

U.S. DISTRICT COURT
EASTERN DISTRICT OF WASHINGTON

District Policy
Reimbursement of Lawyer Representative Travel Expenses

The district's lawyer representatives are invited to attend the annual Ninth Circuit Judicial Conference and may also be invited to attend conference planning and Lawyer Representative Coordinating Committee (LRCC) meetings. To assist lawyer representatives financially so they are able to attend certain meetings and the Circuit Conference, the Court has determined that it is appropriate to implement a policy for reimbursing travel expenses incurred by lawyer representatives.

The Eastern District of Washington's policy on reimbursement of lawyer representatives applies to the following meetings/conferences:

- Out-of-district conference planning meetings, attended in the lawyer representative's official capacity;
- LRCC member's attendance at up to two meetings to which that lawyer representative is invited in an official capacity; and
- Ninth Circuit Judicial Conferences.

Effective **October 1, 2014**, for each of the aforementioned meetings/conferences, the Court will reimburse lawyer representatives as follows:

- Actual costs of airfare or privately owned vehicle travel to the meeting/conference. Lawyer representatives will be reimbursed for the lowest available airfare or least expensive mode of transportation. In any instance the amount reimbursed shall not exceed government airfares available for the dates of travel.
- Actual cost of lodging, meals and incidental expenses. The total of expenses is limited to 150% of the authorized federal government per diem allowance applicable to the locality.

Information on reimbursable expenses:

Travel in Excess of 24 hours or When Lodging is Incurred: Expenses of subsistence include all reasonable charges for meals (maximum three per day); lodging; registration fees; all fees and tips to waiters, porters, and hotel maids; and transportation between places of lodging and conference business (specifically excluded are alcoholic beverages and entertainment expenses such as in-room movies, and any expenses incurred for other persons).

Travel of 24 Hours or Less and No Lodging Incurred: When the travel period is 24 hours or less and no lodging is incurred, the actual cost of meals taken incident to such conference will be reimbursed, if attendance of the lawyer representative at the meal is necessary for full participation in the business of the conference. Only those travel

expenses related to the conference will be reimbursed such as registration fees, mileage, parking, tolls, etc.

Receipts: With the exception of tips and mileage calculations, receipts must be submitted for all travel and subsistence expenses regardless of the amount incurred. Credit card receipts and billings are not acceptable.

The standards applied for reimbursement of Lawyer Representative travel expenses will be made in accordance with the above-referenced guidelines and the Guide to Judiciary Policies.

Submit Requests for Reimbursement to:

A letter of certification itemizing requests for reimbursement should be mailed, with receipts, to:

Sean F. McAvoy, District Court Executive, P.O. Box 1493, Spokane, WA 99210