

BOARD FOR COURT EDUCATION POLICIES FOR JUDICIAL EDUCATION PROGRAMS

GENERAL POLICY STATEMENT

It is the intent of the Board for Court Education (BCE) that funds appropriated are for the principal reason of education.

The Judicial Education unit shall aid and assist the advisory committees in fulfilling the policies of the Board. All decisions, upon request of interested parties, are reviewed by the Executive Committee of the Board.

ELEMENTS FOR EDUCATION FUNDING

Course content shall be educational in nature. Education funds cannot be used for association business meetings. The Board will not fund any educational program required due to a sanction of any type.

Course is available to all court personnel affected by course content.

Materials, course content, and method of presentation shall be reviewed and approved by Court Education Services (CES), based upon or consistent with, the program proposal approved by the BCE. Decisions are subject to review by the Executive Committee or Board if requested.

Joint Conferences – The BCE recognizes the importance of educational opportunities between associations but also the extensive budget and resource impact a joint conference places on the AOC and Judicial Education.

Associations need prior approval by the BCE for joint conferences, and approved by the JSD Director and the Judicial Education Manager, one year prior to the conference, to determine impacts upon resources and final determination if a joint conference is possible.

The BCE also places a limit of no more than three choice sessions during the program due to limited AOC resources. The BCE recognizes that when two groups join educational programming it is difficult to find content that pertains to the educational needs of both groups. However, the BCE encourages the associations to work together to develop educational programming that pertains to their work together and limit specific choice sessions that pertain to only the needs of one group. Refer to the Educational Guidelines for further details.

The Board for Court Education acknowledges the need of the Board for Judicial Administration, the judicial associations, and court management association to deliver information to the judiciary during educational conferences and will make available time for that purpose.

A minimum of five (5) hours of education must be scheduled per day to warrant full per diem reimbursement for attendees. A minimum of three (3) hours of education must be scheduled to warrant partial reimbursement for attendees, unless a multiple day program begins and ends with less than a full day. Under that circumstance the education hours for the beginning and ending days need to total five (5), by providing for three (3) hours on one day and two the other.

ATTENDANCE ELIGIBILITY

Participation in BCE sponsored education courses shall be limited to full and part-time persons having substantial responsibility on behalf of the administration of the Washington State judiciary. Judges pro tem are not eligible to attend BCE sponsored education. Tribal courts will be provided BCE education program announcements. Attendance will be open to tribal court judges and staff on a space available basis. Tribal court judges and staff are not eligible for BCE reimbursement.

TRAVEL REIMBURSEMENT POLICIES

Eligibility Criteria:

Each claimant must be a judicial branch employee. The primary criterion to determine reimbursement allowance is that which is most economical to the state. **Reimbursement for programs funded by the BCE may be less than the maximum allowed in order to meet budget constraints.** There will be no reimbursement for travel to any BCE sponsored education program. There is no state reimbursement available for expenses related to association business meetings.

The Office of Financial Management (OFM) issued a directive in June of 1991 that prohibits reimbursement for lodging expenses incurred at a lodging facility located within fifty (50) road/nautical miles (one hour travel time) of either the participant's official residence or official work station (whichever is closer). Agencies of the judicial branch have parallel regulations. People who live or work less than 50 miles from the educational program cannot claim lodging reimbursement.

Reimbursement for Housing:

1. You must be away from your official station and residence overnight in order to claim reimbursement or lodging.
2. You must be more than fifty (50) road/nautical miles from your home or work (one-hour travel time). Exceptions will be allowed if the following conditions occur:
 - (a) You stay overnight to avoid driving back and forth for back-to-back late night/early morning meetings. ***You must have prior approval from Judicial Education for reimbursement of your lodging costs under this exception.***
 - (b) You stay overnight to avoid driving in inclement weather. ***This condition must be noted on the travel voucher to obtain reimbursement of lodging.***
 - (c) If the use of a state ferry is required, and it is determined that procuring lodging is more economical than returning home. ***This condition must be noted on the travel voucher to obtain reimbursement of lodging.***

Reimbursement Requirements:

1. You will be reimbursed for the actual cost of your room, plus any taxes up to the maximum allowance either listed for the area or designated by BCE budget. Current reimbursement rate is \$60 per night.
2. A hotel receipt must be attached to the A20-1 Travel Voucher form before reimbursement will be made. Receipts must show rate per night, number of nights, and number of persons in the room.
3. Indicate the place of lodging on the travel voucher. ***If you do not use commercial lodging (i.e., staying with relatives or friends), please note this on the voucher.***
4. Completed program evaluations shall be submitted to receive reimbursement.
5. Requests for reimbursement to BCE programs must be made within 30 days of the completion of the program. If extenuating circumstances exist, those may be brought to the attention of the Judicial Education Manager, who shall have discretion to approve payment for requests received more than 30 days, but less than 60 days.

Rate for Reimbursement for Meals:

Participants must be in travel status (en route or in attendance) during the entire meal period to claim reimbursement. The following reimbursement rates apply for participants in travel status during these hours:

BREAKFAST	LUNCH	DINNER	TOTAL
7-8:00 a.m.	12-1:00 p.m.	5-6:00 p.m.	
\$10.00	\$12.00	\$17.00	\$39.00

1. You will be reimbursed for meals if you meet the following condition:
 - (a) You incurred a cost for a meal that was an integral part of a meeting or training session.
2. You can only claim reimbursement of meals for which you paid.

Transportation Reimbursement Policies:

There will be no reimbursement for transportation costs to and from any BCE sponsored education program.

Registration:

Registration forms will be mailed with all course announcements. A registration form is to be submitted for each individual registering for each course. (Each court may make additional copies.)

Registration forms are to be submitted by the stated deadline for each course.

Incidental costs (refreshments, meal functions) should be submitted with the registration form as described in the course announcement.

Instructors:

Instructors shall receive reimbursement for travel in accordance with current state policies.

Instructors who are not court employees or employees of other state agencies may receive a stipend for instructional services. Instructors will receive an Educational Services Agreement (ESA) that describes the services to be

provided: compensation, rights and obligations, non-exclusivity, general terms and descriptions.

Amended June 4, 2012