



# Ohio Board of Professional Conduct

## INSTRUCTIONS FOR COMPLETING ANNUAL REIMBURSEMENT REQUEST ONLINE FORM

### Technical Support

For technical support with your online submission, please contact Allan Asbury, Deputy Director, [allan.asbury@bpc.ohio.gov](mailto:allan.asbury@bpc.ohio.gov).

### Instructions

Gov.Bar R.V(7)(C)(2) lists specific categories of indirect expenses that are eligible for annual reimbursement. Indirect expenses for which reimbursement is requested must relate to professional responsibility enforcement and include the expenses listed in (C)(2). Reimbursement is not permitted for costs associated with compliance with the standards for certified grievance committees set forth in (5)(D) of the rule.

For each category listed in (C)(2) there is a block for input for the total expense and, where applicable, the percentage allocated to professional conduct enforcement. If your certified grievance committee is applying for and/or received reimbursement for personnel expenses for the first, second, third, or fourth quarters the online form should only be used to request reimbursement of those personnel costs that have not been previously submitted or reimbursed.

You will need to provide backup documentation, such as invoices or receipts, in PDF format, to support the nonpersonnel costs and expenses reported in the categories found on the online form. This is required in order to comply with state auditing standards. Each upload should include a summary coversheet of each vendor, expense, etc. for the underlying expense. For the following expenses, explanatory information may be uploaded where indicated in each section:

- Expenses in section 8(a) must be accompanied with the civil case number and the court in which an ethics-related lawsuit is pending.
- Overhead expenses included in section 9(b)-9(i) must indicate how your bar association arrived at a percentage of overhead expenses directly attributable to disciplinary-related activities and how the calculation was made.

Expenses not allowed include depreciation, amortization, and the costs of the time of other bar association personnel not performing professional conduct enforcement tasks or volunteer attorneys.

Some expense totals on the online form are automatically calculated. Some fields are required to be completed before submittal. Including the filer's email address will provide the filer with a copy of the submittal.

The required affidavit may be signed by an appropriate bar association official. That person may be the president, chair of the certified grievance committee, or other bar officer who has personal knowledge of the expenses that were specifically dedicated to grievance and discipline matters.

### **Reimbursement Criteria**

Expenses eligible for annual reimbursement are those specifically listed in Gov.Bar R. V(7)(C)(2) and that relate to the certified grievance committee's professional responsibility enforcement activities in the preceding calendar year. The annual reimbursement process should not be used to request reimbursement of any direct expenses incurred in connection with a specific disciplinary investigation or prosecution. *See* Gov. Bar R. V(7)(C)(1). The reimbursement of any direct expense reimbursements must be requested at the time the expense is incurred.

The Board, through its director, chair, or Budget and Personnel Committee may order a private audit to be paid for by funds from the Attorney Services Fund to ensure compliance by certified grievance committees with the terms of Gov.Bar R. V(7)(D).

All reimbursements are subject to the availability of moneys in the Attorney Services Fund.