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| Courtslogo | **Administrative Office of the Courts****Request for Exception** **Member Travel, Subsistence and Lodging****E2SHB 1371 Boards and Commissions** |

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| **Date of Request:**Click here to enter text. | **Group/Sub-Group Name:** Click here to enter text. |
| **AOC Staff Requesting Exception:**Click here to enter text. | **Contact Phone:**Click here to enter text. |
| **All requests will be assessed using the following criteria.****Please check any that apply, and provide detailed information for all items checked.**Is it possible to conduct this meeting effectively, maximizing member and public participation, through means other than those requiring travel? Click here to enter text.Does statute, court rule, federal grant, or other authority require members to be physically present at one location only? If so, identify the authority. Click here to enter text.Why must members be physically present? Click here to enter text.What is the purpose of the meeting or series of meetings? Click here to enter text.Please provide other justification. Click here to enter text. |
| **E2SHB 1371 Exception Request**  |
| **Estimated number of participants eligible for reimbursement per meeting. Identify the anticipated number of group members and invited guests who may request reimbursement:**  Click here to enter text.  |
| **Meeting date (if one meeting) or number of meetings per year (if a series of meetings):**  Click here to enter text. |
| **Estimated cost (travel, lodging, subsistence and/or meals or refreshments provided, and cost of the venue) for each meeting:** Click here to enter text. |
| **Alternatives explored and why they are not feasible:**  Click here to enter text. |
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| **Agency Approval (Typed name will be considered a signature when transmitted from the director’s computer.)** |
| Signature of Approving Authority (required)      | Date      |

**Submit signed form to**

Christopher Stanley, Management Services Director, Administrative Office of the Courts

Christopher.Stanley@courts.wa.gov

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| **Review** |
| Approved - Request meets exemption criteria [ ]  | Denied - Request does not meet criteria [ ]  |
| AOC Signature (required)      | Date      |

**PLEASE NOTE: If approval is not obtained prior to the meeting date, member travel, subsistence and lodging cannot be paid.**