From: Roxanne McKagan [mailto:roxanne.mckagan@mdcourts.gov]
Sent: Friday, August 15, 2014 5:22 PM
Subject: State Joint Travel Regulations - Amendment

All:

The State Joint Travel Regulations were recently amended, effective August 1.

The changes include: -tips associated with taxi or van fares are reimbursable up to 15 percent with receipt,

−out-of-state and out-of-country definitions were amended,

−Standard Daily Meal Allowance is used throughout the Policy to refer to the total of all daily meal allowances.

Changes also were also made to the Judicial Branch Expense Account Form, which we hope will reduce mistakes and make it easier to complete.

The changes include: −a box for overnight lodgings to be checked if an individual spent the night at a hotel but is not seeking reimbursement,

-the receipt requirement for bus and metro has been removed,
-the individual meal allowances for breakfast, lunch and dinner have been replaced with a Standard Daily Meal Allowance. This Standard Daily Meal Allowance is used in conjunction with the rules for 75 percent or 100 percent reimbursement.
- clarification of travel status start and end times.

We also developed Frequently Asked Questions relating to the Travel Policy. Hopefully, these will answer some of your questions and make it easier for you to complete the Judicial Branch Expense Account Form. The FAQs are attached for your information. We encourage you to read them.

It is very important that you follow the Travel Policy when completing your Judicial Branch Expense Account Form. This will reduce the errors and insure that reimbursements are made in a timely manner.

The revised Policy, revised Judicial Branch Expense Account Form, Instructions and Template for the Form, and FAQs are attached and are located on the website at http://mdcourts.gov/administration/travel.html. If you have any further questions, please contact me.

Thank you.

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