

# Travel Expense Reimbursement

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All travel expense reimbursements for the Administrative Office of the Courts are coordinated by the Management Services Division's Financial Services section.

A travel information sheet has been written to guide you through the process. That sheet, along with the rate tables and necessary forms, can be found on Inside Courts.

Please do not hesitate to contact Financial Services us if you have questions or need additional information. We are happy to help.

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Anastasiya Munro  
*Travel rules, regulations, and reimbursements*

704-4145

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Please note: Travel arrangements are not made by the Management Services Division. For assistance with travel arrangements, please contact Susie Shefler at [AOCReception@courts.wa.gov](mailto:AOCReception@courts.wa.gov).