DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION
Request for Reimbursement

Purpose of Expenditure: ❑ Meeting ❑ Other Date_____

THIS FORM IS TO BE USED ONLY FOR EXPENSES NOT REIMBURSED BY OTHER SOURCES

Date of Meeting: _____/_____/_____
Month Day Year

Location of Meeting: _____

Name of Meeting: _____

Other (Explain): _____

_____

Submit Request to:
- Committee Chair for a Committee expense;
- DMCJA Treasurer for other expenses: Judge Jeffrey Smith dmcjatreasurer@gmail.com.

RECEIPTS FOR PAID EXPENSES MUST ACCOMPANY THIS REQUEST FORM.
Do not include expenses incurred by non-judicial spouse, or child or guest.

Item and Description		Amount
I. MEETING EXPENSES		
Transportation Airfare *(coach)*	(1)	$
Taxi, Shuttle, or Public Transport To and From Terminals	(2)	$
Auto: Miles_____ at $.575 = $_____ Parking = $____ Toll = $_____	(3)	$
Other *(rental car, etc.):* Explain: _____ _____	(4)	$
Lodging, Meals, Gratuities and Incidentals: _____ _____ _____		
TOTAL MEETING EXPENSES *(Total Lines 1-5)*	(5)	$
II. OTHER EXPENSES *(telephone, postage, etc.)* Explain: _____ _____	(6)	$
TOTAL REIMBURSEMENT REQUESTED *(Total Lines 5 & 6)*		$

Reimbursement Check Payable to:

Name: _____

Address:_____

_____

Signature:_____

FOR OFFICE USE ONLY

Committee Chair Approval: Amount $_____

Signature:_____

Treasurer's Action: Amount Paid $_____

Check #:_____ Date:_____

Signature:_____

DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION
MEAL AND MILEAGE REIMBURSEMENT RATES

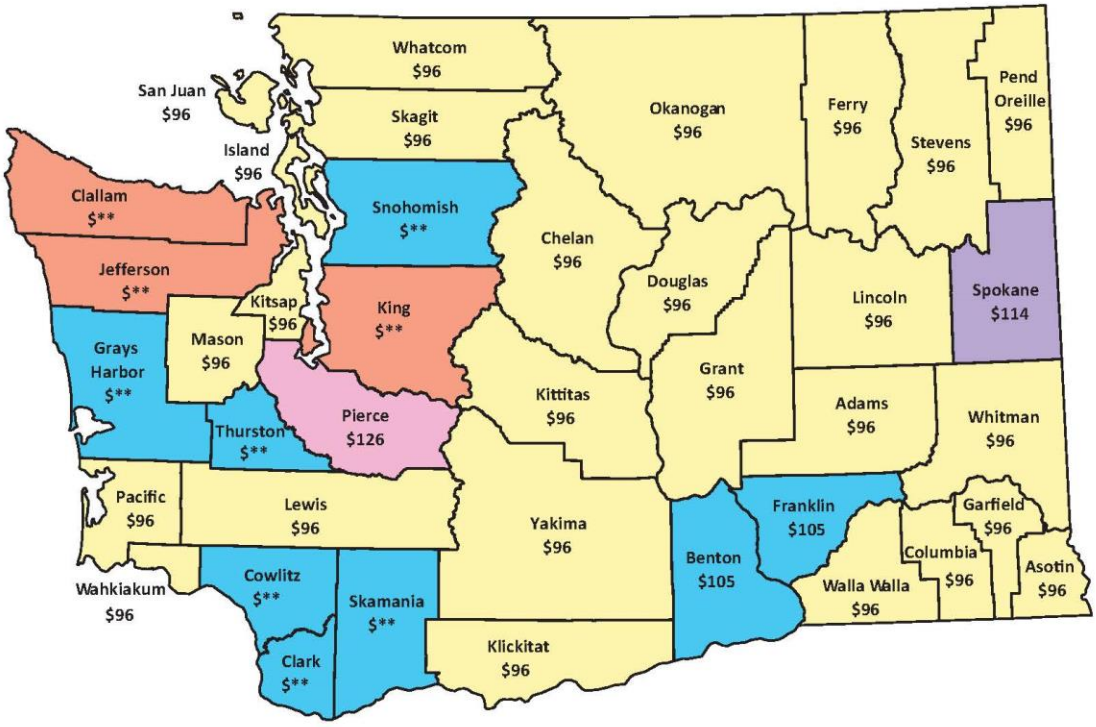
Private Vehicle Mileage Reimbursement Rate: **$ .575/mile**

Note: *The private vehicle mileage reimbursement rate is also the rate used to reimburse you for use of your privately-owned or rented boat (reimbursed at nautical miles).*

Privately Owned or Rented Aircraft Mileage Reimbursement Rate: **$ 1.27/statute mile as shown on airway charts**

Privately Owned Motorcycle: **$ .545/mile**

Per Diem Rates - As of October 1, 2020



Meal Rates

TOTAL	B	L	D
$55	$14	$16	$25
$61	$15	$18	$28
$66	$16	$20	$30
$71	$18	$21	$32
$76	$19	$23	$34

$ Maximum Lodging Rate
**** Seasonal Lodging Rates for Counties:**

Clark, Cowlitz, & Skamania	06/01 - 10/31	$182
	11/01 - 05/31	$152
Clallam & Jefferson	07/01 - 08/31	$161
	09/01 - 06/30	$104
Grays Harbor	07/01 - 08/31	$137
	09/01 - 06/30	$111
King	05/01 - 10/31	$232
	11/01 - 04/30	$176
Snohomish	06/01 - 08/31	$139
	09/01 - 05/31	$116
Thurston	09/01 - 10/31	$112
	11/01 - 08/31	$133

POV Mileage Rate

The privately owned vehicle mileage reimbursement rate is $0.575 per mile. (effective 1/1/2020)

For Out-of-State Per Diem Rates, refer to the GSA website at: http://www.gsa.gov. To get the total meal and incidental expense rate breakdown of individual meal allowances, refer the State Administrative and Accounting Manual (SAAM), Subsection 10.40.10.c

OFM Statewide Accounting
Rev. 10/1/2020

Rev. 10/2020
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