

## UNIFIED JUDICIAL SYSTEM

Policy 302

Effective February 1, 2024

### **TRAVEL -- PERSONAL VEHICLE**

#### Motor Vehicle - In-State

State-owned vehicles shall be used for business travel from the chambered city or principle place of business whenever possible. In situations when this is not possible, the in-state reimbursement rate for personal motor vehicle usage is \$.67 per mile.

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, if a state-owned vehicle is not available, a judge or court employee is entitled to reimbursement for travel between the place of primary workload and the chambered city.

#### Motor Vehicle - Out-of-State

When only one judge or court employee is traveling out-of-state in a personal motor vehicle, reimbursement will be at the rate of \$.67 per mile to a geographic point 300 miles from the borders of the state and \$.18 per mile for the remaining distance. However, when the amount for airplane plus taxi fares is less than the mileage amount, reimbursement will be made for the lesser amount.

If more than one judge or court employee travels in the same vehicle, \$.67 per mile for the entire trip is reimbursable to the driver.

#### Airplane

When only one judge or court employee is traveling in a private airplane, reimbursement will be made for actual air mileage at the rate of \$1.005 per mile. If two or more state officials or employees are traveling by private aircraft, reimbursement will be made based on road mileage between the geographical points at the rate of \$1.005 per mile.

#### Related Out-of-State Meal and Lodging Expenses

If a personal vehicle is used to travel out-of-state, meal and lodging expenses for travel to and from the point of destination will be allowed for a maximum of one 24-hour period each way.

Approved by the Supreme Court 01/01/82; amended 10/31/83; amended 11/24/93; amended 06/28/95; amended 12/15/99; amended 05/16/01; amended 07/27/01; amended 07/27/05; amended 07/12/07; amended 12/19/07; amended 07/15/09; amended 01/13/10 effective 02/01/10; amended 4/24/12; amended 1/19/13 effective 1/1/13; amended 1/21/15 effective 2/1/15; amended effective 1/15/16; amended effective 1/16/17; amended effective 1/15/18; amended effective 1/1/19; amended effective 1/1/20; amended effective 1/1/21; amended 1/12/22; amended effective 1/1/22; amended 1/10/23; amended effective 2/1/24