

Lexwork International North America Reimbursement Policy for In-Person Meetings

Practice Groups.

Lexwork International North America will not reimburse member firms travel expenses associated with in-person meetings of practice groups. Such expenses are the obligation of the member firms. Lexwork NA will, however, reimburse the host firm for meeting and food/beverage expenses related to practice group meetings.

Governing Board.

Lexwork International North America will reimburse member firms for coach air or train travel expenses associated with members of the GLL Governing Board (each firm's principal lawyer representative and marketing director) as well as firm managing partners attending in-person Governing Board meetings. For this purpose, a firm managing partner will be deemed to be any person a member firm designates as its management representative. Lexwork NA will also reimburse member firms for mileage (at the U.S. government set mileage rate) and tolls associated with Board members and member firm managing partners driving to in-person meetings of the Governing Board. If traveling by automobile to an airport in another city plus airport parking results in a lower total cost than flying from the airport nearest the Lexwork member's main office, Lexwork will reimburse mileage plus parking and the lower airfare.

Lexwork NA will also reimburse for hotel accommodations of Board members and managing partners during Board meetings. Reimbursement will be for a maximum of three nights (typically Thursday, Friday and Saturday nights). Reimbursement will be at the room rate negotiated by a representative of the Governing Board or the host firm plus any applicable taxes or surcharges.

Telephone calls, taxi fares, rental cars, in-town parking, faxes, couriers, tips, individual drinks and meals, and entertainment costs of members (not part of the host arranged meals and events) are not reimbursed.

Lexwork NA will reimburse host firms for all Governing Board meeting and food/beverage expenses associated with hosting the meeting.

In the case of host firm sponsored Saturday events and meals following the end of formal Lexwork meetings, Lexwork International North America will pay the cost of any Governing Board member or managing partner attending such events and meals.

Lexwork International North America will not pay airfare, meal expenses or other event expenses associated with spouses of Governing Board members. If such

expenses are incurred by Lexwork NA as a portion of the reimbursed host expenses, Lexwork NA will bill back the Governing Board member or managing partner on whose behalf such spouse expenses were incurred.

It shall be incumbent on individual attendees of Lexwork meetings to seek reimbursement from Lexwork NA. Reimbursements will either be paid to the member firm or to the individual attendee as specified in the request for reimbursement. The request for reimbursement must be accompanied by either copies of invoices or credit card billings. In the case of international travel where the billing is in other than U.S. dollars, Lexwork NA will use a single conversion rate determined by Lexwork NA.