

## ***Judicial Branch Expense Account Form Instructions***

### ***Steps for completing the Judicial Branch Expense Account Form (numbered steps match attached expense account):***

1. Enter Department name (e.g., Circuit Court for Anne Arundel County, Administrative Office of the Courts, etc.).
2. Enter Unit or Division name (e.g., Civil Division, Department of Human Resources).
3. Enter the last four numbers of your social security number.
4. If known, enter the GEARS Vendor number.
5. Enter your full name.
6. Enter your work phone number.
7. Enter your assigned Office location (town/city).
8. Enter your full home address (street, city, state and zip).
9. Enter the reimbursable mileage rate as cents per mile, if it is not already entered. The format should be \$0.00. The current rate is available on the Judiciary website under the Travel Policy page.
10. Enter the total roundtrip Commute miles from your residence to the Office and back to your residence. This represents your daily total roundtrip Commute miles, which are not eligible for reimbursement and will be deducted from your total miles traveled for reimbursement. (No Commute miles should be listed if you are a senior judge, non-employee, volunteer, or applicant.)
11. Answer yes or no as to whether you are a Recalled/ Senior Judge.
12. Answer yes or no as to whether you are a Judicial Branch employee, or an employee of a Judiciary Unit.
13. Enter the date(s) of travel. The date format should be mm/dd/year, (i.e. 02/24/2014). If the date is entered correctly, the day(s) of the week will automatically populate.
14. Check the box for each night that you stayed overnight.
15. Enter the appropriate amounts for tolls, meal reimbursements, etc. Receipts are not needed for meals, tolls, bus, or metro. However, receipts are required for hotel rooms, parking (except coin operated meters), miscellaneous expenses (except for tips), and for travel involving planes, shuttles, taxis, etc. If you are using the Excel form, the mileage and totals will automatically calculate. The current Standard Daily Meal Allowance rates, the Per Diem Meal and Incidental Expense Allowance by U S General Services Administration for Out-of-state travel, and the Foreign Per Diem rate by the U.S. Department of State for Out-of-country travel can be accessed through the Judiciary's website on the Travel Policy page. The Standard Daily Meal Allowance, Per Diem Meal and Incidental Expense Allowance and the Foreign Per Diem rates are per meal- breakfast, lunch, and dinner. The Standard Daily Meal allowance, the Per Diem Meal and Incidental Expense Allowance and the Foreign Per Diem rates must be reduced for any meal that is provided, or which is included in the registration cost or lodging fees, etc. A copy of the agenda (if published) must be provided with the reimbursement request for any conference, seminar or training, which is not held at the JECC, and for which meal reimbursement is requested. Eligibility for all allowances is based upon Time in Travel Status.
16. Enter the purpose of your travel.
17. Enter the start and end time(s) of your Travel Status. The format should include am or pm (i.e., 9:15am to 4:30pm). If you begin travel on one day and complete your travel on a different day, the Travel Status would begin on Day 1 and end at your arrival back to work or home on the last day of travel. For overnight travel, you are considered in Travel Status on the days you travel to and from your destination.
18. Enter the territory covered while incurring the expenses. This should always start and end at home, or list your territory driven while in multiple-day travel, and always exclude non-business stops.

19. Enter the total miles traveled for the day, which should include your Commute miles and exclude any non-business miles incurred. For multiple-day travel, the Total Miles Traveled should be listed only on the final day of travel.
20. If you are using the Excel Judicial Branch Expense Account form, the Commute miles will automatically populate from step 10 above for any day in which Total Miles Traveled are entered.
21. If you are using the Excel Judicial Branch Expense Account form, the dates of travel and days of the week will automatically populate based upon date(s) of travel entered under step 13.
22. Sign and date the Judicial Branch Expense Account form. Your signature certifies that the information provided on the form is accurate and that you have not already received payment.
23. Your supervisor, or other authorized Judiciary approver, must sign and date the Judicial Branch Expense Account form. As the approver, you are certifying that the information is correct.
24. Please note that if an expense reimbursement form was provided at the function you attended, and an address is noted in this section, the form should be mailed to the address shown for processing. (For special programs, trainers should enter the name and address here to whom written forms must be returned for entering into GEARS.)

See the GEARS checklist on the Travel and Expense link on CourtNet, and the tip sheet located on the GEARS site on CourtNet, for instructions on how to submit for payment. The relevant tip sheet can be found under the Procure-to-Pay section of the GEARS Tip Sheets by clicking on "Creating an Expense Voucher". The link is <http://mdcourts.gov/gears/pdfs/tipsheetcreatingexpensevoucher.pdf>

## **Definitions:**

**Reimbursable Miles** - are the total miles traveled in a day while on official business, less Commute miles.

**Total Commute Miles** - means the normal daily **round** trip distance traveled between an employee's residence and his/her principal Office assignment (primary work location).

**Travel Status Start Time** - The time at which an employee departs his/her residence or place of work to begin Travel Status. For overnight travel, you are considered in Travel Status on the days you travel to and from your destination.

**Travel Status End Time** - The time at which an employee returns to his/her residence or place of work.

**Total Miles Traveled** - The total business miles traveled for the purpose of travel, which should include your Commute miles and exclude any non-business miles incurred.

All definitions in the State Joint Travel Regulations Judicial Branch Travel Policy are applicable herein.

## **Receipts are required for:**

Receipts must be attached for the following to be reimbursed:

- Hotel (if you are being reimbursed)
- Airfare, taxi, ferry, shuttle, etc., including associated tips
- Parking (except for coin operated meters)
- Phone and internet charges
- Miscellaneous expenses (except tips for baggage handling). See Judicial Branch Travel Policy.