

*Admin order*

IN THE SUPREME COURT OF THE STATE OF ARIZONA

**FILED**  
NOV 15 1985  
DAVID R. COLE  
CLERK SUPREME COURT  
BY *K. Kempley*

IN THE MATTER OF: AMENDING )  
THE TRAVEL REIMBURSEMENT POLICY )  
AND PROCEDURE FOR THE ARIZONA )  
JUDICIAL BRANCH )

ADMINISTRATIVE  
ORDER NO. 85-27

Pursuant to the authority granted this Court by Article VI of the Arizona Constitution and pursuant to A.R.S. § 41-2501.E.,

The Travel Reimbursement Policy and Procedure for the Arizona Judicial Branch as set forth in Administrative Order No. 85-25 is amended as set forth in the attachment hereto, effective November 15, 1985.

DATED this 15th day of November, 1985.

FOR THE ARIZONA SUPREME COURT:

WILLIAM A. HOLOHAN  
Chief Justice

**ARIZONA JUDICIAL BRANCH**  
**Travel Reimbursement Policy and Procedure**

[Changes or additions in text are indicated by underscoring, and deletions are indicated by strikeouts.]

**II. DEFINITIONS**

- A. [No change.]
- B. [No change.]
- C. Designated Post of Duty
  - 1. [No change.]
  - 2. [No change.]
  - 3. The designated post of duty for traveling judges of the Court of Appeals who are elected other than in Maricopa and Pima Counties, shall be deemed to be their place of residence (A.R.S. § 12-120.10).
- D. Residence
  - 1. [No change.]
  - 2. [No change.]
  - 3. No reimbursement for lodging or other expenses shall be allowed on the premises of an individual's residence, except for judges covered by A.R.S. § 12-120.10.
  - 4. [No change.]
- E. [No change.]
- F. Financial Office

As used in this policy, the "Financial Office" shall be the Clerk of the Court for Divisions One and Two of the Court of Appeals.

### III. POLICY

- A. [No change.]
- B. In-State Travel
  - 1. [No change.]
  - 2. In-state travel may include travel on official business into adjoining states, provided that such travel is performed entirely within an area not to exceed at any point, one hundred (100) miles from the Arizona border, except that the Court governing authority may authorize lodging and per diem allowances at rates provided for travel outside the State, if the travel requires out-of-state overnight accommodations. If out-of-state lodging and per diem rates are authorized pursuant to this section, a travel order is required to be countersigned by the Governor or his designee prior to commencement of travel, (A.R.S. § 38-626(A)). The procedure to be followed is the same as for out-of-state travel.
- C. [No change.]
- D. [No change.]

### IV. ELIGIBILITY FOR MEALS AND PER DIEM REIMBURSEMENT

- A. [No change.]
- B. Meal Allowance

Allowances for individual meals will be based on the following:

  - 1. [No change.]
  - 2. [No change.]
    - a. [No change.]
    - b. [No change.]
    - c. A traveling judge of the Court of Appeals is away from his designated post of duty and in travel status for a period of ten or more hours.
  - 3. [No change.]

- 4. [No change.]
- C. [No change.]
- D. [No change.]
- E. [No change.]

**VI. REIMBURSEMENT SCHEDULE**

- A. [No change.]
  - 1. [No change.]
  - 2. If the Court governing authority determines that a situation exists which makes compliance with the above maximums impractical, actual lodging costs may be approved for reimbursement even if the above maximums are exceeded. Such exceptions require approval in advance by the Governor or his designee.

[All remaining paragraphs remain unchanged.]