Administrative Policies And Procedures Tennessee Supreme Court Administrative Office of the Courts	Index #: 1.01 | Page 1of 5
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Approved by: Chief Justice Sharon Lee and Deborah Taylor Tate, Director	
Subject: Travel Policy and Guidelines	

I. Authority: T. C. A. §§ 8-26-101, 16-3-601(a) (3), 17-2-111, 17-3-103(5), 17-3-105(b), 17-4-108, 17-5-205 and 23-1-101(b) (2).

II. Purpose: To establish policies and guidelines governing in-state and out-of-state travel for authorized state judicial branch officials.

III. Application: The following regulations govern in-state and out-of-state travel by all state court employees authorized to travel in the performance of their duties, including judges sitting by: (1) special designation of the Chief Justice, (2) interchange (sitting by agreement with another judge), and (3) travel by judges and other judicial employees attending authorized out-of-state events and in-state authorized official business functions. Employees also include other state judicial employees, court reporters (official and per diem) and members of the state judicial committees, boards or commissions when acting in that capacity. This policy also applies to attorneys, experts and other persons compensated under Supreme Court Rule 13 as it applies to amounts reimbursed for mileage and meals.

IV. Definitions: None.

V. Policy: All in-state and out-of-state travel by authorized state court employees, members of state judicial committees, boards and commissions, attorneys, experts and other persons compensated under Supreme Court Rule 13 shall be performed in compliance with the regulations and guidelines of this administrative policy.

VI. Procedures:

A. Reimbursement Procedure

1. Requests for reimbursements are submitted for approval to the Administrative Office of the Courts at the following address:

Administrative Office of the Courts
Fiscal Office
Nashville City Center, Suite 600
511 Union Street
Nashville, Tennessee 37219

2. All requests are reviewed by the Fiscal Office in strict compliance with the following general provisions. However, the Administrative Director of the Courts may grant exemptions and allow exceptions from these policies and guidelines when deemed appropriate and necessary.

3. A copy of the Judicial Travel Policies and Guidelines has been filed with the Judiciary Committees and the Finance, Ways and Means Committees of the Senate and the House, the Fiscal Review Committee, the Comptroller of the Treasury, and the Commissioner of Finance and Administration.

B. General Provisions

1. No reimbursements will be allowed without original receipts. Receipts for all travel expenses are required for common carrier charges, lodging, and any other items or fares, except meals, taxi fares, tolls, and parking.

2. Claims for reimbursement should be submitted no later than thirty (30) days after the travel is completed. Claims submitted after thirty (30) days must include an explanation of the delay. Prior fiscal year (July 1 – June 30) expenses will not be paid if received after August 15th of the next fiscal year. In accordance with Internal Revenue service guidance (IRS Publication 463), reimbursement paid 60 days after the date of travel may be considered as taxable income.

3. Reimbursement forms available from the Administrative Office of the Courts must be submitted for all travel expense claims. All requested information must be provided.

4. Reasonable taxi fares, hotel and airport parking away from the county of residence will be allowed.

5. Expenditures for entertainment or any other social services are personal charges and will not be reimbursed.

6. Reimbursement for charges for long distance business telephone calls or business cellular phone calls made during official travel will be allowed. Local calls on official business will be allowed. No personal calls will be reimbursed.

7. Registration fees and other costs for conferences, conventions, seminars or meetings will be allowed provided advance approval is obtained from the Administrative Office of the Courts. No reimbursement will be allowed for meals or social activities when provided as part of a registration/conference fee.

8. No reimbursements will be allowed to anyone reimbursed by another government entity for such expenses.

9. No reimbursements for the entertainment, lodging, or travel of another person will be allowed.

10. No reimbursements for alcoholic beverages will be allowed.

11. No reimbursement for meals for single-day travel will be allowed. Reimbursement for meal expenses during overnight travel will be reimbursed as discussed below and in compliance with Internal Revenue Service Publication 463.

12. Reimbursement is not provided for any travel that is deemed "social" in nature. This includes travel to funerals or receptions such as those for new or retiring judges. Judges are often encouraged to attend these events to show support for their colleagues, but they are not considered matters of official business.

13. Employees who will not personally be entering their travel claims in Edison must authorize the set-up of a proxy prior to the submission of an initial expense claim. This allows the AOC Fiscal Services staff to enter travel claims on behalf of judicial employees. Proxy-submitted travel claims must also include the attached paper version of the travel claim, signed and dated by the employee, along with appropriate receipts.

C. IN-STATE

1. Advance approval is not required for reimbursement of travel expenses incurred in conducting official business except for in-state air travel and for continuing education or training programs not sponsored by the Administrative Office of the Courts.

2. Lodging: Reimbursable lodging expenses will be reimbursed at the single occupancy room rate or approved conference room rate. Always present your judicial identification and request the state or government rate. The original lodging receipt for the entire amount must be submitted.

3. Transportation: The rate for transportation reimbursement in personal vehicles is $.47 per mile. Air fare is only allowed with prior approval of the Administrative Office of the Courts and will be reimbursed only if the receipt is submitted. When two (2) employees share a vehicle, only the driver shall be reimbursed. Vehicle rental is only allowed with the prior approval of the Administrative Office of the Courts. Charges for insurance for rented automobiles are not reimbursable costs; the State is self-insured through the Department of Treasury, Division of Claims Administration.

4. Meals and Incidentals: Reimbursement of in-state meal and incidental expenses during overnight travel will be paid according to the approved per diem rate according to the CONUS rates for Tennessee. Incidentals are intended to include miscellaneous costs associated with travel such as tips for baggage handling, phone calls to home, etc. Per Diem will be allowed up to the following amounts for counties as listed below. The standard per diem

rate of $51.00 per day should be used for all in-state locations not specifically listed.

Counties	Full Day Per Diem Meals & Incidentals	75% Rate
Davidson (Nashville)	$59	$44.25
Shelby (Memphis)	$59	$44.25
Williamson (Brentwood/Franklin)	$59	$44.25
Hamilton (Chattanooga)	$64	$48.00
Knox (Knoxville)	$59	$44.25
Anderson (Oak Ridge)	$51	$38.25

BREAKDOWN OF MEALS PER DAY:

Per Diem	**$51.00**	**$59.00**	**$64.00**
Breakfast	$11.00	$13.00	$15.00
Lunch	$12.00	$15.00	$16.00
Dinner	$23.00	$26.00	$28.00
Incidentals	$5.00	$5.00	$5.00

No expenditures for alcoholic beverages will be reimbursed.

Reimbursement for meals and incidentals for the day of departure and the day of return will be 75% of the full day per diem, regardless of the time of departure or return. The rate applied shall be based on the lodging location. Reimbursement is made only when overnight travel is involved.

When attending a state-sponsored training session or conference and a full meal is provided, the employee should deduct the cost of those meals from the per diem for that day, using the schedule provided above.

D. OUT OF STATE

1. Out-of-state overnight travel for continuing education training programs (such as N.Y.U. or National Judicial College), or annual judicial association meetings should be submitted in writing to the Administrative Office of the Courts at least one (1) month prior and must receive prior written approval from the Administrative Office of the Courts. Personnel applying for authorization must complete a Request for Out-of-State Travel Authority Form, which includes the expense of registration, related course materials, certificate of attendance, and estimated total cost of trip.

2. Lodging: Lodging at out-of-state conventions, educational meetings, and other functions approved by the Administrative Office of the Courts will be reimbursed at the single occupancy rate or conference room rate. Always

request the state or government rate. Campus accommodations should be utilized if available. The judge must pay the difference between a single and double room rate when traveling with a companion.

3. Transportation: Transportation should be by common carrier at the lowest possible fare. Discount airline fares should be obtained whenever possible. A receipt in the form of a ticket stub must accompany the expense claim.

   Additional travel expenses incurred as a result of extending the trip beyond the time period of the program will not be reimbursed. Penalty fees incurred due to modification of the airline ticket will not be reimbursed without the prior approval of the Administrative Office of the Courts. However, if he/she extends the trip in order to obtain total cost savings with a super saver air fare, the cost for an additional night's stay and per diem will be reimbursed.

   If an employee elects to use a personally owned vehicle on out-of-state trips, reimbursement will be based on a rate of $.47 per mile, not to exceed the lowest possible air fare.

   If an employee travels into another state and back in the same day and such travel is less than 50 miles one way, such travel will be considered in-state for approval and reimbursement purposes.

4. Meals: The maximum reimbursement rates for out-of-state meal expenses are the same as those maintained by the U.S. General Services Administration for federal employees within the continental United States (CONUS). The CONUS list contains a standard reimbursement rate for meals and incidentals. A link to this list can be found at the Department of Finance and Administration web site at www.state.tn.us/finance/act/policy.html. As with in-state travel, out-of-state meals and incidentals will be reimbursed at the 75% rate on the day of departure and the day of arrival. When full meals are provided as a part of the conference fee, the cost of those meals should be deducted from the per diem rate for that day.

   No expenditures for alcoholic beverages will be allowed.