

**10.000 TRAVEL**

In situations where employees are to be reimbursed for travel expenses, the following procedures shall apply:

A. Travel

1. No expenses for out-of-state travel or in-state overnight travel will be allowed unless prior written approval has been received from the department head, the Departmental Chief Justice, and, in the case of Probation Officers, the Commissioner of the Probation.
2. No expenses for in-state travel will be allowed unless the employee is on court business authorized and approved by the department head. When an employee is authorized by the department head to use his/her private automobile on authorized business of the court or Administrative Office, he/she will be reimbursed at a rate approved by the Court Administrator.
3. Reimbursement shall be as follows:
  - a. An employee who is authorized to travel in his/her personal vehicle from his/her home to a temporary assignment rather than to his/her regularly assigned office shall be allowed transportation expenses for the distance between his/her home and his/her temporary assignment or between his/her regularly assigned office and his/her temporary assignment, whichever is less. Such expenses shall be reimbursed at the generally accepted rate as established by State regulation for executive branch travel reimbursement and approved by the Court Administrator
  - b. Exact toll costs and parking costs (not to include parking tickets) shall be paid when essential and not a normal expense to the employees at their regularly assigned work location. All requests for reimbursement require the approval of the department head.
4. Employees may receive advance expense checks for travel, provided that:
  - a. an itemized request for advance accompanies the request for travel;

- b. approval for the trip has been received from the respective offices.
5. Payment of advance expense checks will be made approximately 15 working days after the request has been submitted to the Office of Court Management.
6. The advance expense check may not exceed the estimated cost of transportation, lodging, meals, and conference fees.
7. Employees receiving a travel advance must submit a travel voucher with all receipts within ten days after their return. If the itemized expenditures total less than the amount advanced, a check or money order payable to the Commonwealth of Massachusetts should accompany the voucher, reimbursing the difference. If expenses total more than the amount advanced, a check for the difference will be issued to the employee.
8. Any employee failing to account for a travel advance and/or failing to reimburse the Commonwealth, if necessary, may be subject to disciplinary action and will not be issued any further compensation until the expenditure report has been filed for the advance and any required reimbursement made.

B. Transportation

1. The least expensive means of transportation should be used whenever possible, e.g., public transportation rather than taxis or private automobiles.
2. The cost of transportation (airplane, bus, train, taxi) will be reimbursable only when employees have supporting receipts attached to their travel voucher.

C. State-owned Vehicles

1. State-owned vehicles may be used only on official business. Use for private purposes is forbidden.
2. No operator of state-owned vehicles will transport passengers other than those traveling on official business.
3. Operators are personally responsible for damage or injuries arising from accidents outside working hours or involving

passengers not traveling on official business.

4. An operator of a state-owned vehicle should obtain and use a credit card for that vehicle and may not claim mileage reimbursement for travel.
5. Operators of state-owned vehicles may claim reimbursement for tolls, parking, and emergency repairs.
6. No payment may be made nor obligation incurred for the garaging of a state-owned vehicle except upon prior approval of the Department of Administration and Finance.
7. No charges for simonizing, polishing, or repainting will be allowed unless approved in advance by the State Purchasing Agent.

D. Procedure for Claiming Reimbursement

1. Reimbursement claims are to be detailed on the Travel Voucher Input Form, (Appendix C, Form F9). A completed overnight in-state travel form and/or an out-of-state travel form should be attached to the Travel Voucher Input Form, if applicable.
2. An original and two copies of the form should be made, one copy to be retained by the staff member and the original and one copy submitted for reimbursement.
3. After completion of the Travel Voucher Input Form, the employee must verify the claim as true and correct by signing in the section entitled "Traveler."
4. The employee's Travel Voucher Input Form should be submitted to the department head for approval.
5. The approved Travel Voucher Input Form should be submitted to the Office of Court Management for payment.