

10.000 TRAVEL

All travel must serve a legitimate public purpose and have a direct, defined benefit to an employee's job function. Travelers are expected to make all reasonable efforts to minimize overall costs.

This Policy may not cover all circumstances. Employees and managers should seek advance clarification from the Fiscal Department for any indistinguishable and/or special circumstances before travel is undertaken.

Reimbursement for travel expenses must comply with the following procedures:

A. Authorization Required

1. Out-of-State U.S. Travel or In-State Overnight Travel

No expenses for out-of-state travel or in-state overnight travel will be allowed unless prior written approval has been received from the department head, the Departmental Chief Justice, and, in the case of Probation Officers, the Commissioner of Probation and designees. The authorization form can be found on the Courtyard. The form must be completed, the travel must be approved, and a copy of the form must be filed with the Fiscal Department before any travel may be undertaken.

2. In-State Daily Travel

No expenses for in-state daily (not overnight) travel will be allowed unless the employee is on court business authorized and approved by the department head. When an employee is authorized by the department head to use a private automobile on authorized business of the court or Administrative Office, travel expenses will be reimbursed at a rate approved by the Court Administrator, and consistent with this policy.

B. Vehicle or Transportation Reimbursement

1. Personal vehicle mileage expense

- a. Travel on Trial Court business during the work day is compensable. Travel in a personal vehicle from a regularly assigned work location to another location and back to the regularly assigned work location is calculated by actual miles traveled. Travel in a personal vehicle from home to a temporary assignment (including meetings and training)

rather than to a regularly assigned work location shall be calculated for the distance between the home and the temporary assignment or between the regularly assigned work location and the temporary assignment, whichever is less.

- b. The reimbursement rate will be set by the Court Administrator, and may be changed at the Court Administrator's discretion. Union employees will receive the rate specified in the applicable collective bargaining agreement. Both union and non-union employees may view the current reimbursement rate on the Courtyard using the link below:

<https://courtyard.interactgo.com/Interact/Pages/Content/Document.aspx?id=5383>

2. Travel in State-owned Vehicles

- a. State-owned vehicles may be used only on official business. Use for private purposes is prohibited and may result in discipline.
- b. No passengers may be transported other than those travelling on official business, which includes participants in the Office of Community Corrections service program.
- c. No reimbursement for mileage is allowed for a state-owned vehicle. Where approved by a department head, fuel cards are assigned to a specific vehicle for gasoline expenses.
- d. Operators are personally responsible for damage or injuries arising from accidents outside working hours or involving passengers not traveling on official business.
- e. Garaging (or overnight parking) of a state-owned vehicle requires prior approval of the department head and may be periodically audited by the Fiscal Department.
- e. No simonizing, polishing, or repainting is allowed unless approved in advance by the Fiscal Department.
- g. Employees must consult and adhere to Department or office-specific additional policies regarding the use of state vehicles.

3. Tolls and parking

Exact toll costs and parking costs (not to include parking tickets) shall be paid when essential and not a normal expense to the employees at their regularly assigned work location. EZ Pass statements are required for reimbursement of tolls if travel is not in a state-owned vehicle with a transponder.

4. Rental cars

With prior authorization, car rental may be permitted when other means of transportation are unavailable, more costly or impractical. Use of a rental car for in-state travel should be secured through the approved state-wide vendor for such services. Contact the Fiscal Department for specific information and reservation.

5. In-state day travel by taxi or ride-sharing services such as Uber or Lyft must be pre-approved by the department head if such travel will be for a distance greater than 20 miles. All reimbursement for exact costs requires a supporting receipt. No tips will be reimbursed.

6. Public transportation, rail or boat travel requires a trip specific supporting receipt. Use of personal passes will not be reimbursed.

7. Airfare

All airline tickets should be booked to secure the most favorable terms. Reimbursement will be allowed for coach or economy fares only. No "extra legroom," additional baggage, travel insurance, or the charge for changing a reservation will be reimbursed, unless specifically authorized by the Fiscal Department. The supporting receipt must either be the printed original or a copy of an online receipt.

8. Fines for traffic violations or parking tickets and repair costs are not reimbursable, whether they result from the traveler's acts or the acts of others.

C. Lodging Expenses

The traveler should select the most reasonable option available, accounting for the least expensive lodging option available, the proximity to the business destination and the traveler's personal safety. When booking a room, travelers should request all applicable government and other available discounts. The government rate is considered the standard amount that will be reimbursed, unless a higher rate is approved by the Fiscal Department in advance. No reimbursement for personal expenses, including such items as newspapers, valet parking, in-room movies,

gratuuity, extra fees for use of hotel gym, and the like, is allowed. Any such costs must be deducted from the hotel bill before submitting for travel reimbursement. Contact the Fiscal Department with any questions about the applicable government rate or any special circumstances.

D. Meals

1. Full days (24 hours) of travel requiring an overnight stay:
A per diem expense allowance of \$50 per day for a full day of out-of-state or in-state travel requiring an overnight stay will be reimbursed. This per diem allowance will be reduced if meals are provided to the traveler (as part of a conference, for example), consistent with the following:

Breakfast	\$13
Lunch	\$14
Dinner	\$23

A traveler unable to eat the provided meal because of unique dietary needs may claim up to the per diem allowance upon approval by the Fiscal Department of the traveler's written explanation. If confidential information is involved in the explanation, the traveler should first consult with the Human Resources Department.

2. First and last days of overnight travel periods:

For the first and last day of travel, the per diem allowance is \$37.50 (which is 75% of the full per diem). The meal reductions listed above must be applied to these allowances for meals provided to the traveler.

3. Day trips (not requiring an overnight stay)

Day trips will be reimbursed \$37.50 (75% of the full rate) if the travel is longer than 12 hours. The meal reductions listed above must be applied to these allowances for meals provided to the traveler.

E. Procedure for Claiming Reimbursement

Travelers must retain receipts of food purchased during travel pursuant to this policy and follow guidelines provided by the Fiscal Department on submitting requests for reimbursement. Guidelines for submitting requests can be found on the Courtyard.

Reimbursement requests submitted more than two weeks after the close of a Fiscal Year (June 30) may be processed through a deficiency appropriation and may be significantly delayed.

In no event will the Trial Court reimburse travel when a request for reimbursement is submitted more than 60 days after travel, unless express permission for such late submission is approved by the employee's Department Head and the Court Administrator under extraordinary circumstances.

Where two or more Trial Court employees are travelling together, each must submit a separate request for reimbursement for their own reimbursable expenses, with supporting documentation and receipts.

1. Reimbursement claims are to be detailed on the Reimbursement form. A completed overnight in-state travel form and/or an out-of-state travel form should be included as an attachment to that form, if applicable.
2. By submitting a Reimbursement form, the traveler is certifying that the claim is true and correct.
3. The Reimbursement form must be submitted to the department head or authorized approver before it is submitted for reimbursement. For unique circumstances, contact the Fiscal Department (payroll).
4. Any exception to this Travel Policy involving other special circumstances, or reimbursement rates for such factors as special accommodations for physical disabilities, or excess baggage due to business equipment or materials required for the trip must be approved in advance by the department head and the Fiscal Department. A request for exception must be made in writing sufficiently in advance of the travel and must be accompanied by sufficient documentation.
5. No expenses for spouse or companion travel will be reimbursed.
6. No expenses for pre- or post-business personal travel will be reimbursed.
7. Any expenses incurred because of the cancellation of a planned trip must be discussed with the Fiscal Department and may be denied based upon the circumstances.

8. Employees with food allergies are permitted to claim reimbursement for food purchased at a store if food at the destination venue does not meet their needs.
9. Claims for any reimbursement outside of these specific guidelines may be denied by the Fiscal Department.