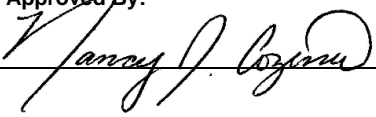




Oregon Judicial Department *Policy Statement*



Subject Area: Business and Fiscal Management		Secondary Subject Area Administration		
Policy Statement Name: Travel Expense Reimbursement		Issued By: Business and Fiscal Services Division		
Approved By: 	Date: 11/08/2024	Number: 020.30.01	Effective Date: 11/08/2024	Page 1 of 23

PURPOSE: To provide Oregon Judicial Department (OJD) personnel with a comprehensive policy and efficient procedures to reimburse travel expenses incurred by Judicial Department personnel while conducting official department business.

TYPE: Mandatory Policy. A policy statement that all OJD personnel must follow unless the policy statement makes a specific exception or the Chief Justice, State Court Administrator, or designee authorizes an exception in writing.

PRIMARY AFFECTED PERSONS: All OJD personnel, including those volunteering as board, committee, and commission members; and job applicants.

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POLICY DEFINITIONS AND TERMS:

For standard definitions that appear in most OJD policies, [click here](#).

Assigned Work Location	A work location that is determined by the administrative authority. Usually, an employee’s assigned work location is an onsite work location. An employee has only one assigned work location.
Alternate Work Location	A temporary (less than one year) work location assigned by the administrative authority that is more than five miles from the employee’s usual assigned work location. An alternate work location may include other onsite work locations or remote work locations.
BFSD	The Business and Fiscal Services Division of the Office of the State Court Administrator.
Budgetary Authority	An OJD administrative authority or designee within a trial court, appellate court, tax court, or OSCA division with the responsibility for review and approval of expenses made from a specific budget. In this policy, budgetary authority means the budgetary authority whose budget is paying for the requested funds.
Captive Rate	A specific and publicized lodging or meal rate negotiated with a conference facility hosting a specific meeting, training, or conference event as part of the overall program for attendees.
Commuting	The act of routinely traveling between the assigned work location and personal residence by OJD personnel.
Commuting Miles	The distance from the employee’s residence to their assigned work location.
DAS	The Department of Administrative Services of the executive branch of state government.
Expense Reimbursement Form	A form that OJD personnel use to request reimbursement for travel and other expenses.
HRSD	The Human Resource Services Division of the Office of the State Court Administrator.

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In-State Travel	Official travel status to and from a destination within Oregon or within 50 miles of Oregon’s border.
Meal Allowance	A limited reimbursement that OJD personnel may receive to cover meals and gratuities (tips) when on official travel status.
Normally Scheduled Work Shift	The usual assigned work hours for OJD personnel.
ODOT	The Oregon Department of Transportation
Official OJD Business	Those OJD duties and responsibilities that are <ul style="list-style-type: none"> • Defined in statute, a position description, or other document that OJD personnel currently are authorized or required to perform; or • Assigned as a duty or task by the administrative authority.
Official Travel Status	A designation for time spent conducting authorized official OJD business, training sessions, or education somewhere other than the assigned work location. An individual is on official travel status from the time the individual departs until the time the individual returns to their assigned work location or residence.
OGEC	Oregon Government Ethics Commission
OJD Personnel	Includes persons providing OJD services. For purposes of this policy, this includes judicial officers, employees, and volunteers, including those volunteering to serve on boards, committees, and commissions on behalf of OJD.
Onsite Work Location	Work location in an OJD owned or leased office facility, an OJD work location within a county facility, or a court.
OSB	Oregon State Bar
Out-of-State Travel	Official travel status to and from a destination outside 50 miles of Oregon’s border.
Per Diem	A daily monetary allowance for lodging and meal expenses incurred while on official travel status.

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Privately Owned Vehicle (POV)	A vehicle privately owned, but used for official travel status travel.
Requestor	The OJD personnel who is requesting reimbursement of travel or other expenses.
Remote Work Location	An offsite work location that may include the employee’s residence. An administrative authority may either assign an employee to a remote work location, or they may approve an employee to work at a remote work location.
Training / Education	Activities attended primarily to learn new information or enhance existing skills that are job or career related.

POLICY:

I. GENERAL PROVISIONS

OJD personnel will be reimbursed for reasonable and necessary authorized expenses incurred while conducting official OJD business. Reimbursements must, unless specifically exempted, comply with the terms and limitations outlined in this policy.

The purpose of this policy is to provide for payment of travel expenses in an efficient cost-effective manner, resulting in the best value for the state, while providing fair reimbursement policies for OJD personnel on official travel status. Policies and procedures also reflect required documentation or allowances to comply with tax reporting laws and for audit purposes.

OJD’s practice is to lessen the cost of OJD travel expenses when practical and feasible. In certain circumstances, to meet grant budgets or other allocation restrictions, a budgetary authority may establish lower travel expense reimbursement levels for attendance at specific nonofficial events that are attended by OJD personnel on a voluntary basis.

When travel is necessary, OJD personnel are encouraged to carpool, consider convenient locations and times when scheduling meetings to reduce the total cost of meal allowances and lodging, and search for lower-cost discount fares and government rates when feasible. Restrictions also may be applied to incidental expenses within the control of the traveler (e.g., taking a taxi or shuttle to/from airports or parking choices).

In-state travel can be authorized by the budgetary authority; however, out-of-state travel must be preapproved by the State Court Administrator or designee (see the [Out-of-State Travel Authorization](#) section below).

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Travel-related expenses or purchases made with a SPOTS card must comply with the OJD Policy Statement [“SPOTS” Purchase Card Program \(No. 020.70.05\)](#).

II. EXCEPTIONS TO THE POLICY

Exceptions to individual provisions of this policy may be made on a case-by-case basis to meet OJD’s needs. Prior written authorization for policy exceptions to a specific provision of this policy must be obtained from the authority specified in that section or granted by the Chief Justice, State Court Administrator, or designee.

III. ELIGIBILITY FOR REIMBURSEMENT

A. OJD Personnel

Only expenses specifically authorized by the budgetary authority are eligible for the reimbursements in this policy.

B. Non-OJD Personnel

Non-OJD personnel under contract or agreement with OJD may be eligible for the reimbursements in this policy under the following conditions:

- OJD will reimburse only costs incurred as the result of providing services specified by a grant, contract, or agreement.
- Reimbursement rates in OJD contracts or other agreements are subject to this policy unless specifically exempted by the Chief Justice or State Court Administrator in the specific grant, contract, or agreement.

C. Expenses Incurred on Behalf of Others

Expenses incurred on behalf of others (e.g., spouses, friends, colleagues, state or other governmental personnel, and professional associates of OJD personnel) are not reimbursable except as specifically allowed in the provisions of this policy.

IV. TRAVEL EXPENSES

A. General Information

1. Eligibility for Travel Expense Reimbursement

Only expenses incurred while on official travel status are eligible for reimbursement.

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Official travel status must be granted by the requestor's budgetary authority for in-state travel (within Oregon or, externally, within 50 miles of Oregon's border).

2. Out-of-State Travel Authorization

Regardless of funding source, official travel status must be granted by the requestor's budgetary authority and the State Court Administrator or designee for out-of-state travel (beyond 50 miles of Oregon's border). This is necessary to ensure appropriate state risk management policies and coverage apply to OJD personnel on official travel status and for tax reporting and audit purposes. Authorization may be requested by submitting an [Out-of-State Travel Request Form](#).

3. General Policy

Travel reimbursement must be based on travel mileage by the most direct regular route and most efficient form of transportation. If OJD personnel travel by an indirect route or modify official business travel for personal convenience, any additional per diem is not allowed and the extra time or distance will not be used to calculate distance traveled or time worked. In the event of severe weather, medical emergencies, or other exigent exceptions (such as flight cancelations), OJD may reimburse whatever travel costs are deemed necessary by the requestor's budgetary authority.

OJD personnel are required to submit an [Expense Reimbursement Form](#) to receive reimbursement of all allowable travel expenses in accordance with this policy. It must contain the date and exact time of departure as well as the date and exact time of return. OJD personnel are encouraged to complete and submit travel expense reimbursement requests by the 10th of the following month except when travel schedules make it impractical.

The Expense Reimbursement Form must be completed and signed by the OJD personnel requesting travel expense reimbursement. The Expense Reimbursement Form is then forwarded to the appropriate budgetary authority to be reviewed and approved. A budgetary authority may not approve their own Expense Reimbursement Form. In such circumstances, the Presiding Judge or an administrative authority who is not the budgetary authority must review and approve for the requestor.

With permission from the budgetary authority, OJD personnel may submit reimbursement requests via a secure structured electronic process, which allows for submission of scanned receipts and electronic authorizations. Contact BFSB for additional information.

4. Reimbursable Expenses

The following travel expenses are reimbursable:

- Meals, including meals provided via room service – see the [Meal Allowances](#) section below for reimbursement rates.
- Parking fees – see the [Necessary Taxi and Shuttle Service and Parking](#) section below.
- Highway and bridge tolls – reimbursed at actual cost.
- Baggage handling expenses – reimbursed at rate specified in the [Procedures for Travel Expense Reimbursement Policy](#).
- Airline baggage fees – a personal item, a carry-on bag, and one checked bag may be reimbursed. A receipt is required for reimbursement of baggage fees.
 - OJD personnel are allowed a personal item, a carry-on bag, and may check a maximum of one bag. Due to costs on certain carriers, carry-on in lieu of checked luggage should be considered, if feasible. An exception to the one-checked bag rule applies if there is a valid business reason for extra checked bags. OJD personnel must note the business reason on the [Expense Reimbursement Form](#).
- Internet costs (at lodging) when applicable and necessary for work business.
- Airfare travel insurance – in some circumstances this may be appropriate if it is more cost effective than a refundable airfare ticket.

Please see the [Procedures for Travel Expense Reimbursement Policy](#) for more information about receipt requirements.

5. Nonreimbursable Expenses

OJD will not reimburse personal expenses incurred while traveling. In particular, the following expenses are not reimbursable:

- Airline costs for preselecting a seat, upgraded seating, or boarding priority.
 - An administrative authority may authorize an exception when a physical accommodation is necessary, or when such costs are not included in the ticket price but are required as additional fees by the airline. Such costs must be preapproved by the administrative authority and noted on the Expense Reimbursement Form.
- Alcoholic beverages.

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- Medications.
- Child, pet, or household care during the requestor’s absence.
- Fines and penalties incurred by the requestor (including parking tickets).
- Personal phone calls.
- Valet parking – unless it is the only option allowed by the hotel or conference center.
- Personal costs such as those for a rental car or additional nights of lodging when extending travel for personal reasons.
- Personal expenses also include any travel and travel-related expenses incurred by an employee to go from their residence to their assigned work location. This includes those who reside in other states within the United States.
- Personal expenses also include any travel and travel-related expenses incurred by an employee outside of the state when traveling to an alternate work location.

Example: A staff person living in Washington state who is assigned to report at an alternate work location is not reimbursed for costs until they reach the Oregon border. In other words, they must reach the Oregon border before they may begin to be reimbursed for mileage or be considered on travel status.

6. Route of Travel

While conducting official OJD business on official travel status, OJD personnel may determine their route, itinerary, lodging venue, and mode of transportation. A person may modify travel plans to accommodate personal business. However, OJD will only reimburse travel costs that are permitted by this policy. This means that only the most cost-effective and minimal amount of travel and costs needed, or that would have been needed, to complete official OJD business will be reimbursed. Any extra time, distance, or cost incurred to accommodate personal business is not eligible for reimbursement.

7. Travel Awards

A travel award is any object of value awarded by a business providing commercial transportation or lodging which can be used to reduce future travel costs. Travel awards include, but are not limited to:

- Airline frequent-flyer miles;
- Hotel or car rental customer award bonuses;
- Points; or

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- Credit or debit card rewards.

Such awards, if any, earned during official OJD business travel are part of the official compensation package for OJD personnel.

OJD personnel may not consider the availability or traveler preference of travel awards when selecting travel-related services, such as airlines, hotels, rental cars, or related items. The payment of travel expenses and the selection of the method of travel must be the most beneficial to OJD, when cost and other factors are considered, and in compliance with this policy.

Except as otherwise provided for by this policy, travel awards such as airline travel vouchers or dollar bonuses that are offered to OJD personnel who are voluntarily or involuntarily bumped from an oversold flight or similar inconvenienced customer rewards offered by hotel or car rental agencies may not be used for personal use and become the property of OJD, which may only be used to reduce the cost of future department travel.

8. Travel Expenses Paid by an Outside Entity

OJD personnel must not retain travel expense reimbursement that the individual received directly from outside nonstate entities for travel that occurs while on OJD official travel status. The reimbursement payment must be made (or endorsed over) to OJD and OJD will reimburse the individual pursuant to this policy.

OJD personnel are allowed to retain travel expense reimbursement paid directly by another state agency. See OJD Policy Statement [Reduction of Expense Receipts \(No. 020.10.06\)](#) for more information.

B. Meal Allowances

1. Rates for Travel Meals

The meal allowance is limited to the federal daily total meals and incidentals rate (M&IE) at the time of travel and varies by geographic area. For a trip with multiple destinations, the meal rates applicable to the next destination apply once official travel towards that next destination begins. Returning to an assigned work location is not considered as a destination for per diem. The [federal per diem rates](#) are updated on or about October 1 of each year. OJD regularly makes a summary of these rates available on the BFSD [Travel and Miscellaneous Business Expenses](#) SharePoint site.

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The daily meal allowance is broken down by meal type as follows:

Breakfast — 25 percent of the federal per diem M&IE rate

Lunch — 25 percent of the federal per diem M&IE rate

Dinner — 50 percent of the federal per diem M&IE rate

Example: If the daily total M&IE per diem rate is \$46, breakfast would be \$11.50, lunch would be \$11.50, and dinner would be \$23.00.

On the day of departure, OJD personnel are eligible for the meal allowances below if they depart for their destination from their assigned work location or residence at or before the following times:

Breakfast by 6:00 a.m.

Lunch by 11:00 a.m.

Dinner by 5:00 p.m.**

**If an OJD personnel's workday extends beyond 5:00 p.m. and they proceed directly from their assigned work location to their travel destination, OJD personnel are eligible for a dinner meal allowance.

On the day of return, OJD personnel are eligible for the specific meal allowances below if they return to their assigned work location or residence after the following times:

Breakfast after 10:00 a.m.

Lunch after 2:00 p.m.

Dinner after 6:00 p.m.

2. Taxes and Gratuities (Tips) for Meals

Taxes and gratuities are considered part of the per diem allowance for meals and are not reimbursed separately.

3. Group Reimbursement

OJD personnel may request travel expense reimbursement for the actual costs for other OJD personnel when travel arrangements have been made for a group. One must not claim a meal per diem for others. If OJD personnel request reimbursement for others, the person making the request must include an itemized listing with the date, place, and the names of the other OJD personnel served.

4. Tax Status of Reimbursed Travel Meal During Nonovernight Travel

A meal purchased during travel not involving an overnight stay is considered a taxable fringe benefit by the federal Internal Revenue Code

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(IRC). Reimbursements for this type of meal will be reported as taxable income through payroll pursuant to Internal Revenue Service (IRS) regulations applicable to state governmental entities.

5. Adjustments to the Meal Allowance

Special exceptions may exist for OJD personnel who attend an event with a registration or attendance fee. If the cost of the meal is included in the registration or attendance fee, the per diem will not include that meal allowance. If the cost of the meal is not included in the registration or attendance fee, the cost of that meal exceeds the meal allowance, and the person is not able to select another meal option, OJD may reimburse the actual cost of that meal if a receipt is provided.

OJD personnel should not request per diem for meals included as part of a conference, seminar, or other event, unless the provider could not meet the dietary restrictions of OJD personnel.

You may still claim your meal per diem, however, even when a complimentary meal is provided by your hotel.

C. Lodging Expenses

1. Eligibility for Reimbursement

OJD personnel may arrange for an overnight stay if:

- Official OJD business will take the individual at least 60 miles away from their assigned work location; and
- It is necessary to begin official OJD business at a reasonable hour the following day; or
- It is necessary to conclude OJD business remaining from the day before; or
- The individual is unable to return to the individual's assigned work location or residence upon concluding official OJD business, within two hours of the end of their normally scheduled work shift; or
- The individual is unable to return to their assigned work location or residence the same day because of travel safety considerations.

2. Nonreimbursable Lodging Expenses

In addition to the [nonreimbursable expenses](#) listed in the General Information section of this policy, the following lodging-related expenses are not reimbursable:

- Alcohol;

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- Dry cleaning or laundry service (unless preapproved due to length of travel);
- Newspapers or magazines;
- Room service expenses beyond the allowable meal per diem amount;
- Entertainment (e.g., in-room movies);
- Damage caused by OJD personnel; or
- Internet costs (at lodging) unless necessary for OJD business.

3. Commercial Lodging (Including Short-Term Rentals)

OJD personnel are not required to share a room. Reimbursement for actual lodging expenses is limited to the federal lodging per diem rate at the time of travel. Renting a short-term dwelling or RV site is acceptable if the rate does not exceed the per diem, including cleaning and all other fees, but excluding taxes.

However, to accommodate certain extended stays or due to extenuating circumstances, it is permissible for the employee to exceed the per diem rate to book a room with a kitchenette or a short-term rental unit with the prior approval of the budgetary authority when the stay exceeds a week. For example, a judge swap, or a Trial Court Administrator temporarily filling in for a vacancy in another court, etc.

Check the [Federal Per Diem Rates](#) page of the General Services Administration website for the current lodging per diem rates by geographic area.

a. Captive Rate Adjustments

When OJD personnel attend a conference or business event that provides sponsor-specified lodging, the reimbursement limit will be the lower of either:

- The captive rate for single occupancy plus tax; or
- Per diem if not lodging at a “captive” rate facility.

b. Taxes and Fees

Taxes on an individual’s lodging are reimbursable in addition to the actual approved room rate and are not subject to the federal per diem lodging rate limits.

Certain lodging establishments may charge hospitality or resort fees that are beyond the control of OJD personnel. These types of

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fees are reimbursable expenses in addition to the per diem lodging rates.

4. Noncommercial Lodging Allowance

OJD personnel are eligible for a \$25 per day reimbursement if the individual chooses lodging other than commercial lodging for overnight stays and the individual is eligible for the overnight stay.

D. Transportation

When OJD personnel are required to travel to conduct official OJD business, OJD will reimburse the cost of necessary transportation. OJD's preferred means of transportation is a state-owned vehicle. However, when this is not feasible, OJD personnel may:

- Use a common carrier or rental car and request reimbursement for the actual cost; or
- Use a POV and request mileage reimbursement (see [restrictions](#) below).

Other transportation modes may be reimbursed; however, the method of transportation used must be economical or most beneficial to OJD in terms of working while on official travel status. If a more costly form of transportation is chosen, without an authorized purpose, only the cost of the least expensive transportation option will be reimbursed. Carpooling is encouraged whenever practical to reduce costs.

When traveling, OJD personnel must comply with state law. This includes ensuring possession of a valid driver license and insurance when driving or possession of a valid pilot's license and insurance if piloting an aircraft.

1. Eligibility for Reimbursement

To be eligible for transportation expense reimbursement, the means of transportation and grounds for reimbursement must be approved in advance by the requestor's budgetary authority or designee. The budgetary authority may provide general instructions for when an alternative such as a personal vehicle is permitted. For example, a budgetary authority may perform a cost/benefit analysis and determine that when a trip is less than 40 miles one way a POV is acceptable, however, trips exceeding 40 miles shall use a state-owned vehicle if available.

2. Restrictions

Generally, reimbursement for travel for official OJD business should originate from the location where travel begins. For example, when an employee leaves their assigned work location the mileage is the total of

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the round trip to and from the assigned work location, even if they return instead to their residence.

When traveling to an alternate work location from their residence, OJD personnel may be reimbursed for the mileage from their residence to the alternate work location, or from their assigned work location to the alternate work location, whichever is shorter.

3. Nonreimbursable Transportation Expenses

Any traffic tickets and parking violations are the sole responsibility of the OJD personnel cited and will not be reimbursed under any circumstances.

Valet parking is not reimbursable unless there is no self-park option allowed, which must be noted when seeking reimbursement.

4. Common Carriers

a. Airlines

Travel by air is allowable when the distance or timing are appropriate, or, when it is less costly than other forms of transportation. OJD personnel must book coach class regardless of the funding source for official OJD business.

Booking directly with an airline is preferable to using a third-party travel agency, such as Expedia or Travelocity. However, the state has a price agreement for airline tickets through a third-party vendor that by default are fully refundable and may be appropriate in some circumstances. When travel plans are definite, cheaper nonrefundable tickets may be more appropriate. Contact BFSD for details.

b. Railroads and Buses

The budgetary authority may allow travel by rail or bus when it is less costly than other forms of transportation or more appropriate. If travel by rail or bus takes significantly longer or costs more than other forms of transportation, the reimbursement may be limited to the cost of the cheapest transportation option. Additional meal allowances and lodging expense reimbursements will not be provided to accommodate extra travel time, unless preauthorized.

Using these types of transportation may result in additional wages being owed to OJD employees who are not Fair Labor Standards Act exempt (who are not salaried), because of the extra travel time involved. The budgetary authority must take this into consideration when determining whether to allow this type of transportation.

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c. Necessary Taxi and Shuttle Services and Parking

OJD personnel may be reimbursed for reasonable and necessary taxi and shuttle service expenses including gratuity. Personal use will not be reimbursed unless there are no restaurants within a reasonable distance.

A rental car may be used when the cost of doing so, including the cost to park at the hotel and/or conference, is more cost effective than taxi/shuttle services. The lower-cost mode of transportation should be used whenever feasible.

Parking for business purposes is reimbursable.

Parking a personal vehicle at the departure airport may be reimbursed up to the cost of the long-term parking rate at the airport. An employee may use other parking accommodations, however, the reimbursement is limited to the lower rate.

Valet parking is not reimbursable unless there is no self-park option allowed, which must be noted when seeking reimbursement.

5. Rental Cars

Travel using a rental car is permissible provided it is less costly than other forms of transportation or a state-owned vehicle is not available. OJD personnel who choose to use a rental car must rent a compact or compact-sized economy car unless there is a compelling or necessary reason to rent a larger vehicle such as carpooling. Rental cars should not be used to travel to a departure airport.

Rental cars may be rented either through a rental car company included on the DAS master price agreement or through an independent rental car company. Contact BFSD for the most current information.

a. Insurance

When OJD personnel rent a car from an independent car company (not on the DAS price agreement), it is recommended to purchase optional Limited Damage Waiver (LDW) insurance. This cost is reimbursable.

b. Nonreimbursable Expenses

Rental car expenses incurred for commuting and personal business are not reimbursable.

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6. Privately Owned Vehicles (POVs)

a. Insurance

OJD personnel operating a POV must:

- Carry motor vehicle liability insurance on their vehicle with at least minimum coverage limits pursuant to [ORS 806.070](#); and
- Verify with their insurance agent that their POV is insured for use when conducting official business.

b. Mileage Reimbursement Rate

When a state-owned vehicle or price agreement rental car is not available in the city of the assigned work location or the home residence city, or if the vehicle does not provide a medically required accommodation, then OJD personnel will be reimbursed for use of a POV at the rate set by GSA.

When a state-owned vehicle or price agreement rental car is available in the city of the assigned work location or home residence city and OJD personnel elect to use a POV for personal convenience, then OJD personnel will be reimbursed at a lesser amount.

It is possible to be reimbursed at the higher rate, however, the budgetary authority must ensure that a cost analysis was performed, and that the cost analysis shows that the motor pool or rental car cost was equal to or more than the full personal mileage or that the POV use was more feasible for the circumstances. (See [DAS Daily Rental Cost Calculator](#).)

OJD's reimbursement rates for POVs follow GSA's current rates for POVs. However, the State Court Administrator may freeze the reimbursement rate for POVs during a specific biennium for budgetary cost control reasons.

[Mileage Rates for Personal Vehicles](#) can be found on the BFSD SharePoint site. Also see section IV.A. of the [Procedures for Travel Expense Reimbursement Policy](#).

c. Mileage Reimbursement Restrictions

POV insurance and related deductibles, mechanical problems, and physical damage (due to collision, vandalism, etc.) are not covered or reimbursable. The mileage reimbursement rate includes the

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proportionate cost of the individual's insurance, gasoline, and maintenance costs.

If a POV is used for out-of-state travel, the total mileage reimbursement may not exceed the lowest cost of a roundtrip airline ticket plus reasonable and customary air travel and airport expenses such as airline baggage fees, a taxi, or airport parking.

If carpooling in a POV, the requestor is presumed to be the owner of the vehicle and will receive the allowable mileage reimbursement for an individual. Passengers are ineligible to receive mileage reimbursement.

All mileage from an assigned work location to an alternate work location is reimbursable.

When leaving from their residence to an alternate work location, an employee may be reimbursed either the mileage between their residence to the alternate work location, or from their assigned work location to the alternate work location, whichever is shorter.

d. Nonreimbursable Transportation Expenses

Expenses from POVs incurred for commuting, travel less than one mile roundtrip, or personal business are not reimbursable.

For those employees who reside outside of Oregon, mileage and other travel expenses when traveling to Oregon for business are reimbursable beginning at the border of Oregon. The travel expenses and mileage that occur outside of the borders of the state are not reimbursable, even when traveling to an alternate work location.

Example: A staff person living in Washington state is not reimbursed for costs to reach their assigned work location in Salem. They may be reimbursed for costs incurred inside Oregon to report at an alternate work location. In other words, if reporting to Bend they must reach the Oregon border before they may begin to be reimbursed for mileage or be considered on travel status.

7. Private Aircraft

Use of a privately owned or rented aircraft only may be authorized by the Chief Justice, State Court Administrator, or their designee. In addition to requesting authorization, OJD personnel must complete the pilot qualifications questionnaire that is available from BFSD. The completed questionnaire will be sent by BFSD to DAS Risk Management to ensure

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compliance with [DAS Aircraft and Pilot Standards Policy \(No. 125-7-301\)](#). Expense reimbursement is limited to the current federal rate per mile, or the cost incurred to rent an aircraft, whichever is less.

Check the [Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates](#) page of the General Service Administration's website for current mileage reimbursement rates for privately owned aircraft.

8. Workers' Compensation

Workers' compensation insurance is provided at the same rate regardless of type of transportation utilized. See OJD Policy Statement [SAIF Workers' Compensation Claims \(No. 040.70.05\)](#) or contact HRSD for more information.

9. Reporting Accidents

Regardless of the type of vehicle or aircraft used, all accidents (involving state vehicles, rentals, or if using a POV while on official travel status), regardless of how minor, must be reported to BFSD's Central Procurement Section. BFSD's Central Procurement Section must then report accidents that result in an insurance claim (when damage exceeds \$2,500) to DAS's Risk Management Division. For more information on when an accident must be reported, see [DAS Auto Crash Report Packet for State-Owned Vehicles](#).

E. Travel Expense Advances

A travel expense advance is designed to defray anticipated reimbursable travel expenses incurred while conducting official OJD business and is not considered a loan. OJD personnel may request a travel expense advance from the State Court Administrator or designee. Travel expense advances are not provided in amounts less than \$100 and may not be requested more than 31 days prior to the anticipated travel. See [Procedures for Travel Expense Reimbursement Policy](#) for further details. Whenever possible, payments should be made directly to the vendor for actual costs for any related travel expense.

Any use of the funds by OJD personnel for other than reimbursable travel purposes may be considered a misappropriation of funds and may result in disciplinary action. The requestor bears all liability for loss or theft of cash obtained from travel expense advances.

Travel advances are issued infrequently and are not meant for reoccurring expenses. OJD personnel who travel frequently may apply for and use the SPOTS credit card for travel expenses. Travel expenses paid for with a SPOTS credit card are also subject to the OJD Policy Statement ["SPOTS" Purchase Card Program \(No. 020.70.05\)](#).

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V. EVENTS NOT SPONSORED BY OJD

A. Meetings Hosted by Others

OJD personnel are often required or expected to work with community organizations such as government entities, legislative delegations, government committees, commissions, chambers of commerce, business leagues, and trade or professional associations. This may include attending meetings before or after one's normally scheduled work shift.

If no other entity is responsible to pay, then OJD may pay for the travel costs associated with attending meetings hosted by another. However, OJD personnel must receive prior authorization from the budgetary authority for reimbursement of these travel-related expenses.

B. Judges' Meetings Not Sponsored by OJD

In general, the local court or division's budget is responsible for any reimbursement of judges' expenses to attend meetings not sponsored by OJD, e.g., national and state judges' association meetings and OSB meetings. For expenses to be eligible for reimbursement, the budgetary authority must preapprove the travel expenses. The budgetary authority has the discretion to determine how much, if any, of the expenses will be paid.

Registration fees, meals, lodging, and mileage reimbursement are subject to the provisions of the [travel expenses section](#) of this policy.

C. Senior and Plan B Judges' Attendance at Meetings

Senior judges and Plan B judges may attend events beyond regularly assigned pro tem work and the Oregon Judicial Conference. These judges are responsible for paying their own expenses to attend these events unless the sponsoring court, the court from which the judge retired, the OSCA division sponsoring the event, or the organization sponsoring the event has preauthorized and agreed to reimburse the expense.

The Pro Tem/Plan B Manager may authorize reimbursement from statewide pro tem funds if a particular event meets Plan B judges' CLE credit requirements and funds are available.

If the senior judge or Plan B judge reimbursement has been approved for events other than regularly assigned pro tem work or the Oregon Judicial Conference, the senior judge or Plan B judge must submit their reimbursement form to the appropriate entity for approval of reimbursement. After approval, the reimbursement request will be sent to BFSD for normal processing.

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VI. JOB INTERVIEW EXPENSES

OJD may reimburse certain prospective employees (i.e., those who are not current OJD employees) for travel expenses incurred to attend an OJD interview. The administrative authority interviewing the candidate must obtain preapproval from the State Court Administrator or designee for reimbursement of these expenses. If the State Court Administrator or designee preapproves the expense, reimbursement is paid from the local court or division budget.

OJD personnel interviewing for other positions within OJD may request reimbursement of travel expenses. At their discretion, and if funds are available, the administrative authority from the interviewing court or division may authorize reimbursement of travel expenses from their budget. The interview candidate should discuss possible reimbursement prior to attending the interview.

VII. RELOCATION EXPENSES

Both new OJD employees moving to Oregon and existing OJD employees who must move to another OJD location may be eligible for relocation expense reimbursement. The administrative authority interviewing the candidate must obtain preapproval from the State Court Administrator or designee for reimbursement of these expenses, which will be determined on a case-by-case basis and must be paid out of the operating budget of the court or division gaining the employee. Relocation expenses will be reported to payroll to determine tax reporting implications. See Internal Revenue Code ([IRC](#)) [Section 132\(g\)](#) for more information.

PROCEDURES:

- [Procedures for Travel Expense Reimbursement Policy \(No. 020.30.01-Pr1\)](#)

LIST OF REFERENCES:

OJD Policy References:

- [Reduction of Expense Receipts Policy \(No. 020.10.06\)](#)
- [SAIF Workers' Compensation Claims Policy \(No. 040.70.05\)](#)
- ["SPOTS" Purchase Card Program Policy \(No. 020.70.05\)](#)
- [Temporary Policy for Remote Work](#)

OJD References:

- [BFSD Travel and Miscellaneous Business Expenses \(SharePoint\)](#)
- [Mileage Rates for Personal Vehicles](#)
- Expense Reimbursement Form — [Instructions](#) — [PDF Form](#)
- [Out-of-State Travel Request Form](#)

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Other References:

- [DAS Aircraft and Pilot Standards Policy \(No. 125-7-301\)](#)
- [DAS Auto Crash Report Packet for State-Owned Vehicles](#)
- [DAS Daily Rental Cost Calculator](#)
- [Federal Per Diem Rates](#)
- [IRC Section 132\(g\)](#)
- [ORS 806.070](#)
- [Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates](#)

HISTORY:

Original Effective Date: 04/01/1986

Prior Version Effective Date: 04/15/2024

Revision No.: 8

Other: Previously Vol. 3, Ch. 1, Sec. 1