The Colorado Supreme Court approves the fiscal policies and procedures, and subsequent amendments, established by the State Court Administrator, pursuant to the requirements of Section 13-3-106 (2), C.R.S. Each court of record, including judicial officers, probation departments, and all Judicial Department personnel, shall comply with the fiscal policies and procedures established by the State Court Administrator. Upon a showing that extraordinary circumstances prevent a court or probation office from complying with a fiscal policy or procedure, the director of the financial services division may waive the application of the policy or procedure and may require a compensating control.
This document prescribes the fiscal rules for travel paid by the Colorado Judicial Department. As a separate branch of government, the Judicial Department is not bound by the Colorado State Controller’s Office Fiscal Rules or the State of Colorado Travel Management Program. Accordingly, this document has been prepared to establish a set of policies, procedures, and guidelines for travel by all staff and judicial officers within the Colorado Judicial Department, including appellate, district, county, probate, and water courts; probation offices; and the State Court Administrator’s Office; and other individuals who are authorized by Colorado state statutes to seek reimbursement from the Department for travel and travel-related expenses.

Excluded are the Denver County Court, Office of Attorney Regulation Counsel, Office of the Presiding Disciplinary Judge, Board of Continuing Legal and Judicial Education, Board of Law Examiners, Office of Attorney Registration, Office of the Alternate Defense Counsel, Office of the Child’s Representative, and Office of the Public Defender.

To the extent these rules fail to provide adequate guidance in addressing or resolving a specific problem or question, the State Court Administrator, or designee, will establish the fiscal rules to be followed.
TABLE OF CONTENTS

1. Travel Authorization and Reimbursement 1-1

2. Travel Advances 2-1

3. Lodging 3-1

4. Meals 4-1

5. Mileage 5-1

6. Motor Pool and Fleet Vehicles 6-1

7. Rental Vehicles 7-1

8. Public Carriers 8-1

9. Privately Owned or Leased Aircraft 9-1

10. Miscellaneous Travel Expenses 10-1

11. Allowances for Special Situations 11-1
   1. Judges and Retired Judges' Travel 11-1
   2. Members of Statutory Boards or Commissions 11-1
   3. Job Applicants 11-2
   4. Moving and Relocation Expenses 11-2
   5. Travel Not Paid for by the Judicial Department 11-2
1. Travel Authorization and Reimbursement

1. The time and costs of all travel charged to the Judicial Department, regardless of funding source, shall be for the benefit of the Department, only for the time period necessary, and completed using the most cost-effective means available that satisfactorily accomplishes the Department’s business.

2. Any costs incurred primarily for the benefit or convenience of the traveler that are not specifically related to the Department’s business shall not be reimbursed.

3. Prior authorization for all travel shall be secured from an immediate supervisor and from the budget authority (or delegate) whose funds will be paying for the travel. (It may be that the supervisor is the same person as the budget authority.) "All travel" includes in-state, out-of-state, and international travel.

4. Upon conclusion of the authorized travel, the traveler shall determine the expenses incurred for the benefit of the Judicial Department and request reimbursement for only those expenses.

   1. The traveler shall complete and sign a Reimbursement Request Form, attach all required receipts, and submit it to the supervisor. If the traveler is the District Administrator or the Chief Probation Officer, his or her reimbursement request shall be submitted to the Chief Judge.

   2. The supervisor shall review the expenses for accuracy and compliance with the travel rules herein, sign the form, and forward it to the budget authority for signature.

   3. Payment for the reimbursable expenses shall be made when requested by the traveler and shall be in accordance with the rules for disbursing funds. See the Accounting & Administrative Fiscal Rules, Chapter 2 – Disbursement of Funds.

5. If transportation, lodging, meals, or other reimbursable costs are included in conference fees, registration fees, commercial transportation tickets, or are otherwise provided or obtained at no additional cost to the traveler, then no reimbursement shall be made for these items.

6. All reimbursement requests shall be submitted in a timely manner and for payment within the fiscal year in which the travel occurs.

   1. Infrequent travelers should submit reimbursement requests within five business days after the conclusion of the trip.

   2. Frequent travelers should submit reimbursement requests at least monthly.
2. Travel Advances

1. Only Judicial Department employees and judicial officers may request a travel advance. Travel advances are considered a personal liability to the Judicial Department.

2. Requests for travel advances shall be made to the Controller. Travel advances shall not be approved or processed by district personnel. Travel advances are approved on a very limited basis due to the fact that the Department is able to make payments directly to hotels and other travel vendors, minimizing the traveler's out-of-pocket costs, and procedures should be in place in each judicial location for timely travel reimbursements. Under no circumstances will a travel advance be approved in excess of the statutory limit of $1,500.

3. Upon approval of a travel advance request, the traveler shall receive and sign a Receipt of Travel Advance Form and submit it to the Controller who shall process the payment and forward the check to the traveler.

4. Upon completion of the authorized travel, the travel advance shall be “repaid” within sixty days by submitting a Reimbursement Request Form to the Controller documenting the actual amount spent. If the amount of the travel advance was greater than the actual reimbursable expenditures, the traveler shall also submit to the Controller a personal check made payable to the Judicial Department for the difference. Reimbursement requests related to travel advances shall not be processed by district personnel.
3. Lodging

1. Reimbursement shall be limited to the actual cost of commercial lodging.

2. Receipts shall be obtained and submitted with the travel reimbursement request.

3. If incurred as a necessary part of approved travel, camping site fees paid by the traveler for a commercial campground or a state or national park shall be reimbursed. A receipt is required for any single charge over $25.00.

4. In lieu of lodging reimbursements, direct billing arrangements may be established with lodging facilities.

5. The State Award directory for in-state lodging may be used to select lodging facilities. Refer to the State Travel Management Program website for this directory at http://colorado.gov/dpa/dcs/travel.
4. Meals

1. If travel is wholly within a single day, reimbursement for meals shall not be allowed. However, there are limited exceptions to this rule pursuant to state statute. Refer to Allowances for Special Situations.

2. Persons authorized for overnight travel may request reimbursement for the cost of breakfast (morning meal), lunch (midday meal) and dinner (evening meal), including tax and tip, up to the total Meal Reimbursement Rates established for the location where the meal was purchased. Receipts for meals are not required except as otherwise noted below.

3. For any given day in which one or more meals are not purchased, are included in lodging costs or conference fees, or are otherwise furnished at no cost to the traveler, the traveler shall not be reimbursed for any such meals.

4. If meals are purchased using a district credit card (including a Travel card or an Event card) and the credit card charges are paid by the district directly to the credit card vendor (rather than as an employee reimbursement), individual receipts for each meal shall be maintained in accordance with the Accounting & Administrative Fiscal Rules, Chapter 2, Section 2.2.2., and reimbursement for such meals shall not be requested on the Reimbursement Request Form.

5. A supervisor or budget manager, at his or her discretion, may require travelers to maintain individual meal receipts, and nothing in this section shall prevent reimbursement for the actual cost of a meal up to the established rate for the location in which the meal was purchased.

6. Under no circumstances shall a traveler be reimbursed more than the established meal reimbursement rate regardless of the traveler’s actual costs.
5. Mileage

1. When use of a privately owned vehicle is authorized for business purposes, the traveler may request mileage reimbursement. When driving from duty station to destination and returning back to duty station, the traveler shall use the actual odometer reading, www.mapquest.com, the State Mileage Chart, or another similar source to determine mileage.

2. The costs incurred in the normal daily commute between home and work shall not be reimbursed. For this reason:

   1. When driving from residence to destination and returning back to residence, the number of miles in the traveler’s average daily round-trip commute shall be deducted from the total mileage to derive the number of miles that may be claimed for reimbursement. If travel to and from the destination is less than the distance of the traveler’s average daily round-trip commute, then mileage reimbursement shall not be allowed.

   2. When driving from residence to destination and then to duty station or from duty station to destination and then to residence, the number of miles in the traveler’s average daily one-way commute shall be deducted from the mileage to derive the number of miles that may be claimed for reimbursement.

3. Travelers shall be reimbursed at the mileage rate designated for two-wheel drive vehicles in accordance with established Mileage Rates unless reimbursement at the rate designated for four-wheel drive vehicles is justifiable, as described below.

4. Travelers shall be reimbursed at the mileage rate designated for four-wheel drive vehicles only when the use of four-wheel drive is necessary because of road, terrain, or adverse weather conditions and only for that portion of the trip where the road, terrain or adverse weather conditions necessitate the use of four-wheel drive. If this higher rate is claimed, it shall be justified in the travel reimbursement request.

5. When a traveler elects to use a privately owned vehicle, reimbursement for mileage shall not exceed the amount that would have been allowed for commercial transportation to and from the authorized destination.

6. The mileage reimbursement rates are intended to include all costs incurred in the operation of the vehicle, including gasoline, oil, “wear and tear”, repairs, parts, insurance premiums, casualty losses, etc. Separate reimbursement requests for such items shall not be allowed.
7. It is recommended that travelers review their personal vehicle insurance for adequate and appropriate coverage for business use of their vehicle prior to such use. Neither the Judicial Department nor the State of Colorado insures privately owned vehicles that are used for Department or State business. Neither the Department nor the State is responsible for any damages to a privately owned vehicle even while it is in use for Department or State business.
6. Motor Pool and Fleet Vehicles

1. Arrangements for renting State Motor Pool vehicles may be made through each judicial district administrative office. State Motor Pool vehicles shall be used for business purposes only.

2. Districts that have been allocated a State Fleet vehicle shall follow all the policies and procedures documented in the “State Fleet Management Program – Vehicle Operator’s Manual.” This manual is distributed with each fleet vehicle.

3. Both State Motor Pool and State Fleet bill the Judicial Department (through the Controller) via an Intra-governmental Transaction (IT) document in COFRS. COFRS Payment Vouchers shall not be initiated for payment of such services.
7. Rental Vehicles

1. Vehicles may be rented through private rental car companies when authorized by the local approving authority. Such approval shall be limited to those times when it is necessary to conduct Judicial Department business and no State-owned vehicle is available for use.

2. The State Award directory should be used to select a car rental agency (even if rates are slightly higher than non-State Award vendors) because rates under the state award agreements include automobile liability coverage for state employees. This directory may be found at the following website: [http://www.colorado.gov/dpa/dcs/travel](http://www.colorado.gov/dpa/dcs/travel). If a non-State Award vendor is used, the traveler may need to purchase automobile insurance coverage through the car rental agency.

3. Persons authorized to travel shall be reimbursed for the reasonable costs of a rental vehicle, including automobile liability coverage if purchased.

4. Receipts shall be obtained and submitted with the travel reimbursement request.

5. In lieu of reimbursement, direct billing arrangements may be established with car rental companies.
8. Public Carriers

1. Public carriers, such as airlines, trains and buses, may be used when such form of transportation best suits the business needs of the trip. Coach or economy class and other discount offerings shall be secured if available.

2. Reimbursement shall be limited to the actual cost of the fare only.

3. Regarding public carrier policies on charging extra for baggage in excess of one checked bag per traveler, costs for additional baggage are to be borne by the traveler. The traveler shall not be reimbursed for such cost unless the need for additional luggage has a justifiable state business related purpose that is documented in writing and submitted with the reimbursement request. In the event the public carrier charges extra for the first checked bag, that charge is reimbursable.

4. Receipts shall be obtained and submitted with the travel reimbursement request.

5. In lieu of reimbursement, direct billing arrangements may be established with the public carriers or travel agencies.
9. Privately Owned or Leased Aircraft

1. Privately owned aircraft shall not be used without prior written approval from both the State Court Administrator, or his delegate, and the State’s Office of Risk Management. If approval is received, reimbursement shall be made at the rate specified in Section 24-9-104(2), C.R.S.

2. Regardless of the source of funds, an aircraft shall not be leased without the prior written approval of both the State Court Administrator, or his delegate, and the Colorado State Patrol Aircraft Unit, which administers the State’s aircraft pool. If approval is received, persons authorized to travel shall be reimbursed the actual cost of reasonable fares.
10. Miscellaneous Travel Expenses

1. When incurred as a necessary part of conducting the Department's business, persons authorized for overnight travel may request reimbursement for the following costs: Ground transportation, such as taxis, shuttles, and busses, and associated tips; parking fees; internet access, fax, copy, and telephone charges; toll road fees; airport check-in charges, and associated tips; and tips for maids, bell hops, and porters. Such expenses shall be itemized on the Reimbursement Request Form, and receipts for any individual charge over $25.00 shall be attached.

2. Expenditures for the following shall not be reimbursed: alcohol; entertainment; personal hygiene items; excess baggage charges; newspapers, magazines, movie rentals, and other similar items; tips paid in conjunction with meals (these are included in the meal reimbursement allowance and shall not be separately reimbursed); political expenses (incurred in relation to activities that are primarily designed to further the interests of a candidate, political party, or special interest group); traffic fines or parking tickets; costs incurred by spouses, relatives, children, or friends traveling with the state employee; and other costs incurred for the benefit or convenience of the traveler and unrelated to the business purpose of the trip.
11. Allowances for Special Situations

11.1 Judges’ and Retired Judges’ Travel

1. When it is necessary for any district court judge, in the discharge of his or her duties, to hold court or transact judicial business outside the county of the judge’s residence, whether within or outside of the judicial district in which he or she resides; or when any county, juvenile, or probate court judge is assigned to perform temporary judicial duties in a court outside of the judge’s county of residence; or when a retired judge (or justice) is assigned judicial duties as part of the senior judge program; the judge shall be reimbursed, upon request, for meals, mileage, and other actual and necessary expenses in accordance with all of the Travel Fiscal Rules established herein, except that reimbursements shall be allowed even if travel is wholly within a single day.

2. If a judge claims and is reimbursed for any meals when the travel is wholly within a single day, such meal reimbursement is considered tax reportable income by the Internal Revenue Service.

   1. Judges shall submit reimbursement requests for such tax reportable meal reimbursements in the correct fiscal year and prior to the end of the calendar year in which the expense was incurred.

   2. Such meals are to be reimbursed via the normal payment voucher process in COFRS, but a copy of the travel reimbursement request shall be given to payroll personnel for entry into the payroll system in the calendar year in which the COFRS reimbursement was processed. This payroll entry will not pay the judge again for those meals, but will increase the amount of income that is subsequently reported on the judge’s W-2 form that is issued at the end of the calendar year. Contact the Controller and/or the Payroll Supervisor at the State Court Administrator’s Office for assistance in processing these payments.

   3. All reimbursements for retired judges’ travel shall be processed by the State Court Administrator’s Office.

11.2 Members of Statutory Boards or Commissions

1. Board or commission members may be reimbursed, in accordance with statutory provisions establishing the board or commission, for the actual, necessary, and reasonable expenses incurred in the performance of their duties. Board and commission members should be made aware that public funds are the source of the reimbursement.
2. Board or commission members may be reimbursed for childcare services, when provided by other than a family member, in accordance with statutory provisions establishing the board or commission. The local approving authority shall determine the need for such reimbursement, and receipts shall be submitted with the reimbursement request.

11.3 Job Applicants

1. Interview-related travel expenses for job applicants may be reimbursed for key positions in the Judicial Department, as determined and approved in advance and in writing by the State Court Administrator or his delegate, when it is necessary to obtain the best-qualified individuals for such positions.

2. Reimbursements shall be subject to all of the Travel Fiscal Rules established herein.

3. Approved reimbursements shall be paid from the budget of the district that is filling the position unless otherwise agreed to in advance and in writing by the State Court Administrator or his delegate.

11.4 Moving and Relocation Expenses

1. Reimbursement for moving and relocation expenses is limited to employees in key positions as determined and approved in advance and in writing by the State Court Administrator or his delegate.

2. Approved reimbursement shall be paid from the corresponding district’s budget unless otherwise agreed to in advance and in writing by the State Court Administrator or his delegate.

3. Internal Revenue Service guidelines may require that certain moving and relocation expenses paid by the employer be recorded on the employee’s W-2 form at the end of the calendar year for tax purposes. Contact the Controller for further information.

11.5 Travel Not Paid for by the Judicial Department

Judicial Department employees and judicial officers may be invited to attend meetings, seminars, or conferences concerning or related to State or Department business where their travel expenses are either paid directly by the sponsor or reimbursed by the sponsor. In such instances, the employee may accept the invitation if the local approving authority has approved the travel.