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Guidelines are provided below to assure a measure of consistency in reimbursements as well as to provide lenders and their attorneys the opportunity to properly prepare for litigation and submit itemized billings that conform to these requirements. The list is not exhaustive and SBA Counsel retains the discretion to approve or deny fees based on the unique circumstances of the case and locality in question.

Fee and expenses which generally will not be reimbursed:

1. Incurred in preparation of the litigation plan or any amendments;
2. Incurred in correcting closing errors;
3. Contained in an invoice in which no hourly rate or time breakdown is provided (except for flat rates approved in advance);
4. Contained in an invoice which contains generic descriptions of services;
5. Billed for consultation with SBA;
6. Billed for liquidation activities, including
 - a. Site visits
 - b. UCC sales
 - c. Auction conduction (unless local practice requires use of an attorney)
 - d. Ordering title searches and appraisals
 - e. Non-legal activities related to the voluntary sale of property;
7. Incurred in connection with repairs or denials of a guarantee purchase;
8. Incurred in an action brought by lender against SBA or in defense of an action brought against lender by SBA;
9. Incurred by lender joining SBA in litigation by way of cross-claim or counterclaim;
10. Incurred on actions which solely benefit lender as determined by SBA counsel (if actions benefit both the lender and SBA, fees will be pro-rated);
11. Incurred in the defense of lender liability cases except where the lender's actions were expressly approved by SBA;
12. Incurred in connection with intra-firm communications between legal staff;
13. Incurred in connection with communication between multiple firms used by the lender;
14. Incurred in connection with unnecessary research;
15. Incurred in connection with affirmative litigation where the expenses exceed the estiated recovery;
16. Incurred for any other item SBA deems unreasonable.

Fees and Expenses which generally will not be reimbursed *without prior SBA counsel approval*:

- Lodging;
- Meals;
- Airfare;
- Travel time;
- Mileage