

Supreme Court of Kentucky

2024-39

ORDER

IN RE: Rules of Administrative Procedure AP Part VII, Financial Services

It is hereby ORDERED that Part VII of the Administrative Procedures of the Court of Justice, Reimbursement for Official Travel, is re-titled and amended as follows:

PART VII. FINANCIAL REGULATIONS

The Administrative Office of the Courts (hereinafter “AOC”) Director of Finance and Administration is responsible for the administration and enforcement of these Administrative Procedures.

These Financial Regulations supersede and replace Administrative Procedures of the Court of Justice (AP) Part VII, *Reimbursement for Official Travel*, Supreme Court Administrative Order 2011-07, *Kentucky Court of Justice Grant Policy*, KCOJ Policy: Judges Administrative Expense Policy, and KCOJ Policy: KBA Annual Membership Dues Policy.

SECTION I – GRANTS

1.01 Centralized Grant Function

The AOC is the fiscal agent and administrative arm of the Kentucky Court of Justice (“KCOJ”). All grant opportunities must be reviewed by the AOC Office of Finance and Administration, Department of Budget (“AOC Budget Department”) and be approved by the AOC Director before an application is submitted. The AOC Budget Department is responsible for submitting all approved grant applications to the grantor on behalf of the KCOJ.

1.02 General

(A) Appropriate Use of Grant Resources

The AOC Budget Department facilitates the responsible use of grant funds to enhance the work of the courts within the unified judicial branch.

KCOJ officials and AOC managers, executive officers, and directors may, upon identifying innovations or problems that cannot be solved with existing

resources, request that the AOC Budget Department research grant opportunities that may be available to support a solution.

KCOJ officials and AOC managers, executive officers, and directors may, upon becoming aware of a grant opportunity or prospective donation available to a court or judicial branch program or department, submit a request to the AOC Budget Department to apply for the grant opportunity or accept the donation.

The AOC Budget Department will review the terms and conditions of the requested grant opportunity and existing KCOJ resources and will make a recommendation to the AOC Director as to whether the grant identified is an appropriate resource. The AOC Director shall determine whether the identified grant is an appropriate resource to pursue for the KCOJ. Factors which should be considered in making a determination of whether to proceed with a grant application include, but are not limited to:

- (1) Existing resources;
- (2) Sustainability of grant-funded program;
- (3) Terms and Conditions of the grant;
- (4) Unified nature of the KCOJ;
- (5) Timeliness of submission of the request relative to the deadline for submission of the grant.

(B) Administrative Office of the Courts is the Applicant and Fiscal Agent

The AOC must be the applicant and fiscal agent through which all accounts are to be established and all transactions processed for all court programs unless otherwise authorized by the AOC Director in writing.

(C) Grant Award Budgets

All awards received by the KCOJ must include a budget approved by the Budget Director, with which the project must comply. For lump sum awards with no budgetary stipulations from the funding agency; an internal budget must be created. Exceptions to this policy occur only when funds are awarded by reimbursement programs wherein funds are reimbursed in direct proportion to after-the-fact reporting of project activities.

(D) Personnel Policies Apply to Grant-Funded Personnel

The Rules of Administrative Procedure (AP) Part III, *Personnel Policies of the KCOJ*, the Kentucky Court of Justice Hiring Policy, and the Pay Practices for the Kentucky Court of Justice apply to all personnel appointed to grant-funded positions.

(E) Technology Equipment and Software

Technology equipment and software to be purchased with grant funds must be approved by and meet any configuration requirements of the AOC Office of Information and Technology Systems (ITS).

1.03 Developing the Application

(A) The requesting KCOJ official or AOC employee must identify a Project Director when making a request to submit a grant application. The Project Director must be a KCOJ elected official or employee and will be responsible for working with the AOC Budget Department to develop the grant application.

- (1) Prior to compiling the grant application, the AOC Budget Department must communicate any terms and conditions required by the grant to the Project Director.
- (2) The Project Director is responsible for drafting the grant application narrative and providing data for the proposed grant award budget.
- (3) The AOC Budget Department is responsible for:
 - (a) Drafting the proposed grant award budget;
 - (b) Requesting MOUs from the AOC Division of Procurement, if required;
 - (c) Ensuring the grant application includes all required components; and
 - (d) Ensuring the components meet the grantor's specifications and comply with AOC Policy-005, Procurement of Goods and Services ("AOC Procurement Policy").
- (4) *Letters of Support*, if required, are coordinated by the Project Director and forwarded to the AOC Budget Department.

(B) Submitting and Tracking the Grant Application

- (1) Completed, approved grant applications must be submitted to the grantor by the AOC Budget Department, which must maintain the records relating to the grant.
- (2) The AOC Budget Department must inform the Project Director as tracking updates become available.

1.04 Post-Award

(A) Notice of Award

- (1) When a Notice of Award is received, the AOC Budget Department must notify the Project Director and submit the Notice of Award to the AOC Division of Procurement for review

and circulation for signatures.

- (2) The Project Director must review and understand the terms and conditions of the Notice of Award.

(B) Implementing the Grant

- (1) After the Notice of Award is fully executed, the Project Director may hire any budgeted personnel in accordance with Section I.1.02(D).
 - (a) Personnel must be made aware of the grant term and advised that grant-funded positions are time-limited and expire at the close of the grant.
 - (b) Personnel in grant-funded positions may not work hours in excess of the prescribed hours of duty.
 - (c) Personnel in single award, grant-funded positions must certify semi-annually that the work performed during the period covered by the certification was solely for the grant-funded program. The certification must be signed by the employee and submitted to the AOC Budget Department.
- (2) The Project Director must submit required programmatic reports and matching requirements, if any, to the AOC Budget Department at least five business days prior to the established submission deadlines.
- (3) The AOC Budget Department must submit any financial reports required to be submitted to the grantor.
- (4) The Project Director must communicate any requested revisions to the grant scope or budget to the AOC Budget Department, which must process in accordance with the terms and conditions of the grant.
 - (a) No revisions requiring prior approval of the grantor may be implemented until approval is received in writing.
 - (b) The AOC Budget Department must promptly notify the Project Director when a determination as to the requested revisions is received.

(C) Closing the Grant

Unless otherwise authorized by the AOC Director, the grant-funded program must conclude upon the end of the grant term.

- (1) To request authorization to extend the program beyond the end of the grant term, the Project Director must submit a request to the AOC Director at least 90 days before the conclusion of the grant term.
- (2) The Project Director is responsible for working with the AOC Department of Human Resources to terminate any grant-funded personnel upon

conclusion of the grant term.

SECTION II – PROCUREMENT

2.01 Contracting Authority of the AOC

- (A) As the fiscal agent of the KCOJ, the AOC is authorized to enter into and perform contracts upon such terms as the AOC Director may deem appropriate, as may be necessary to conduct the work of the KCOJ. Contracting authority for the AOC is vested in the AOC Director. The AOC Director may delegate any level of contracting authority to appropriate AOC personnel.

- (B) All contracts binding any KCOJ official or employee to undertake any action in their official capacity must be referred to and reviewed by the AOC, Office of Finance and Administration, Department of Financial Services, Division of Procurement (“AOC Division of Procurement”), approved by the Office of General Counsel, and executed by the AOC Director or designee on behalf of the KCOJ.

2.02 Centralized Procurement Function

- (A) The procurement and purchasing function of the KCOJ is centralized in the AOC Division of Procurement. All purchases necessary to conduct the work of the KCOJ must be executed by the AOC Division of Procurement in accordance with the AOC Procurement Policy.

- (B) Any KCOJ elected official and all authorized KCOJ employees may submit a requisition to the AOC Division of Procurement to initiate a purchase or procurement.

- (C) All purchases and procurements for the KCOJ must be made in compliance with the AOC Procurement Policy.

2.03 Use of Public Funds of the KCOJ

Public funds of the KCOJ include all general fund receipts and all agency revenue fund receipts, except for donations or grants.

- (A) General
 - (1) Expenditures of public funds are only allowed as may be necessary to conduct the work of the KCOJ.
 - (a) Public funds may be used to purchase honoraria for speakers or dignitaries attending KCOJ events up to \$50 per person.
 - (b) Public funds may be used for investitures and portrait dedication ceremonies for Supreme Court Justices.
 - (2) Expenditures must be reasonable in amount, beneficial to the public, and not personal in nature.

(B) Unallowable expenditures

Public funds may not be used for the following unallowable purposes:

- (1) Alcoholic beverages;
- (2) Food or beverages for KCOJ officials or employees, except that the following purchases of food and non-alcoholic beverages are allowable:
 - (a) Filtered water;
 - (b) Beverages provided at public meetings or to the public;
 - (c) Food or beverages provided for KCOJ officials or employees in travel status in lieu of daily per diems for meal reimbursement;
 - (d) Food or beverages provided at judicial colleges and circuit court clerk colleges;
 - (e) Food, beverages, and paper products provided for meetings or work groups hosted by a Supreme Court Justice;
 - (f) Beverages and paper products provided for meetings or work groups hosted by the Court of Appeals;
 - (g) Food, beverages, and paper products for boards or commissions of the Supreme Court; and
 - (h) Upon the approval of the AOC Director or designee, lunches for work groups, events, or conferences that require KCOJ officials or employees to work through lunch;
- (3) Donations, unless authorized by Supreme Court order;
- (4) Cash or cash equivalents, including gift cards;
- (5) Incentives for program participants;
- (6) Drug tests for litigants or defendants, except as authorized by AP Part XIII Procedures for Drug Court for Specialty Court participants or as authorized by an appropriation from the General Assembly;
- (7) Employee parties, including retirement receptions;
- (8) Employee recognition or retirement gifts;
- (9) Flowers, unless provided for a public event;
- (10) Holiday cards;
- (11) Holiday decorations;
- (12) Kitchen appliances for KCOJ official or employee use, except for refrigerators and other appliances installed as a permanent fixture of the

building, except that microwaves may be purchased for use in break rooms; and

(13) Paper products, utensils, and dishes for KCOJ official or employee use.

(C) If a purchase is an unallowable expenditure of public funds, it may nonetheless be purchased using grant funds, donations, or judges' administrative expense funds if allowed by the applicable grant agreement, approved by the grantor or donor, or authorized by Supreme Court order.

2.04 Ethics

(A) KCOJ officials and employees are required to maintain complete independence and impartiality in dealings with vendors, both in fact and in appearance.

(B) No KCOJ official or employee may benefit, either directly or indirectly, in their own name or in the name of any other person or entity, from any contract entered into by the AOC.

(C) No KCOJ official or employee shall knowingly receive or agree to receive, directly or indirectly, compensation for any services rendered or to be rendered, either by themselves or another, in any cause, proceeding, or other matter which is before any court or office in the KCOJ.

(D) No KCOJ official or employee shall rent, lease, or sell any realty, goods, or services to the KCOJ.

(E) No gifts, cash, cash-equivalents, or other things of value may be solicited or received, either directly or indirectly, by any KCOJ official or employee involved in a requisition or award of contract as a means to influence the award of the contract.

2.05 Exceptions

Exceptions to Section II may only be approved by the AOC Director or designee upon a finding that the exception is in the best interests of the KCOJ.

SECTION III – REIMBURSEMENT FOR OFFICIAL TRAVEL

3.01 General Information

(A) Administration

- (1) The Manager of Accounting Services or designee may disallow, reduce, or strike from reimbursement requests any claims contrary to Section III. Written justification for any claim may also be required.
- (2) Exceptions from Section III may be approved by the AOC Director or designee upon a finding that the exception is in the best interests of the KCOJ and is in accord with the manifest intent and spirit of Section III. Any exceptions must be documented in writing and maintained with the record of the reimbursement.
- (3) All final interpretations of Section III must be documented in a determination made by the AOC Director. These determinations are final and conclusive.
- (4) Any tax implication or obligation, whether local, state, or federal, resulting from or related to reimbursement under Section III is the sole responsibility of the traveler.

(B) Applicability

- (1) Section III is applicable to all travel for official business undertaken on or after January 1, 2025, by elected and appointed officials, employees, and all persons receiving travel reimbursement from the Court of Justice.
- (2) Each person subject to Section III is to exercise restraint and prudence when incurring travel-related expenses to limit costs.
- (3) Expenses deemed unnecessary or excessive by the AOC Director of Finance and Administration will not be reimbursed unless approved as an exception by the AOC Director or designee.

(C) Definitions

As used throughout Section III, the following definitions apply:

- (1) “Fleet vehicle” means any vehicle owned by the AOC that is available to any person for use during travel for official business.
- (2) “In-state travel” means travel within the Commonwealth of Kentucky or travel to a bordering state that does not require airfare or an overnight stay more than 25 miles from the border of the Commonwealth of Kentucky.
- (3) “Official business” means the authorized duties and responsibilities of an individual’s position or office.

- (4) “Official workstation” means the street address where the elected/appointed official’s or employee’s primary office is located.
- (5) “Out-of-state travel” means authorized travel to a destination outside of the Commonwealth of Kentucky that does not constitute “in-state travel” as defined in subsection (2) above.
- (6) “Request for reimbursement” means the completion and submission of the AOC Travel Voucher Form (AOC T-1).
- (7) “Travel status” means the time actually spent traveling on official business and the usual waiting time that precedes or interrupts such travel.
- (8) “Traveler” means any employee, elected and appointed official, or other person who is required and authorized to travel for official business of the KCOJ.

(D) Eligibility for Reimbursement

- (1) Supervisors responsible for approving travel expenses must only authorize those expenses which are necessary, reasonable, and economical.
- (2) The Division of Accounting Services must only reimburse those expenses which are necessary for official business travel.
- (3) Except as otherwise provided by state law or by Section III, no request for reimbursement is authorized or allowed for the expenses of any person other than employees, elected and appointed officials, or other persons on official business of the KCOJ.
- (4) No request for reimbursement is authorized or allowed for travel, meals, lodging, transportation, services, or items provided to the traveler free of charge.
- (5) No request for reimbursement is authorized or allowed for travel, meals, lodging, transportation, or other expenses incurred by a traveler on official business to attend a meeting, conference, or educational program unless the traveler attends the program(s) scheduled during the time period in which the expenses were incurred.
- (6) If an employee on official business travel is using authorized annual or compensatory leave at any time prior to, during, or after the official business, no travel expenses will be reimbursed for the period of the annual or compensatory leave.
- (7) If a traveler becomes incapacitated due to illness or injury while traveling and qualifies for sick leave, travel expenses may be allowed during the period of travel not to exceed seven days.

- (8) If a traveler receives a reimbursement that he or she was not eligible to receive pursuant to Section III:
 - (a) The traveler must return any ineligible amount received to the Manager of Accounting Services within 90 days of receipt, by check made payable to the Kentucky State Treasurer.
 - (b) If a traveler fails to return any ineligible amount received to the Manager of Accounting Services within 90 days as required, the AOC may deduct that amount from subsequent reimbursements for official travel. The AOC may report the failure or refusal of any traveler to return any ineligible amount received to the appropriate authority.

3.02 Official Workstation

(A) Elected and Appointed Officials and KCOJ Staff

The official workstation of all elected and appointed officials and their KCOJ staff is specified by the AOC Department of Human Resources as directed by the Chief Justice of Kentucky.

(B) AOC Employees

The official workstation of an AOC employee is specified by the AOC Department of Human Resources as directed by the AOC Director.

3.03 In-State Travel

(A) Transportation

- (1) Fleet vehicles should be used for official business travel when available and feasible.
 - (a) No request for reimbursement for mileage is authorized or allowed for the use of a fleet vehicle.
 - (b) All fuel purchases for fleet vehicles must be made with the state-issued fuel card associated with each fleet vehicle. The state-issued fuel card must not be used to purchase fuel for personal vehicles.
- (2) Mileage for the use of a privately-owned vehicle for KCOJ official business travel is reimbursable in accordance with the privately-owned vehicle reimbursement rate established by the Kentucky Finance and Administration Cabinet.
 - (a) Reimbursement is based on mileage incurred for all official business when using a privately-owned vehicle, which includes and applies to workdays, after-hours travel, and travel on weekends and holidays. No reimbursement for mileage is authorized or allowed for any mileage that is not associated with official business.

- (b) The computation of mileage for travel must be made from the point of origin to point of destination as generated by AOC-approved software.
 - (c) No request for reimbursement is authorized or allowed for the mileage incurred while commuting between a traveler's home and official workstation.
 - (d) When the private residence of the traveler is either the point of origin or the point of destination, reimbursement must be based on the lesser of: (i) the distance between the official workstation and origin/destination; or (ii) the distance between the traveler's private residence and origin/destination.
 - (e) When the official workstation of the traveler is the point of origin, and after proceeding to a point of destination on official business of the KCOJ, the traveler's final destination is the traveler's private residence, reimbursement from the point of destination to the private residence must be based on the lesser of: (i) the distance between the official work station and the point of destination; or (ii) the distance between the traveler's private residence and the point of destination.
 - (f) Requests for reimbursement by retired judges or clerks assigned to a matter is authorized and allowed for the mileage from the retired official's home to and from his or her temporarily assigned location.
- (3) No request for reimbursement for any additional insurance coverage, vehicle repairs, or vehicle maintenance for personal vehicles is authorized or allowed to any person for the use of any vehicle for official business travel.

(B) Individual Lodging

- (1) Lodging expenses for official business travel may be paid directly by the AOC in the discretion of the AOC Executive Officer of Financial Services.
- (2) If not directly paid by the AOC, lodging expenses incurred during official business travel is reimbursable within the limits provided herein.
 - (a) A receipt must be provided to substantiate claimed lodging expenses not directly paid by the AOC. All lodging receipts or invoices must be in the traveler's name.
 - (b) A reservation costing more than \$200 per night must be approved in advance by the AOC Director or designee. Any such approval must be documented in writing and maintained with the record of the payment or reimbursement.
- (3) Lodging expenses may be paid directly by the AOC or reimbursed by the

AOC only when a traveler is required to travel 75 miles or more away from the traveler's official workstation or home for official business travel unless the lodging is a necessary expense of official business travel, as determined by the AOC Director or designee. Any such determination must be documented in writing and maintained with the record of payment or reimbursement.

- (4) Additional lodging expenses incurred as a result of lodging accommodations shared by other persons who are not on official business, e.g., a spouse, must be paid by the traveler or reimbursed to the AOC by the traveler.
 - (a) Reimbursement, if required, must be made to the Manager of Accounting, by check made payable to the Kentucky State Treasurer, within 90 days of the date the expense was incurred by the AOC.
 - (b) If a traveler fails to make the required reimbursement to the Manager of Accounting Services within 90 days as required, the AOC may deduct the amount due from subsequent reimbursements for official travel. The AOC may report the failure or refusal of any traveler to reimburse to the AOC any amounts received as a result of lodging accommodations shared by other persons who are not on official travel to the appropriate authority.
- (5) Facilities providing special government or commercial rates must be used where feasible and travelers must request such rates.
- (6) Travelers are responsible for cancelling lodging accommodations. Expenses incurred for failure to cancel must be paid by the traveler or reimbursed to the AOC by the traveler unless the cancellation is required by the KCOJ or the AOC Director or designee determines that the failure to cancel was due to circumstances beyond the control of the traveler.
 - (a) Reimbursement, if required, must be made to the Manager of Accounting Services, by check made payable to the Kentucky State Treasurer, within 90 days of the date the expense was incurred by the AOC.
 - (b) If a traveler fails to make the required reimbursement to the manager of Accounting Services within 90 days as required, the AOC may deduct the amount due from subsequent reimbursements for official travel. The AOC may report the failure or refusal of any traveler to reimburse the AOC for any such expenses incurred for failure to cancel to the appropriate authority.
- (7) No request for reimbursement is authorized or allowed by a traveler on official business for personal expenses or expenses paid directly to an

establishment by the AOC.

- (8) Lodging at state park facilities used by the KCOJ will be paid by inter-account transaction within the limits of Section III. A State Park Travel Authorization document may be obtained by contacting the AOC Division of Accounting Services prior to travel to a state park.

(C) Meals

- (1) In-state travelers on official business are eligible for reimbursement of meals only if the official business travel requires an overnight stay.
- (2) The maximum allowable meal per diem for a 24-hour day for in-state travel is \$36, inclusive of taxes and gratuity. To be eligible for meal reimbursement, a traveler must be in travel status for the entire duration of the following time periods:
 - (a) Breakfast: authorized travel is 6:30 a.m. through 9:00 a.m.— \$8.00.
 - (b) Lunch: authorized travel is 11:00 a.m. through 2:00 p.m.—\$10.00.
 - (c) Dinner: authorized travel is 5:00 p.m. through 9:00 p.m.—\$18.00.

Example: To be eligible for breakfast reimbursement, an employee must leave at or before 6:30 a.m. and return at or after 9:00 a.m. This requirement applies to all meals.

- (3) The cost of meals incurred during in-state travel for official business must be reimbursed at a rate not to exceed the maximum allowable meal per diem. Receipts are not required for meals reimbursed under the allowable meal per diem.
- (4) No request for reimbursement is authorized or allowed for meals when the cost is:
 - (a) Paid directly by the AOC to an establishment;
 - (b) Included in the registration fee for a conference, convention, seminar, training session, or other event associated with official business travel;
 - (c) Included in the cost of lodgings, e.g., complimentary hotel breakfast; or
 - (d) Not otherwise incurred by the traveler.
- (5) Meal costs that are not reimbursable under subsection (4) above or incurred when travel includes only a portion of a day, i.e., the first and last day of travel, must be deducted from the maximum daily meal per diem of the traveler.

(D) Contract Lodging and Meals

- (1) The AOC may independently contract or negotiate with hotels, motels and other establishments for individual accommodations, group accommodations, and meals. These costs must be negotiated in the best interest of the KCOJ.
- (2) The AOC must make negotiated payments directly to the establishment and such invoice(s) must:
 - (a) Contain the name(s) of the affected travelers and an itemized listing of charges; and
 - (b) Not include personal charges for any traveler.
- (3) Agreements between the KCOJ and state park facilities are to be paid by an inter-account transaction within the limits of Section III.

3.04 Out-of-State Travel

(A) General Information

- (1) Out-of-state travel must be authorized in advance by the Chief Justice on the Out-of-State Travel Authorization Form (AOC-T-3), regardless of the source of funds financing the travel.
 - (a) To obtain advance authorization, a traveler must submit Form AOC-T-3 to Budget@kycourts.net. The AOC Budget Department will facilitate the review process and will notify the traveler of authorization or denial of the request.
 - (b) A traveler's failure to receive proper authorization will result in denial of reimbursement for incurred expenses.
- (2) Travelers should present approved Out-of-State Travel Authorization Forms to the Division of Accounting Services at least 30 days before the date of travel to allow sufficient time for the Division of Accounting Services to make travel arrangements.
- (3) Travelers who present an approved Out-of-State Travel Authorization Form to the Division of Accounting Services less than 30 days before the date of travel must make his or her own travel accommodations and seek reimbursement pursuant to Section III after the travel occurs.
- (4) Travelers making their own travel accommodations must use the travel agency required by the Division of Accounting Services for airline reservations.
- (5) If actual costs of out-of-state travel exceed the amount approved by the Chief Justice on the Out-of-State Travel Authorization Form by 10% or more, the traveler must submit an amended Out-of-State Travel Authorization Form to the Chief Justice including the revised costs for approval. The traveler is responsible for any costs not approved on the

Out-of-State Travel Authorization Form.

- (6) Travelers are responsible for cancelling all arrangements made on their behalf for out-of-state travel. Charges incurred for failure to cancel must be paid by the traveler or reimbursed to the AOC by the traveler unless the cancellation is required by the KCOJ or the AOC Director or designee determines that the failure to cancel was due to circumstances beyond the control of the traveler.
 - (a) Reimbursement, if required, must be made to the Manager of Accounting, Services by check made payable to the Kentucky State Treasurer, within 90 days of the date the expense was incurred by the AOC.
 - (b) If a traveler fails to make the required reimbursement to the Manager of Accounting Services within 90 days as required, the AOC may deduct the amount due from subsequent reimbursements for official travel. The AOC may report the failure or refusal of any traveler to reimburse the AOC for any cancellation expenses to the appropriate authority.
- (7) Travelers who are combining personal travel with official business travel may only do so when the KCOJ does not incur any cost associated with the personal portion of travel. Travel arrangements will only be made by the Division of Accounting Services to accommodate the official business of the traveler.

(B) Transportation

- (1) Airline
 - (a) All airline travel must be commercial basic economy class.
 - (b) The AOC will reimburse or pay for the airfare and/or penalty incurred for a change or cancellation of travel plans when the change or cancellation is required by the KCOJ or when the AOC Director or designee determines that the change or cancellation was due to circumstances beyond the control of the traveler.
 - (c) Every effort must be made by the traveler to confirm out-of-state travel dates and book flight reservations no later than 14 days prior to travel.
 - (d) Reimbursement for the cost of checking the first piece of a traveler's luggage is authorized and allowed. No request for reimbursement is authorized or allowed for additional pieces of checked luggage unless an appropriate business purpose explanation is provided by the traveler and approved by the AOC Director or designee.
 - (e) Baggage charges incurred for excess weight will not be reimbursed

for any piece of luggage unless an appropriate business purpose explanation is provided and approved by the AOC Director or designee.

(2) Ground Transportation

- (a) Fleet vehicles may be used for out-of-state travel if the cost is less than or equal to the cost of commercial basic economy class airfare.
- (b) Privately-owned vehicles may be used for out-of-state travel if the total mileage reimbursement is less than or equal to the cost of commercial basic economy class airfare.
- (c) Reimbursement for use of a privately-owned vehicle for out-of-state travel will be in accordance with the in-state mileage rate identified in Section 3.03(A)(2).
- (d) The preferred means of ground transportation for out-of-state travelers is public transportation. Other means of ground transportation may be used when public transportation is unavailable or impractical.
- (e) Taxi, van, or car service fares or fees for ride shares incurred during out-of-state official business travel are reimbursable. Tips associated with ground transportation are reimbursable up to 15%. Receipts (including any associated tips) must be attached to the request for reimbursement.
- (f) Travelers may use rental cars only when other means of transportation are not available, more costly, or impractical. The use of a rental car must be pre-approved by the Chief Justice via the Out-of-State Travel Authorization Form.
- (g) Travelers on official business must use the most economical transportation available and the most economical routes. Expenses added by use of other transportation or routes must be paid by the traveler and no request for reimbursement is authorized or allowed for such.

(C) Lodging

Lodging expenses incurred during out-of-state official business travel are reimbursable within the limits provided in Section III. A receipt must be provided to substantiate claimed travel expenses for lodging costs when lodging expenses are not directly paid by the AOC.

(D) Meals

- (1) A traveler is eligible for reimbursement for meals at the federal per diem rate for the applicable location, as established by the U.S. General

Services Administration. See www.gsa.gov. Receipts are not required for meals reimbursed under the allowable per diem rate.

- (2) Meal reimbursement for the first and last calendar day of travel is calculated at 75% of the federal per diem rate for the applicable location.
- (3) No request for reimbursement is authorized or allowed for meals:
 - (a) Paid directly by the AOC to an establishment;
 - (b) Included in the registration fee for a conference, convention, seminar, training session, or other event associated with official business travel;
 - (c) Included in the cost of lodging, e.g., complimentary hotel breakfast; or
 - (d) Not otherwise incurred by the traveler.
- (4) Meal costs that are not reimbursable under subsection (3) above must be deducted from the traveler's total meal per diem in accordance with the rates established by the U.S. General Services Administration for the applicable location.

(E) Scholarships or Other Funding

- (1) Travelers must include any scholarship or other funds received or Justices and Judges Administrative Expense funds to be allocated to offset the cost of out-of-state travel on the Out-of-State Travel Authorization Form.
- (2) It is the responsibility of the traveler to complete and submit all paperwork required for the scholarship or other funds.
- (3) In the event the recipient is paid directly by the scholarship or other funds provider, the traveler must reimburse the Manager of Accounting, by check made payable to the Kentucky State Treasurer, within 90 days of receipt of the proceeds for any portion of covered expenses paid by the AOC.
- (4) If a scholarship or other funding for any approved out-of-state travel is denied or revoked, the traveler must submit an amended Out-of-State Travel Authorization Form and receive the approval of the Chief Justice for the AOC to incur costs related to the travel.

3.05 Supreme Court Travel

(A) Meals

- (1) Except for court week, Supreme Court justices are eligible for reimbursement of meals only if the official business travel requires an

overnight stay.

- (2) Each justice of the Supreme Court may claim a meal per diem at the federal per diem rate for the applicable location, as established by the U.S. General Services Administration. See www.gsa.gov. Receipts are not required for meals reimbursed under the allowable per diem rate.
- (3) Meal reimbursement for the first and last calendar day of travel is calculated at 75% of the federal per diem rate for the applicable location.
- (4) No request for reimbursement is authorized or allowed for meals:
 - (a) Paid directly by the AOC to an establishment;
 - (b) Included in the registration fee for a conference, convention, seminar, training session, or other event associated with official business travel;
 - (c) Included in the cost of lodgings, e.g., complimentary hotel breakfast; or
 - (d) Not otherwise incurred by the traveler.
- (5) Meal costs that are not reimbursable under subsection (4) above must be deducted from the traveler's total meal per diem in accordance with the rates established by the U.S. General Services Administration for the applicable location.

(B) Lodging

- (1) Reimbursement for lodging will be allowed in accordance with this Section III.
- (2) For overnight travel in Frankfort, Kentucky associated with official business of the KCOJ, each justice of the Supreme Court may:
 - (a) Request the Division of Accounting Services reserve accommodations to be paid directly by the AOC in accordance with Section 3.03(B)(1);
 - (b) Request reimbursement for lodging expenses in accordance with Section 3.03(B); or
 - (c) Claim a lodging per diem at the federal per diem rate for the applicable location, as established by the U.S. General Services Administration. See www.gsa.gov.
- (3) Receipts are not required for lodging reimbursed at the allowable per diem rate. All lodging reimbursement claims must be made on an AOC Travel Voucher Form (AOC T-1) demonstrating the date, times, home address, workstation, destination, and business purpose of the travel.

(C) Court Week

- (1) Reimbursement for meals of each justice of the Supreme Court and his or her KCOJ staff is authorized and allowed during court week in accordance with Section III, but no overnight stay is required. The costs of meals reimbursed without an overnight stay may be reported as taxable income.
- (2) Notwithstanding Section 3.03(B)(3), requests for reimbursement made by a Supreme Court justice or his or her KCOJ staff for lodging expenses incurred during court week is authorized and allowed if he or she is traveling more than 40 miles from his or her official workstation or home. Requests for reimbursement for lodging within 40 miles of a Supreme Court justice's official workstation or home is allowed only if the lodging is a necessary expense of official business travel, as determined by the Chief Justice. Any such determination must be documented in writing and maintained with the record of reimbursement.

3.06 Other Travel Expenses

(A) Technology Expenses

Requests for reimbursement for necessary technology expenses incurred during official business travel, including but not limited to, telephone, fax, or internet costs for official business are authorized and allowed. Receipts must be attached to the AOC Travel Voucher Form (AOC T-1).

(B) Parking and Tolls

Requests for reimbursement for necessary fees related to parking, bridges, or tolls are allowed. Receipts are not required for parking and toll expenses equivalent to \$3 or less.

(C) Miscellaneous Expenses

Where justified, requests for reimbursement of miscellaneous expenses may be allowed by the AOC Director or designee, provided the expenses were incurred as an incident to official business travel and are clearly shown to have been necessary in the performance of official business. Receipts must be attached to the AOC Travel Voucher Form (AOC T-1).

(D) Non-Reimbursable Expenses

No request for reimbursement of personal expenses is authorized or allowed. Personal expenses include, but are not limited to, the following:

- (1) Spouse/companion or family expenses incurred during the course of travel;
- (2) Airline or other travel insurance;
- (3) Medical bills, prescriptions, over the counter medications, or other

- medical services incurred while traveling;
- (4) Personal telephone calls;
 - (5) Traffic and parking violations;
 - (6) Valet parking unless no other parking is available;
 - (7) Lost or delayed luggage;
 - (8) Snacks and refreshments such as coffee, soda, candy, mini bar snacks, etc., which are in addition to meal charges for breakfast, lunch and dinner;
 - (9) Alcoholic Beverages;
 - (10) Personal entertainment;
 - (11) Health and fitness center charges at a hotel or personal fitness center;
 - (12) Childcare;
 - (13) Kenneling for pets; and
 - (14) Navigational systems (GPS) and satellite radio expenses in personal or rental cars.

3.07 AOC Travel Voucher Form

- (A) All mileage, meal, lodging, and other travel reimbursement claims must be made on an AOC Travel Voucher Form (AOC T-1) demonstrating the date, times, home address, workstation, destination, and business purpose of the travel.
- (B) Use of AOC Travel Voucher Form (AOC T-1)
 - (1) Expenses of more than one traveler must not be included on a single AOC Travel Voucher Form (AOC T-1).
 - (2) A single AOC Travel Voucher Form (AOC T-1) must not cover more than two months.
 - (3) Any AOC Travel Voucher Form (AOC T-1) submitted more than 90 days after the expenses were incurred will be denied.
- (C) Preparation of AOC Travel Voucher Form
 - (1) All required receipts must be attached, manually or electronically, to the AOC Travel Voucher Form (AOC T-1). Receipts should include the name and address of establishment, date of service, the amount charged for service, and an itemized list of expenditures. Meal receipts are not required for per diem meal reimbursement.
 - (2) Each AOC Travel Voucher Form (AOC T-1) must list the traveler's

employee identification number. A traveler's social security number should only be listed on the AOC Travel Voucher Form (AOC T-1) if the traveler does not have an employee identification number.

- (3) All travelers must:
 - (a) Maintain records to support claimed expenses; and
 - (b) Provide themselves with sufficient personal funds to defray their travel expenses.
- (4) All Travel Voucher Forms must include:
 - (a) The business purpose of all travel claimed;
 - (b) Date(s) of travel;
 - (c) Times of travel;
 - (d) An a.m. or p.m. designation of departure and arrival times;
 - (e) The traveler's home address including street address, city, and state; and
 - (f) The traveler's workstation address including street address, city, and state.
- (5) Any AOC Travel Voucher Form (AOC T-1) that does not contain the information required in subsection (4) above must be returned to the traveler for revision unless it is determined by the Division of Accounting Services that the information is not necessary to process the AOC Travel Voucher Form (AOC T-1).
- (6) Only one point of origin to point of destination may be represented on a single line of the AOC Travel Voucher Form (AOC T-1). If multiple trips are made during a day of official business travel, each trip must be listed on separate lines on the AOC Travel Voucher Form (AOC T-1). The traveler may designate a trip as a round trip rather than listing each portion of the trip separately.
- (7) An employee's AOC Travel Voucher Form (AOC T-1) must be signed and dated by the employee and approved by the employee's authorized supervisor. No employee may approve his or her own AOC Travel Voucher Form (AOC T-1).
- (8) An elected and appointed official's AOC Travel Voucher Form (AOC T-1) must be signed and dated by the elected or appointed official and approved by the Manager of Accounting Services or designee. Approval in this subsection is for the purpose of verifying that the AOC Travel Voucher Form (AOC T-1) is complete and the reimbursement request is consistent with this Section III.

- (9) All payments to employees or elected or appointed officials under this Section III will be made via electronic funds transfer (EFT) to the primary bank account associated with the employee ID number of the employee or elected or appointed official. All payments to other travelers will be made via electronic funds transfer (EFT) to the bank account provided by the traveler on the EFT Form.

SECTION IV – OTHER REIMBURSEMENTS

4.01 Kentucky Bar Association (KBA) Dues

(A) Eligibility

- (1) Any Circuit Clerk or non-elected employee of the KCOJ may be reimbursed for his or her annual KBA dues.
- (2) Only mandatory KBA dues are reimbursable. Section dues, additional fees that are optional, credit card processing fees, or late fees will not be reimbursed.

(B) Use of Reimbursement Form (AOC ACCT-3)

- (1) A completed Reimbursement Form (AOC-ACCT-3) must be submitted to the AOC Division of Accounting Services. Proof of payment must be attached.
- (2) Reimbursement requests must be submitted no later than 90 days after payment to the KBA.
- (3) All requests for reimbursement of KBA dues are reviewed and reconciled for accuracy and compliance with Section 4.01.

4.02 Cell Phones

(A) Applicability and Eligibility

- (1) This policy applies to cellular-based technology for the KCOJ.
- (2) Employees regularly scheduled on-call, as required by their job description, and who make less than \$50,000 per year are eligible for reimbursement of \$15 per month for the business use of their personal cellular device.

(B) Use of Reimbursement Form (AOC ACCT-3)

- (1) A completed Reimbursement Form (AOC-ACCT-3) must be submitted to the AOC Division of Accounting Services. An invoice, statement, or proof of payment must be attached.
- (2) Reimbursement requests must be submitted no later than 90 days after the due date listed on the invoice or statement or 90 days after payment is made for the cell phone service, as evidenced by a receipt, whichever is later.

4.03 Administrative Expenses of Justices and Judges

(A) Authorized Administrative Expenses

- (1) Each justice and judge may be reimbursed up to \$1,200 each fiscal year for expenses considered necessary for conducting KCOJ business. A

fiscal year begins July 1 and ends June 30.

- (2) The following items are eligible for reimbursement:
- (a) Cell Phone Service, up to \$50 per month;
 - (b) Home internet service, up to \$25 per month;
 - (c) Home fax line service, up to \$10 per month;
 - (d) Mandatory KBA dues or additional section dues, but excluding any late fees, contributions to the Kentucky Bar Foundation, or credit card processing fees;
 - (e) American Bar Association membership or section dues;
 - (f) Judge's professional associations;
 - (g) Local bar association dues;
 - (h) Dry cleaning or tailoring expenses for robes;
 - (i) Non-standard robes;
 - (j) Registration fees for the KBA Annual Convention;
 - (k) Registration fees for the annual Kentucky Justice Association Annual Convention;
 - (l) Electronic or software subscriptions not provided by the AOC;
 - (m) Notary expenses for up to one employee per judge's office;
 - (n) Other necessary business expenses for the judge's office, upon approval of the AOC Director or designee;
 - (o) Necessary business expenses for the operation of Specialty Court programs, upon approval of the AOC Director or designee; and
 - (p) Travel expenses which are not necessary for KCOJ official business, but which aid a judge in his or her professional development, including:
 - (i) Authorized out-of-state travel expenses;
 - (ii) In-state travel expenses for the KBA Annual Convention;
 - (iii) In-state travel expenses for the annual Kentucky Justice Association Annual Convention; and
 - (iv) Any other in-state travel expenses, upon approval of the AOC Director or designee.
- (3) The following items are not eligible for reimbursement:

- (a) Cash equivalents including gift cards;
- (b) Equipment or furniture valued at \$300 or more;
- (c) Food or beverages purchased for KCOJ officials or employees;
- (d) Donations;
- (e) Parties for KCOJ officials or employees;
- (f) Holiday cards or decorations;
- (g) Kitchen appliances, paper products, utensils, or dishes for use of KCOJ elected officials or employees; or
- (h) Special awards for KCOJ officials or employees (i.e. retirement, services, recognition).

(B) Procedure for Reimbursement

- (1) Except requests for reimbursement pursuant to Section 4.03(B)(2)(p) which must be made using an AOC Travel Voucher Form (AOC T-1), all requests for reimbursement under Section 4.03 must be submitted to the AOC Division of Accounting Services on a Reimbursement Form (AOC-ACCT-3) and include an invoice, statement, or proof of payment.
- (2) Reimbursement requests must be submitted no later than 90 days after payment is made for the supplies or services.
 - (a) If proof of payment is not provided, the due date listed on the invoice or statement must be used to calculate the 90-day timeframe.
 - (b) If a due date is not included, the invoice or statement date must be used.
- (3) All requests are reviewed and reconciled for accuracy and compliance with Section 4.03.

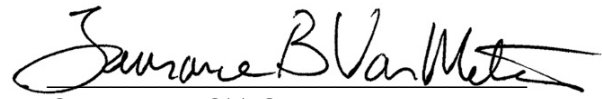
4.04 Other Reimbursements

No other reimbursements shall be made to KCOJ officials or employees unless the AOC Director or designee has determined the reimbursement is in the best interest of the KCOJ and has authorized the reimbursement in writing.

This order shall be effective January 1, 2025, and until further order of the Court.

Entered this 19th day of December 2024.

All sitting; all concur.


CHIEF JUSTICE