



Administrative Policies  
And Procedures  
Tennessee Supreme Court  
Administrative Office of the Courts

*Janice M. Holder* *Elizabeth A. Sykes*

Approved by: Chief Justice Janice Holder and Elizabeth A. Sykes, Director

Subject: Travel Policy and Guidelines for Clerks of Court

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- I. Authority: T.C.A. §§ 18-1-503 and 18-1-506.
- II. Purpose: To establish policies and guidelines governing in-state travel for clerks of court.
- III. Application: All circuit court clerks, clerk and masters, criminal court clerks, juvenile court clerks, probate clerks, and elected general sessions court clerks and deputies of such offices in the state.
- IV. Definitions:

“Full Member” of the Clerks’ Conference means circuit court clerks, clerk and masters, criminal court clerks, juvenile court clerks, probate clerks, and elected general sessions court clerks in the state.

“Associate Member” of the Clerks’ Conference means deputies of the offices.
- V. Policy: All in-state travel by authorized state court clerks and deputies shall be performed in compliance with the regulations and guidelines of this administrative policy.
- VI. Procedures:
  - A. Reimbursement Procedure
    1. The following regulations govern in-state travel by all members and associate members of the state court clerks’ conference authorized to travel to educational seminars or training sessions administered through the Administrative Office of the Courts pursuant to the provisions of T.C.A. §§ 18-1-503 and 18-1-506. The conference membership includes as full members the following: circuit court clerks, clerk and masters, criminal court clerks, juvenile court clerks, probate clerks, and elected general sessions court clerks in the state. Deputies of the offices shall be associate members of the conference.

2. Clerks and deputy clerks, within the statutory limitations as to the number of attendees allowed to attend per classification, are permitted to attend the seminar located nearest to their counties of residence. Under no exceptions will reimbursement be allowed for more than ½ of the clerk's office to attend the most distantly located seminar. Clerks (appointed or elected official) may attend both the May and June seminars if they are involved in business meetings or are appearing as speakers.
3. Requests for reimbursements are submitted for approval to the following address:

Administrative Office of the Courts  
Fiscal Office  
Nashville City Center, Suite 600  
511 Union Street  
Nashville, TN 37219
4. All requests are reviewed in strict compliance with the following general provisions by the Fiscal Office with approval of the Administrative Director of the Courts.
5. A copy of the Judicial Travel Policies and Guidelines has been filed with the Judiciary Committees and the Finance Ways and Means Committees of the Senate and the House, the Fiscal Review Committee, the Comptroller of the Treasury, and the Commissioner of Finance and Administration.

#### B. General Provisions

1. No reimbursements will be allowed without original receipts. Receipts for all travel expenses are required for lodging, any other items or fares, except meals, taxi fares and tolls.
2. Claims for reimbursement should be submitted no later than thirty (30) days after the travel is completed. Claims submitted after thirty (30) days must include an explanation of the delay. Prior fiscal year (July 1 – June 30) expenses will not be paid if received after August 15<sup>th</sup> of the next fiscal year.
3. Reimbursement forms available from the Administrative Office of the Courts must be submitted for all travel expense claims. All requested information must be provided, title affixed and signed by the claimant and clerk.

No reimbursement will be allowed unless approved and signed by the officially appointed or elected clerk of that office.
4. Expenditures for entertainment or any other social services are personal charges and will not be reimbursed.
5. No incidental charges will be allowed. No phone calls will be reimbursed.

6. No reimbursement will be allowed for meals or social activities when provided as part of a registration/conference program.
7. No reimbursements will be allowed to anyone for travel costs reimbursed by another government entity.
8. No reimbursements for the entertainment, lodging, or travel of another person will be allowed.
9. No reimbursements for alcoholic beverages will be allowed.
10. No reimbursement will be allowed for overnight travel for the night preceding the opening day of a seminar unless the claimant resides beyond a reasonable driving distance from the seminar location, and such travel is approved in advance by the Administrative Office of the Courts.
11. If he/she is employed in the county in which the conference is being held, he/she will not receive reimbursement for the hotel costs, mileage or meals. Expenses will be reimbursed, however, to those employees who are programmatically involved with the conference or serve as an officer.

#### C. Specific Provisions

1. Lodging: Reimbursable lodging expenses for full members (official clerks) will be reimbursed at the approved single occupancy room rate or approved conference room rate. Associate members (deputies/assistants) will be reimbursed at  $\frac{1}{2}$  the regular room rate absent special circumstances (medical, gender singles, etc.). If two (2) or more members share a room, the AOC does request one person file the entire lodging expense for each guest room and request total reimbursement from the Administrative Office of the Courts. The lodging receipt for the entire amount must be submitted. All claims must list the names of roommates, if any.
2. Transportation: The rate for transportation reimbursement in personal vehicles is \$.46 per mile. Air fare is only allowed in special circumstances with prior approval of the Administrative Office of the Courts and will be reimbursed only if the receipt is submitted. When two (2) attendees share a vehicle, only the driver shall be reimbursed. All riders in each vehicle must be listed on the claim form, along with the license number of the vehicle. No reimbursement will be allowed for travel costs reimbursed by another government entity.

3. Meals and Incidentals: Reimbursement of in-state meal and incidental expenses during overnight travel will be paid according to the approved per diem rate according to the CONUS rates for Tennessee. Incidentals are intended to include miscellaneous costs associated with travel such as tips for baggage handling, phone calls to home, etc. Per Diem will be allowed up to the following amounts for counties listed below. The standard per diem rate of \$46.00 per day should be used for all in-state locations not specifically listed.

<u>Counties</u>	<u>Full Day Per Diem Meals &amp; Incidentals</u>	<u>75% Rate</u>
Davidson (Nashville)	\$66	\$49.50
Shelby (Memphis)	\$61	\$45.75
Williamson (Brentwood/Franklin)	\$56	\$42.00
Hamilton (Chattanooga)	\$56	\$42.00
Knox (Knoxville)	\$56	\$42.00
Anderson (Oak Ridge)	\$46	\$34.50

BREAKDOWN OF MEALS PER DAY:

<b>Per Diem</b>	<b>\$46.00</b>	<b>\$56.00</b>	<b>\$61.00</b>	<b>\$66.00</b>
Breakfast	\$7.00	\$9.00	\$10.00	\$11.00
Lunch	\$11.00	\$13.00	\$15.00	\$16.00
Dinner	\$23.00	\$29.00	\$31.00	\$34.00
Incidentals	\$5.00	\$5.00	\$5.00	\$5.00

No expenditures for alcoholic beverages will be reimbursed.

Reimbursement for meals and incidentals for the day of departure and the day of return will be 75% of the full day per diem, regardless of the time of departure or return. The rate applied shall be based on the lodging location. Reimbursement is made only when overnight travel is involved.

When attending a state-sponsored training session or conference and a full meal is provided, the employee should deduct the cost of those meals from the per diem for that day, using the schedule provided above.