

## UNIFIED JUDICIAL SYSTEM

Policy 303

September 13, 2017

### **MISCELLANEOUS EXPENSES ON TRAVEL VOUCHERS**

Miscellaneous expenses claimed on a travel voucher are reimbursable subject to below:

#### Telephone Calls

- **Business** - All business telephone calls are reimbursable in full.

A receipt must be submitted with the travel voucher for any call over \$2.00.

#### Taxi

Reimbursement may be claimed for actual taxi fares. A receipt must be provided for each trip with a fare over \$10.00.

#### Parking

Parking fees will be allowed:

- for parking fees at airports, in addition to the personal vehicle mileage to and from the airport from the home or office, whichever is less. However, should taxi fares be less than parking fees plus personal mileage, reimbursement will be limited to taxi fares;
- when charged in conjunction with an overnight stay;
- when charged in conjunction with attendance at conferences, educational programs, or meetings;
- for parking fees incurred when a judge or court employee is assigned to work at a location other than their chambered city or principal place of employment and cost-free parking is unavailable.

#### Airline Baggage Fee

Reimbursement may be claimed for the first piece of checked baggage. Reimbursement will be allowed for extra fees due to additional checked baggage or overweight bags only if the court has pre-authorized the expense due to the extended nature of the required travel. A baggage fee receipt must be submitted with the travel voucher.

Approved by the Supreme Court 11/24/93; 6/18/97; 11/13/14; 9/13/17