

The Supreme Court of Ohio

GUIDELINES FOR TRAVEL BY COURT APPOINTEES

These guidelines are adopted by the Supreme Court and are intended to establish consistent standards and procedures for travel by court appointees at Court expense while on Court business.

1. Authority for Travel. A court appointee may be authorized to travel at Court expense while on Court business by the employee who staffs the board, commission, advisory committee, or task force that the court appointee serves on, or by a Justice or Senior Staff employee who has requested a Court appointee to perform an official duty or responsibility for the Court.

2. Procedure for Approval.

(A) In-state travel. A Court appointee shall obtain prior approval from the employee who staffs the board, commission, advisory committee, or task force that the Court appointee serves on, or the Justice or Senior Staff employee who requests the Court appointee to perform an official duty or responsibility, to travel in state at Court expense while on Court business. The prior approval may be given verbally and may be of a continuing nature.

In limited circumstances, a Court appointee may be required to attend a continuing education conference, seminar, or workshop, as part of his or her training to serve. In this circumstance the Court appointee shall follow the requirements of Adm. P. 11(B).

(B) Out-of-state travel. A Court appointee shall obtain prior written approval from the employee who staffs the board, commission, advisory committee, or task force that the Court appointees serve on, or the Justice or Senior Staff employee who requests the Court appointee to perform an official duty or responsibility, to travel out of state at Court expense while on Court business. The procedure to obtain approval to travel out of state shall be as set forth in Adm. P. 32(B)(2) and the time for such travel shall be as set forth in Adm. P. 32(C).

3. Reimbursement of Transportation Expenses.

(A) Common carrier. A Court appointee shall be reimbursed for transportation expenses incurred when traveling on Court business by common carrier as set forth in Adm. P. 32(D)(1). Reimbursement for in-state travel by common air carrier is not permitted unless approved by the Administrative Director.

(B) Privately owned motor vehicle. A Court appointee shall be reimbursed for transportation expenses incurred while traveling on Court business by privately owned motor vehicle at the standard business mileage rate designated by the Internal Revenue Service. Reimbursement shall be made only to one of two or more Court appointees who are traveling in the same privately owned motor vehicle.

(C) Taxi, shuttle service, and rented motor vehicle. A Court appointee shall not be reimbursed for transportation expenses incurred while traveling in-state on Court business by taxi, shuttle service, or rented motor vehicle. A Court appointee shall be reimbursed for transportation expenses incurred while traveling out of state on Court business by taxi, shuttle service, or rented motor vehicle as set forth in Adm. P. 32(D)(4).

(D) Parking, tolls, and other transportation expenses. A Court appointee shall be reimbursed for other transportation expenses incurred while traveling on Court business, including parking and tolls. Reimbursement shall be at actual cost provided the cost is reasonable as determined by the Director of Fiscal & Management Resources.

(E) Exceptions. If a Court appointee selects to travel out of state on Court business by privately owned or rented motor vehicle when travel by common carrier, shuttle, or taxi is more economical and reasonably available, the Court appointee shall be reimbursed pursuant to Adm. P. 32(D)(6).

4. Reimbursement of Meal Expenses.

(A) Meal expenses. A Court appointee shall be reimbursed for meal expenses incurred while traveling on Court business during specified meal periods.

When the travel does not involve an overnight stay, a Court appointee shall be reimbursed for meal expenses incurred at actual cost only, at a rate not to exceed the maximum rate allowed in the table below. If a Court appointee receives compensation for his or her service to the Court other than reimbursement for travel as allowed by these guidelines, the reimbursement for meal expenses incurred when the travel does not involve an overnight stay is a taxable benefit pursuant to IRS regulations.

When the travel involves an overnight stay, a Court appointee shall be reimbursed for meal expenses incurred on either an actual cost or per diem basis, as selected by the Court appointee, at a rate not to exceed the maximum rate outlined in the table below. Reimbursement on an actual cost or per diem basis when traveling overnight must be consistently claimed for all meals during the same day of travel, but may vary from day to day.

A Court appointee shall be reimbursed for meal expenses only when he or she

incurs the expense more than 45 miles from his or her residence. This limitation shall not apply when the Court appointee is attending a meeting, conference, seminar, or workshop and the meal is a scheduled part of the event, or when the Court appointee is responsible for serving as support for or is otherwise required to attend a meeting, conference, seminar, or workshop sponsored or conducted by the Court.

If the registration fee for a meeting, conference, seminar, or workshop attended by a Court appointee includes one or more meals, the Court appointee shall not be reimbursed for other meals purchased during the same meal period, except for a breakfast purchased when a continental breakfast is included as part of the registration fee or because of special dietary needs.

Type of Reimbursement	Breakfast (4:00 a.m. to 8:00 a.m.)	Lunch (10:00 a.m. to 2:00 p.m.)	Dinner (6:00 p.m. to midnight)	All Day
Per Diem (overnight only)	\$7.00	\$8.00	\$15.00	\$30.00
Actual Cost (in-state)	\$9.00	\$12.00	\$19.00	\$40.00
Actual Cost (out-of-state)	\$12.00	\$18.00	\$30.00	\$60.00

(B) Allocation of expenses. Reimbursement for meal expenses requires an allocation for breakfast, lunch, and/or dinner. However, if a Court appointee is in travel status during more than one meal period in a day, he or she may combine the maximum limits for those meal periods without allocation.

(C) Meal gratuities. A Court appointee who claims reimbursement on an actual cost basis shall be reimbursed for meal gratuities, not to exceed 15% of the total reimbursable meal expense. The amount of the gratuity shall not count against the applicable maximum amount for reimbursements on an actual cost basis. There shall be no separate reimbursement for meal gratuities where meal reimbursement is made on a per diem basis.

5. Reimbursement of Lodging Expenses.

(A) Commercial lodging. A Court appointee shall be reimbursed for lodging expenses incurred in commercial establishments while traveling on Court business. Reimbursement shall be at actual cost, provided the cost is reasonable as determined by the Director of Fiscal & Management Resources. A Court appointee shall be reimbursed for lodging expenses only when he or she incurs the expense more than 45 miles from his or her residence. A Court appointee shall attempt to secure the lowest rate at a convenient commercial establishment and shall specifically request the government rate, if available, and exemption from applicable taxes.

(B) Non-commercial, private lodging. A Court appointee shall be reimbursed for lodging in a noncommercial, private dwelling at \$15.00 per Court appointee, per calendar day.

6. Reimbursement of Miscellaneous Travel Expenses.

(A) Communication expenses. A Court appointee shall be reimbursed for communication expenses related to and incurred while traveling on Court business, including telephone, facsimile, and postage charges. Reimbursement shall be at actual cost provided the cost is reasonable as determined by the Director of Fiscal & Management Resources.

(B) Non-meal gratuities. A Court appointee shall be reimbursed for non-meal gratuities incurred while traveling overnight on Court business, including tips for porter, housekeeping, and taxi services. Reimbursement shall be at actual cost, at a total cost not to exceed \$5.00 for all non-meal gratuities per day.

(C) Miscellaneous living expenses. A Court appointee shall be reimbursed for miscellaneous living expenses incurred while traveling on Court business for more than five consecutive calendar days, including laundry and dry cleaning services. Reimbursement shall be at actual cost provided the cost is reasonable as determined by the Director of Fiscal & Management Resources.

(D) Alcohol and entertainment. A Court appointee shall not be reimbursed for alcohol or entertainment expenses.

7. Travel Expense Report.

(A) Reporting requirement. A Court appointee shall be reimbursed for travel expenses incurred in accordance with this policy upon submission of a completed Travel Expense Report to the Office of Fiscal & Management Resources (copy provided as Attachment A). A Travel Expense Report submitted by a Court appointee shall be signed by the Supreme Court employee who staffs the board, commission, advisory committee, or task force upon which the Court appointee serves, or the Justice or Senior Staff employee who requests the Court appointee to perform an official duty or responsibility.

(B) Reporting deadline. A Court appointee shall submit a Travel Expense Report no later than 60 days after the travel expense is incurred.

(C) Receipts. A Court appointee shall attach to the Travel Expense Report *original itemized* receipts for all transportation, meal, lodging, and miscellaneous expenses for which reimbursement is sought, except for meal expenses when a per diem reimbursement is claimed. The Director of Fiscal & Management Resources may require any reasonable form of verification of an expense, in addition to or in lieu of the required receipts, if additional verification is necessary

to ascertain the propriety of the reimbursement or if the required receipts are not available. The Court reserves the right to contact the provider of any service claimed as an expense for such verification, including requesting duplicate itemized receipts. Failure to provide receipts or additional forms of requested verification shall be cause to disallow a request for reimbursement, except when a per diem reimbursement is claimed.

8. Motor Vehicle Liability. A Court appointee is advised to check with his or her motor vehicle insurer regarding the scope of coverage afforded under his or her policy of insurance for use of a personal or rented motor vehicle while traveling on Court business.

9. Application. These guidelines shall apply to all boards, commissions, advisory committees, and task forces, with the exception that all requirements involving the Administrative Director and the Director of Fiscal & Management Resources as set forth herein shall be performed by the Secretary to the Board of Commissioners on Grievances and Discipline for all Court appointees to that board and by the Administrator of the Board of Commissioners of the Clients' Security Fund for all Court appointees appointed to that board.

10. Definitions.

(A) Court appointee. For the purpose of these guidelines, a "Court appointee" means any of the following:

- A person serving on a Supreme Court board, commission, advisory committee, task force, or any other body formed by and reporting to the Court, as appointed by the Chief Justice or a Justice of the Court, or serving on such body by virtue of holding a position within or upon nomination of another group, association, or organization.
- A person who is performing an official duty or responsibility for the Court at the request of a Justice or employee.

(B) Travel status. For the purpose of these guidelines, "travel status" means the time a Court appointee is traveling on Court business, beginning when he or she commences traveling to his or her destination and continuing until the time he or she returns from such destination.

11. Effective Date: These guidelines are effective January 1, 2006.