

CIRCULAR

DATE March 16, 2015

**REIMBURSEMENT PROCEDURES FOR PAYMENT OF BAR DUES AND COURT
MEMBERSHIP FEES**

REVIEW DATE: March 16, 2020

1.0 PURPOSE

This circular outlines the Bureau of Engraving and Printing's (Bureau/BEP) policy and procedures for obtaining reimbursement for payment of annual bar dues for each attorney, of a single state, territory, the District of Columbia, or Commonwealth of Puerto Rico, that is required to maintain a license to practice law. This policy also covers the annual dues of any court of which membership is required to perform official duties.

2.0 POLICY

The Bureau will reimburse Bureau attorneys for annual bar dues and annual court membership fees.

3.0 SCOPE

The provisions of this circular apply to the following categories of employees:

3.1 All attorneys at the Bureau

requesting reimbursement of licensing/certification fees and dues required to carry out their official duties, which means that the attorney serves the Bureau as an attorney in the 0905 professional series.

4.0 EXCEPTIONS

The Bureau will not pay for membership in professional associations such as the American Bar Association or the Federal Bar Association, which is not a condition of a license.

4.1 The Bureau requires a single membership to practice law.

Consequently, only a single jurisdiction's bar dues will be reimbursed. Attorneys are responsible for additional dues.

4.2 The Bureau will not reimburse a Bureau attorney

for membership dues and fees in professional legal organizations that grant a license or certificate which is not required in the performance of assigned duties at the BEP.

5.0 REFERENCES**5.1 This regulation is issued pursuant to 5 Unites States Code (USC) § 5757(a),**

which states that federal agencies are authorized to use appropriated funds to pay the expenses of an employee to obtain professional credentials, but an agency may only pay employee expenses necessary to qualify for a particular profession.

5.2 Interpretation by the Comptroller General

in Scope of Professional Credential Statute, B-302548 (Aug, 29, 2004).

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6.0 RESPONSIBILITIES

- 6.1 The attorney will submit a paid receipt indicating the full amount paid and the period covered.
- 6.2 The Office of Financial Management (OFM) will be responsible for providing a timely turnaround service to reimburse employees for payment of bar dues and court membership fees pursuant to [5 USC § 5757\(a\)](#), as interpreted by the Comptroller General in Scope of Professional Credential Statute, B-302548 (Aug. 29, 2004).

7.0 PROCEDURES

In order to receive reimbursement for the payment of annual bar dues and annual court membership fees, the following procedure will be followed.

- 7.1 Reimbursement for annual bar dues and court membership fees will be processed with an appropriately authorized Standard Form 1164 (SF1164), "Claim for Reimbursement for Expenditures on Official Business."
- 7.2 OFM, Accounting Division, is responsible for the timely processing of an appropriately authorized and completed SF1164.
- 7.3 All payments will be made by electronic funds transfer (EFT) to the employee's financial institution of record.

8.0 OFFICE OF PRIMARY RESPONSIBILITY

Office of Financial Management

<SIGNED>

Leonard R. Olijar
Associate Director (Chief Financial Officer)