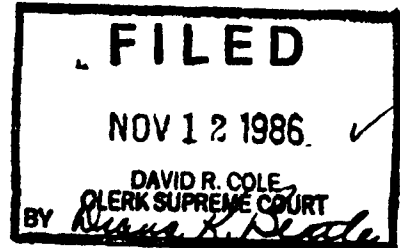


IN THE SUPREME COURT OF THE STATE OF ARIZONA



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

ADMINISTRATIVE
ORDER NO. 86-12

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 and as amended by Administrative Orders 85-27 and 85-28 is further amended as set forth in the attachment hereto, effective November 12th, 1986.

DATED this 12th day of November, 1986.

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. [No change]
- D. [No change]
- E. [No change]
- F. [No change]
- G. Conference Designated Lodging

The hotel that the conference is being held at or the hotel(s) specified in the conference brochure. Accommodations at alternate hotels in the immediate vicinity of the conference may be considered as conference designated lodging when no vacancies exist at the recommended hotel(s).

IV. ELIGIBILITY FOR MEALS AND PER DIEM REIMBURSEMENT

- A. [No change]
- B. Meal Allowance
 - 1. [No change]
 - 2. Lunch - Luncheon expenses are not reimbursable unless:
 - a. A traveler leaves for overnight travel prior to 11:00 a.m. or returns from overnight travel after 2:00 p.m.
 - a. A traveler is in travel status for a period of 6 hours or more and travel commences on or before 11:00 a.m. and ends at or after 2:00 p.m. and the travel destination is 35 miles or more from his residence and post of duty.
 - 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. [No change]

TRAVEL LODGING COST INDEX

See attached Travel Lodging Cost Index table.

The maximum rates for cities included in the Lodging Cost Index include tax and apply only to lodging within city limits with the exception of the following:

| | |
|--------------------------|--|
| <u>Atlanta, GA</u> | includes <u>Marietta, GA</u> |
| <u>Boston, MA</u> | includes <u>Cambridge, MA</u> |
| <u>Chicago, IL</u> | includes <u>O'Hare International Airport and Oakbrook, IL</u> |
| <u>Dallas, TX</u> | includes <u>Ft. Worth, and Irving, TX</u> |
| <u>Denver, CO</u> | includes <u>Englewood, CO</u> |
| <u>Detroit, MI</u> | includes <u>Dearborn and Troy, MI</u> |
| <u>Kansas City, MO</u> | includes <u>Kansas City and Leavenworth, KS</u> |
| <u>Little Rock, AR</u> | includes <u>Jacksonville and No. Little Rock, AR</u> |
| <u>Los Angeles, CA</u> | includes <u>Burbank, Long Beach, Pasadena and Anaheim, CA</u> |
| <u>Minneapolis, MN</u> | includes <u>Bloomington and St. Paul, MN</u> |
| <u>New York City, NY</u> | includes <u>Stanford, CT</u> |
| <u>Norfolk, VA</u> | includes <u>Portsmouth, VA</u> |
| <u>Philadelphia, PA</u> | includes <u>Camden, NJ</u> |
| <u>Phoenix, AZ</u> | includes <u>Scottsdale and Tempe, AZ</u> |
| <u>Raleigh, NC</u> | includes <u>Durham, NC</u> |
| <u>San Francisco, CA</u> | includes <u>Berkely, Burlingame, Daly City, Oakland, San Mateo and South San Francisco, CA</u> |
| <u>San Jose, GA</u> | includes <u>Berkley and Oakland, GA</u> |
| <u>Tampa, FL</u> | includes <u>St. Petersburg, FL</u> |
| <u>Washington D.C.</u> | includes <u>Alexandria and Arlington, VA</u> |

Lodging costs incurred in all other suburban areas will be reimbursed up to the maximum of \$40.00 in-state and \$55.00 out-of-state.

The Lodging Cost Index will be updated periodically (at least annually) by the Department of Administration.

NOTE: Flagstaff, AZ., during June, July and August and Yuma, AZ., during January through April shall be reimbursed at a maximum of \$50.00 per night.

B. Per Diem and Incidental Expenses (Including Tax & Tips):

| | <u>Breakfast</u> | <u>Lunch</u> | <u>Dinner</u> | <u>Incidental*</u> | <u>Total</u> |
|--------------|------------------|--------------|---------------|--------------------|--------------|
| In-state | \$4.00 | \$5.00 | \$10.00 | \$1.00 | \$20.00 |
| Out-of-state | \$5.00 | \$6.00 | \$12.00 | \$2.00 | \$25.00 |

*A traveler is eligible for incidental expenses for any period in which he is eligible for reimbursement for three consecutive meals. When an traveler is on travel status out-of-state for 8 nights or more an additional \$1.00 per day incidental expense may be claimed retroactive to the first day of travel.

NOTE: A traveler may claim an additional \$10.00 per diem allowance for Manhattan, New York. Eligibility will be determined by the lodging receipt.

C. [No change]

D. [No Change]

TRAVEL LODGING COST INDEX

| <u>CITIES</u> | <u>MAXIMUM</u> | <u>CITIES</u> | <u>MAXIMUM</u> | <u>CITIES</u> | <u>MAXIMUM</u> |
|-------------------|----------------|-------------------|----------------|-------------------|----------------|
| AKRON, OH | \$ 46.50 | GREAT FALLS, MT | \$ 36.00 | PITTSBURGH, PA | \$ 79.00 |
| ALBANY, GA | 43.00 | HARRISBURG, PA | 69.50 | PITTSFIELD, MA | 42.00 |
| ALBANY, NY | 56.50 | HARTFORD, CT | 65.50 | PORTLAND, ME | 51.00 |
| ALBUQUERQUE, NM | 64.00 | HONOLULU, HI | 99.50 | PORTLAND, OR | 59.00 |
| AMARILLO, TX | 40.00 | HOUSTON, TX | 79.50 | PROVIDENCE, RI | 65.00 |
| ANCHORAGE, AK | 78.50 | HUNTSVILLE, AL | 43.00 | RALEIGH, NC | 56.00 |
| ASHEVILLE, NC | 44.00 | INDIANAPOLIS, IN | 71.00 | RICHMOND, VA | 51.50 |
| ATLANTA, GA | 85.50 | JACKSON, MS | 52.50 | ROANOKE, VA | 43.00 |
| ATLANTIC CITY, NJ | 115.00 | JACKSONVILLE, FL | 47.00 | ROCHESTER, NY | 67.50 |
| AUSTIN, TX | 58.00 | KALAMAZOO, MI | 49.50 | ROCKFORD, IL | 50.50 |
| BALTIMORE, MD | 67.00 | KANSAS CITY, MO | 71.50 | SACRAMENTO, CA | 68.50 |
| BATON ROUGE, LA | 54.50 | LAS VEGAS, NV | 70.00 | SALT LAKE, UT | 58.50 |
| BIRMINGHAM, AL | 54.00 | LEXINGTON, KY | 51.00 | SAN ANTONIO, TX | 59.50 |
| BOISE, ID | 43.00 | LITTLE ROCK, AR | 45.50 | SAN DIEGO, CA | 111.00 |
| BOSTON, MA | 103.50 | LOS ANGELES, CA | 107.00 | SAN FRANCISCO, CA | 96.50 |
| BRIDGEPORT, CT | 64.00 | LOUISVILLE, KY | 55.00 | SAN JOSE, CA | 72.00 |
| BUFFALO, NY | 54.50 | MADISON, WI | 56.00 | SANTA BARBARA, CA | 76.50 |
| BURLINGTON, VT | 47.50 | MANCHESTER, NH | 51.50 | SEATTLE, WA | 69.00 |
| CHARLESTON, SC | 50.00 | MANHATTAN, NY | 150.00 | SIOUX FALLS, SD | 43.00 |
| CHARLESTON, WV | 47.00 | MEMPHIS, TN | 58.00 | SPOKANE, WA | 46.50 |
| CHARLOTTE, NC | 57.00 | MIAMI, FL | 65.00 | SPRINGFIELD, IL | 47.50 |
| CHEYENNE, WY | 37.00 | MILWAUKEE, WI | 61.00 | SPRINGFIELD, MA | 59.00 |
| CHICAGO, IL | 107.50 | MINNEAPOLIS, MN | 68.00 | SPRINGFIELD, MO | 45.00 |
| CINCINNATI, OH | 60.00 | NASHVILLE, TN | 52.50 | ST. LOUIS, MO | 68.00 |
| CLEVELAND, OH | 75.00 | NEW HAVEN, CT | 66.50 | SYRACUSE, NY | 60.00 |
| COLUMBUS, OH | 63.50 | NEW ORLEANS, LA | 76.00 | TAMPA, FL | 60.50 |
| DALLAS, TX | 89.00 | NEW YORK, NY | 95.50 | TOLEDO, OH | 50.00 |
| DAYTON, OH | 59.00 | NEWARK, NJ | 84.50 | TUCSON, AZ | 58.50 |
| DENVER, CO | 81.50 | NORFOLK, VA | 57.00 | WASHINGTON, DC | 125.50 |
| DES MOINES, IA | 50.50 | OKLAHOMA CITY, OK | 40.50 | WICHITA, KS | 55.00 |
| DETROIT, MI | 89.00 | OMAHA, NE | 50.00 | WILMINGTON, DE | 70.00 |
| EL PASO, TX | 51.00 | ORLANDO, FL | 62.00 | WORCESTER, MA | 52.00 |
| FORT WAYNE, IN | 53.00 | PHILADELPHIA, PA | 81.50 | YORK, PA | 46.00 |
| FRESNO, CA | 54.50 | PHOENIX, AZ | 60.00 | | |