

UNIFIED JUDICIAL SYSTEM

Policy 301

Effective October 1, 2023

REIMBURSEMENT FOR MEALS AND LODGING

Reimbursement claims for meals and lodging will be allowed:

- when the judge or court employee travels to a location other than their city of residence, their chambered city, or principal place of employment and is away for at least 4 hours;
- when more than 50% of the assigned work is located outside the chambered city, the Supreme Court may designate a place of primary workload for purposes of this policy; in this circumstance, a judge or court employee is entitled to meals and lodging while attending to business in the chambered city if the time spent away from the place of primary workload is at least 4 hours;
- when attending a conference, educational program, or a meeting unless meals and lodging are provided and paid for by another source (reimbursement for meals in city of employment will be allowed only when attendance is expected during the meal).

The travel expense allowance for each quarter of any twenty-four hour period is as follows:

Meals

Allowance	In-State	Out-of-State
1 st Quarter 6:00 am - 12:00 noon (No reimbursement if travel began after 7:00 am)	\$9.00	20% of GSA* daily rate
2 nd Quarter 12:00 noon - 6:00 pm	\$14.00	30% of GSA* daily rate
3 rd Quarter 6:00 pm - 12:00 midnight	\$22.00	50% of GSA* daily rate
4 th Quarter 12:00 midnight - 6:00 am		

*United States General Service Administration daily rates (GSA) follow this policy. The Meal Allowance Rates as listed by the federal GSA can be found at the following link for the most current federal rate: <https://www.gsa.gov/travel-resources?topnav>.

Lodging

In-State: \$96.30 plus any additional applicable state or local tax.

A lodging receipt is required when claiming reimbursement for lodging. The single person room rate must be provided. No receipts are required for meals.

Out of State: Actual expense.

Approved by Supreme Court 11/12/91; amended 11/24/93; amended 02/02/94; amended 07/16/97; amended 07/28/99; amended 07/27/01; amended 06/26/02; amended 7/27/05; amended 07/12/07; amended 12/19/07; amended 7/15/09; amended 9/15/10 effective 10/01/10; amended 7/21/11 effective 8/1/11; amended 11/30/11; amended 10/10/12; amended 10/2/13; amended 9/10/14 effective 10/1/14; amended 9/30/15 effective 10/1/15; amended 9/29/16 effective 10/1/16; amended 9/27/17; amended effective 11/1/18; amended effective 10/1/19; amended 10/11/22; amended effective 8/1/23; amended effective 10/1/23