



Administrative Policies  
And Procedures  
Tennessee Supreme Court  
Administrative Office of the Courts

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Index #: 1.02 Page 1 of 4

Effective Date: May 1, 2015

Supersedes: 1.02 (05/01/04)

1.02 (7/01/05)

1.02(01/15/07)

1.02(10/01/08)

1.02 (7/1/09)

Approved by: Chief Justice Sharon Lee and Deborah Taylor Tate

Subject: Travel Policy and Guidelines for Tennessee State Court Clerks Conference

- I. Authority: T.C.A. §§ 18-1-503 and 18-1-506.
- II. Purpose: To establish policies and guidelines governing in-state travel for attendance at Tennessee State Court Clerks Conferences produced by the Administrative Office of the Courts.
- III. Application: All circuit court clerks, clerk and masters, criminal court clerks, juvenile court clerks, probate clerks, and elected general sessions court clerks and deputies of such offices in the state.
- IV. Definitions:

“Full Member” of the Tennessee State Court Clerks Conference: Elected or appointed circuit court clerks, clerk and masters, criminal court clerks, juvenile court clerks, probate clerks, and elected general sessions court clerks in the state.

“Associate Member” of the Tennessee State Court Clerks Conference: Deputy clerks of the Full Members' offices.
- V. Policy: All in-state travel by authorized full and associate members as defined above, shall be performed in compliance with the regulations and guidelines of this administrative policy.
- VI. Procedures:
  - A. Reimbursement Procedure
    1. The following regulations govern in-state travel by all members and associate members of the Tennessee State Court Clerks Conference authorized to travel to educational seminars or training sessions administered through the Administrative Office of the Courts pursuant to the provisions of T.C.A. §§ 18-1-503 and 18-1-506.

2. Full and associate members, within the statutory limitations as to the number of attendees allowed to attend per classification, are permitted to attend the seminar located nearest to their counties of residence. Under very limited circumstances as determined by the AOC director, will reimbursement be allowed for more than ½ of the clerk's office to attend the most distantly located seminar. Full members or associate members of the Tennessee State Court Clerks Conference may attend both the May and June seminars if they are involved in business meetings or are appearing as speakers. The AOC shall assist in scheduling business meetings during the conference (after the opening remarks and prior to the last session of the seminar) so as not to interfere with ongoing sessions. Full members not involved in business meetings, not appearing as speakers, or those who do not have associate members attending a particular conference, may attend both the May and June seminars upon approval of the AOC director.
3. Requests for reimbursements are submitted for approval to the following address:

Administrative Office of the Courts  
Fiscal Office  
Nashville City Center, Suite 600  
511 Union Street  
Nashville, TN 37219
4. All requests are reviewed in strict compliance with the following general provisions by the Fiscal Office with approval of the Administrative Director of the Courts.

#### B. General Provisions

1. No reimbursements will be allowed for pre-approved expenses not listed herein, without original receipts.
2. Claims for reimbursement should be submitted no later than ten (10) calendar days after the travel is completed. Claims submitted after ten (10) calendar days must include an explanation of the delay. Prior fiscal year (July 1 – June 30) expenses may not be paid if received after the last day of the fiscal year (June 30).
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, title affixed and signed by the claimant and officially appointed or elected clerk unless otherwise approved by the AOC Director.

No reimbursement will be allowed unless approved and signed by the officially appointed or elected clerk of that office unless otherwise approved by the AOC director.

4. Expenditures for entertainment or any other social services are personal charges and will not be reimbursed.
5. No incidental charges will be allowed. No phone calls will be reimbursed.
6. No reimbursement will be allowed for meals or social activities when provided as part of a registration/conference program.
7. No reimbursements will be allowed to anyone for travel costs reimbursed by another government entity.
8. No reimbursements for the entertainment, lodging, or travel of another person will be allowed.
9. No reimbursements for alcoholic beverages will be allowed.
10. No reimbursement will be allowed for overnight travel for the night preceding the opening day of a seminar unless the claimant resides beyond a five (5) hour drive from the member's home county to the seminar location as determined by the Administrative Office of the Courts, and such travel is approved in advance by the Administrative Office of the Courts. Note, however, that if a rooming block permits, a full or associate member may request from the AOC, pre-approval to arrive the day before a conference begins at his/her own expense.
11. No reimbursement will be allowed for hotel costs, mileage or meals if the full or associate member is employed in the county in which the conference is being held, unless travel from the office to the conference location is greater than 50 miles one way.
12. Expenses will be reimbursed, however, to those full members who are attending business meetings, approved by the Administrative Office of the Courts to be held prior to the opening remarks for the conference or serve as an officer (President, Secretary or Treasurer of the Tennessee State Court Clerks Conference).

### C. Specific Provisions

1. Lodging: Full members can request a single occupancy room and lodging expenses will be paid at the approved single occupancy room rate or approved conference room rate. Associate members will be required to room with an associate member or full member absent special circumstances (medical, gender singles, etc.). If the rooming block permits, associate members can request a single occupancy room and, if approved, the associate member must pay ½ of the cost of the room rate to the Administrative Office of the Courts two weeks prior to the commencement of the conference.
2. Transportation: The rate for transportation reimbursement in personal vehicles is per the judicial reimbursement policy\* unless, due to budgetary constraints, the director of the Administrative Office of the Courts determines that a lower rate is necessary. Air fare is only allowed in special circumstances with prior approval of the Administrative Office of

the Courts. Reimbursement for air fare, if approved, will be the lesser of the air fare cost and the mileage reimbursement and will only be reimbursed if the receipt is submitted. When two (2) attendees share a vehicle, only the driver shall be reimbursed. No reimbursement will be allowed for travel costs reimbursed by another government entity.

3. 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 or per the judicial reimbursement policy unless it is determined by the director of the Administrative Office of the Courts that less must be awarded due to budget restraints. Reimbursement will not be provided for arriving a day early if the AOC is not paying for lodging expenses.

\*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.