

DEFINITIONS

High Cost Area:	Area designated by the Office of Financial Management as requiring higher than usual lodging and/or subsistence costs.
Incidental Expenses:	Fees & tips given to porters, baggage carriers, etc. for personal services performed. Incidental expenses are included in the daily subsistence allowance.
Meal Period:	Period of time designated as a "meal period" in order to determine eligibility of meal allowance.
Non-High Cost Area:	Area NOT designated by the Office of Financial Management as high cost area.
Official Residence:	City where you maintain a residence used as a primary domicile by you and/or your family.
Official Station:	City, town, or other location where you report to work on a regular basis.
Per Diem:	Daily traveling costs covering both lodging and subsistence expenses while in travel status.
Subsistence:	Reimbursement for meals only.
Three-Hour Rule:	Hours in travel status must total three or more hours before and/or after your regular scheduled workday in order to claim reimbursement for subsistence.
Temporary Duty Station:	A fixed location where a state official or employee has been temporarily assigned to work for a specific period of time which is less than one year.
Travel Voucher:	State Form A20-A used for claiming reimbursement of travel expenses.

TRAVELER'S RESPONSIBILITIES

1. Being familiar with Judicial Branch travel policies.
2. Exercising the same care in incurring expenses and accomplishing the purpose of the travel that you would if traveling on personal business. Excessive costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified are not acceptable, regardless of the fund source that is providing reimbursement.
3. Travelers are responsible for any excess costs and any additional expenses incurred for personal preference or convenience.
4. Get prior authorization for out-of-state travel, or requesting an exception for the 50-mile rule or exceeding the state allowable lodging amount by completing the Travel Exception Form.
5. Travel outside the Continental USA, Alaska, Hawaii, and British Columbia, Canada requires **prior** written approval from the Chief Justice.
6. Correctly preparing the Travel Expense Voucher and providing the necessary receipts and documentation.

AGENCY RESPONSIBILITIES

Agency heads and their designees for approving travel are to:

1. Ensure that any travel costs incurred are:
 - Directly work related,
 - Obtained at the most economical price, and
 - Both critical and necessary for state business.
2. Exercise prudent judgement in approving travel related costs.
3. Ensure travelers are not treated differently under like travel circumstances.

GENERAL TRAVEL INSTRUCTIONS

JUDICIAL EDUCATION TRAVEL

If traveling for a Judicial Education program, contact that section for specific rules and regulations.

OUT-OF-STATE TRAVEL

1. Obtain approval from the Division Director/Presiding Judge or Chief Justice **PRIOR** to your trip by completing the Travel Exception Form, which is available by contacting the Judicial Branch project manager who is arranging the travel.
2. Travel to counties and/or cities in the states of Idaho and Oregon that are contiguous to the border between Washington-Idaho or Washington-Oregon shall not be considered out-of-state travel.
3. Travel outside the Continental USA, Alaska, Hawaii, and British Columbia, Canada requires **prior** written approval from the Chief Justice.

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

All travelers are to be afforded equal opportunity to perform travel for official business even if the travel costs for disabled travelers will exceed what would normally be most economical to the state. All travel claims must be noted that the extra costs were required to comply with the ADA.

LODGING REIMBURSEMENT

ELIGIBILITY REQUIREMENTS

1. You must be away from your official station AND residence overnight in order to claim reimbursement for lodging; **AND**
2. You must be more than 50 miles (most direct route) from your official residence and/or your official duty station, whichever is closer (50-mile Rule). For example, if a contractor was contracted to speak at a Judicial Branch event in Seattle and they lived in Bellingham they would meet the 50-mile rule and would qualify for lodging reimbursement.

REIMBURSEMENT REQUIREMENTS

1. You will be reimbursed for the actual cost of your room, plus any taxes. You will be limited to the maximum allowance listed for the area on the State of WA Per Diem Map- or the U.S. General Services Administration (GSA) Per Diem website -GSA - Domestic Per Diem Rates for states other than Washington.
2. Attach the **original** hotel receipt to your Travel Expense Voucher.

EXCEPTIONS TO MAXIMUM LODGING AMOUNT

You *may* qualify for reimbursement of your lodging costs if they exceed the maximum allowance for that area.

NOTE: You must have **prior** written approval from the Division Director in charge of the program, Presiding Judge or Chief Justice. (acting as designee of the Administrator), on the Travel Exception Form before these exceptions will be allowed.

1. If lodging exceeds the maximum allowance for the area, and the traveler has obtained a properly signed travel exception the traveler may be eligible for reimbursement of their lodging expenses up to 150 percent (%) of the COMBINED TOTAL of meals and lodging allowed for that area. You must meet one of the following conditions for this exception:
 - a) When assigned to accompany an elected official, a foreign dignitary or others as authorized by law, and you are required to stay at the same lodging facility.
 - b) When costs in the area have escalated for a brief period either during special events or disasters.
 - c) When meeting room facilities are necessary and it is more economical for the traveler to acquire special lodging accommodations such as a suite rather than to acquire both a meeting room and a room for lodging.
 - d) When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.
 - e) The traveler attends a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events, and it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention or training session is held.
 - f) To comply with provisions of the Americans with Disabilities Act (ADA), compliance for disabled travelers, or when the health and safety of the traveler is at risk.

MEAL REIMBURSEMENT

ELIGIBILITY REQUIREMENTS

1. You will be reimbursed up to the state meal allowance if you meet the following conditions:
 - a) You are in travel status during the entire meal period for the applicable meal allowance:

Breakfast	7:00 a.m.	-	8:00 a.m.
Lunch	12:00 p.m.	-	1:00 p.m.
Dinner	5:00 p.m.	-	6:00 p.m.

NOTE: It is very important to indicate "DEPART" and "RETURN" times, including a.m. & p.m., on the travel voucher so meal allowances can be determined.

AND

- b) You are in travel status for at least three (3) hours beyond your normal scheduled workday. This is referred to as the three-hour rule. The three hours may consist of hours occurring before, after, or a combination of both before and after your regularly scheduled work hours.

REIMBURSEMENT REQUIREMENTS

1. You will be reimbursed up to the maximum amounts as specified on the State of WA Per Diem Map - State of WA Per Diem Map, or the GSA Per Diem Rate website - GSA - Domestic Per Diem Rates for states other than Washington.
2. Meal receipts are not required.
3. For **overnight** travel assignments the IRS requires that all meals be reimbursed at the rate in effect for the area that you stop for sleep. The meal reimbursement rate for the last day of travel (return day) would continue to be the rate for the location where you last stopped for sleep.
4. Meals served on airlines **AND** continental breakfasts do not count as provided meals.
5. For travel not associated with a special program or conference, meals are not to be charged to the hotel room. The traveler must pay using their personal funds, and then turn in a Travel Expense Voucher for reimbursement.

Meals that cannot be reimbursed are as follows:

1. Meal expenses incurred at your official station or official residence.
2. When meal expenses are not incurred because they are furnished.

Where *identifiable* costs of meals are included in the lodging rate or registration fee of a meeting, conference, convention, or formal training session, the meal costs, not to exceed the designated meal allowance are to be deducted from the traveler's allowable travel reimbursement amount.

MISCELLANEOUS TRAVEL EXPENSE REIMBURSEMENTS

REIMBURSABLE MISCELLANEOUS TRAVEL EXPENSES

Room Rental – Rental of a room for official state business. The room rental is reimbursable as a separate item from the lodging.

Transportation Expenses - such as taxi fares and shuttles (including customary tip), motor vehicle rentals, parking fees, and ferry and bridge tolls.

Registration Expenses - such as registration fees required for attendance at a non-AOC sponsored convention, conference, or official meeting.

Correspondence Expenses - such as charges for necessary stenographic, typing, or FAX services connected with the preparation of reports or correspondence.

Cleaning Expenses - such as laundry and/or dry-cleaning expenses (as evidenced by a receipt). These expenses will be reimbursed only if you are in continuous travel status for five or more consecutive working days inside the continental US. You may use a coin-operated Laundromat. If a receipt is not available from a coin-operated Laundromat, you may claim actual expenses up to \$50.

REIMBURSEMENT REQUIREMENTS

1. Original receipts are required for the following miscellaneous expenses:
 - a) Overnight parking fees in excess of \$50.00
 - b) Registration fees for non-AOC sponsored conventions, conferences or meetings in excess of \$50
 - c) Sundry expenses in excess of \$50, plus tax; i.e., copies, postage, etc.
 - d) Laundry and/or dry-cleaning expenses if you are in travel status for five or more consecutive days. If a receipt for a coin operated Laundromat is not available, you may claim actual expenses up to \$50 on the "Detail of Other Expense" portion of the Travel Expense Voucher.

- e) Lodging at a commercial facility.
- f) Room Rental in excess of \$50.

NOTE: The travel voucher shall not include expenses for supplies (flip charts, books) exceeding \$50, plus applicable tax. Submit those items on an A19 form with appropriate corresponding documentation for reimbursement.

NON-REIMBURSABLE MISCELLANEOUS TRAVEL EXPENSES

1. The following expenses are considered as personal and are not reimbursable:
 - a) Valet service, entertainment expenses, radio or television rental, and other items of similar nature.
 - b) Taxi fares, vehicle rental, and other transportation costs to or from places of entertainment.
 - c) Costs of personal trip insurance and medical and hospital services.
 - d) Personal telephone calls.
 - e) Alcoholic beverages.
 - f) Transportation expenses for travel between your official residence and official station.
 - g) Any tips or gratuities associated with personal expenses.
 - h) Entertainment expenses, radio, television, movie rental and other items of a similar nature.
 - i) Out of pocket charges for vehicle service calls caused by the negligence of the traveler. Examples include service charges for the delivery of fuel, retrieval of keys from locked vehicles, jump starting vehicles when the lights have been left on.

REIMBURSEMENT REQUIREMENTS—Private Vehicle

1. You cannot claim reimbursement for mileage expenses if you are using government vehicles, are a passenger in a vehicle or the mileage driven when requesting reimbursement for a rental car.
2. Mileage between points in the state is to be from actual odometer readings. If an odometer reading is not available, use figures from the latest Department of Transportation map, or contact Financial Services.

TRAVEL VOUCHER COMPLETION

To ensure a correct and timely process of your voucher, please complete the following:

PLEASE PRINT LEGIBLY

- 1) Name and Address: Name of traveler (as payee) and address where reimbursement check should be mailed.
- 2) Month/day/Year: Period of travel.
- 3) Phone Number in case there are questions regarding your voucher.
- 4) Regularly Scheduled Work Hours: Your regular workday; i.e., Mon-Fri 7:30A-4:00P, Tues-Fri 7:00A-5:00P, Sun-Thurs 4:00P-Midnight.
- 5) Official Station/Residence: Name of city in which you work/reside.
- 6) Date: Actual dates of travel.
- 7) From and To: Points of departure and destination.
- 8) Depart and Return: The time of day you departed the first day of travel, and time of day you returned the last day of travel (use one line if one day trip with no overnight). You must indicate a.m. or p.m.
- 9) Per Meal Entitlement: Allowance amounts as shown on the State of WA Per Diem Map or the GSA Per Diem Rate website - Domestic Per Diem Tables for states other than Washington.

B = Breakfast Allowance (meal period = 7:00 a.m. - 8:00 a.m.)

L = Lunch Allowance (meal period = 12:00 p.m. - 1:00 p.m.)

D = Dinner Allowance (meal period = 5:00 p.m. - 6:00 p.m.)

- 10) Lodging Costs: Actual cost of lodging **OR** maximum allowed for that area if the actual costs exceed the maximum.

State of WA Per Diem Map

Domestic Per Diem Tables

- 11) Miles Driven the number of miles traveled for which you are claiming reimbursement (one way if overnight trip, total miles if round-trip, one day).
- 12) Reimbursement Rate: The mileage reimbursement rate for that travel period.

- 13) Mileage Allowance: Multiply miles claimed for reimbursement times the reimbursement rate.
- 14) Other Per Detail: Daily total of miscellaneous charges you incurred from #15, Detail of Other Expenses.
- 15) Detail of Other Expenses: parking, taxi, etc. Original receipts are required for miscellaneous expenses in excess of \$50, per item per day.
- 16) Grand Total: The total of your Per Meal Entitlement Subtotal, Lodging, Mileage Allowance, and Other Per Detail. (Remember to enter the total for each column under these headings also.)
- 17) Purpose of Trip: Briefly describe the reason for incurring the travel expenses.
- 18) Prepare and sign voucher **IN INK only**.