

UNIFIED JUDICIAL SYSTEM

Policy 602

May 2, 2018

**REIMBURSEMENT FOR
OUT-OF-STATE TRAVEL FOR JUDICIAL EDUCATION
FOR DISTRICT COURT JUDGES**

A. Out-of-State Judicial Education Travel.

A district court judge may be reimbursed for travel out of state for educational purposes if the cost of the travel falls within budget constraints and if the travel is approved. Before registering for an educational program or scheduling travel, the judge must provide the Unit Administrator with the total estimated cost of attending the program. Requests for travel must have prior approval by the presiding judge of the district and the Chief Justice. Requests for approval must be made on SFN 58413, the application for out-of-state education and travel.

B. Reimbursement.

Reimbursement for travel-related costs for education which have been approved shall be made in accordance with Judicial Branch Policies 301 and 302.

C. Third-Party Funded Judicial Education.

When there is an opportunity for an out-of-state educational program which is fully-funded by a third party, the Director of Judicial Branch Education will distribute the information and an application for fully-funded out-of-state education travel to all district court judges. District court judges will be informed of the topic, location, and any prerequisites for attending the program. Judges who wish to attend the program must consult with the presiding judge in their district and submit the application to the Director of Judicial Branch Education, who will make a recommendation to the Chief Justice. The Chief Justice will determine which district judge or judges will be authorized to attend.

Approved by the Supreme Court 12/19/07; policy number changed from 126 to 602 on 4/1/12; amended 9/24/14; amended 5/2/18



Application for Out-of-State Travel

SFN 58413 (5/18)

Name of Applicant: _____

Destination (City and State): _____

Title of Conference or Course: _____

Dates of Travel: _____

Explanation of the type of training, how the training pertains to present duties and assignments and a justification for submitting the request:

Estimated cost to the state if request is granted:

_____	Transportation	_____	Meals & Lodging	_____	Registration	_____	Other	_____	Total
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Will any portion of the costs be paid by another source? If yes, explain:

- _____ I have reviewed this request with the unit administrator and the requested funds are available.
- _____ Arrangements can be made to cover my calendar during this absence or _____ No alternate arrangements are necessary to cover my calendar during this absence.
- _____ I do not have any cases under advisement for which an extension or waiver has been granted.
- _____ This request has been approved by my presiding judge or designee.

_____ Date

_____ Signature of Applicant

Response to Application

This request is:

- Granted
- Granted with the following provisions: _____

- Denied
- Returned for more information

_____ Date

_____ Chief Justice

Application for Fully-Funded Out-of-State Education Travel

Name of Event: _____
Dates of Travel: _____
Sponsor of Event: _____
Topic(s) Covered: _____
Total CJE Credits Available: _____

Name of Applicant: _____
Judicial District : _____

Explain how the topic(s) are relevant to your position or court committee assignments:

Date of last out-of-state travel for education/training: _____
Total number of CJE credits earned to date in current reporting period: _____

Date Signature of Applicant

Response to Application

- The applicant's caseload is within case management time standards.
- The applicant's caseload/calendar can be covered during the absence.

Date Presiding Judge or Designee