p.m.	Local Bars – Austin Bar Foundation Lawyer Crisis Assistance Program
	1:45 p.m. – 2:45 p.m.	TYLA – The Local Affiliate Outreach Program: Where We’ve Been and Where We’re Headed
	3:00 p.m. – 4:00 p.m.	ATJ – Technology Tips for Lawyers: Pro Bono and General Practice
	3:00 p.m. – 4:00 p.m.	Local Bars – Is Your Communication Strategy Up to Date?
	3:00 p.m. – 4:00 p.m.	TYLA – From Big to Small: Building Stronger Affiliates Across Texas