

**TRAVEL EXPENSE PARAMETERS  
CITY AND COUNTY-PAID JUDICIAL BRANCH EMPLOYEES**

The following parameters apply unless expenses are otherwise approved in advance by the State Court Administrator or designee.

<b><u>Event</u></b>	<b><u>Expenses Covered</u></b>
<b><u>1. Trainings/Conferences offered at the Judicial College</u></b>	
a. City and county-paid employees	No
b. Court Administrators	No
<b><u>2. Serving as a speaker at the Judicial College</u></b>	
a. City and county-paid employees	Yes
b. Court Administrators	Yes
<b><u>3. Judicial Conference</u></b>	
Court Administrators serving on the Judicial Council	
a. Lodging through the Judiciary’s Travel Coordinator	Yes
b. Meals provided by the Conference	Yes
c. Per diem for meals not provided	No
d. Mileage reimbursement	No
<b><u>4. MAACM</u></b>	
If no local funding is available	
a. Registration fee and hotel	Yes
b. Per diem for meals not provided	No
c. Mileage reimbursement	No
d. Membership dues	No
<b><u>5. Joint Conference of the Court Administrators, Clerks and Chief Deputy Clerks of Court, and, Administrative Clerks</u></b>	
a. Hotel	Yes
b. Per diem for meals not provided	No
c. Mileage reimbursement	No