



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF WASHINGTON

REIMBURSEMENT OF TRAVEL EXPENSES INCURRED BY LAWYER REPRESENTATIVES

Eligible Lawyer Representatives

The Eastern District's Ninth Circuit 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. As such, the Court has determined that reimbursement from the Eastern District's Attorney Admission Fund for travel expenses incurred by appointed Lawyer Representatives in response to these invitations is appropriate.

Reimbursable Travel Expenses

- 1) Actual out-of-pocket transportation expenses including:
 - a) ground transportation from home to airport, airport to conference hotel, return from conference hotel to airport, and return from airport to home (if a personally owned vehicle is used to drive to and from the airport, mileage may be reimbursed at the rate published by the General Services Administration, "GSA");
 - b) the lesser amount between round-trip coach airfare (lowest cost commercial flights) between home and conference location OR mileage between home and conference location, at the rate published by GSA; and
 - c) airport parking fees.
- 2) Actual out-of-pocket lodging costs, inclusive of any additional room charges (e.g. resort, tourism, convention fees), up to 150% of the maximum allowable daily lodging rate for the conference location published by the GSA (if standard per diem rate cannot be obtained); and
- 3) Actual out-of-pocket expenses for meals and incidentals, including taxes and gratuities up to maximum allowable daily meals and incidental expenses ("M&IE") rate for the conference location published by the GSA. (Taxes and tips for meals are included in the M&IE allowance therefore they will not be reimbursed separately from meals.) Travelers must provide itemized receipts for actual meal expenses claimed, regardless of amount. A reasonable tip up to \$5.00 a day to hotel maids, porters, etc. will be reimbursed without a receipt.

When transportation, lodging, or meal costs require a Lawyer Representative to exceed the amounts authorized here, the Lawyer Representative may request an exception from the Clerk of Court by setting forth the circumstances that require additional funding. Exceptional costs may not be reimbursed without authorization received prior to commencement of travel.

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/or

statements are not acceptable.

Non-Reimbursable Travel Expenses

1. Rental vehicles;
2. Entertainment expenses;
3. Alcoholic beverages;
4. Valet parking (unless it is the only parking option);
5. Access fees related to airline clubs and lounges;
6. Airport pre-check services (e.g. PreCheck, CLEAR, etc.);
7. Baggage fees for personal items not related to conference travel (e.g. golf clubs, skis);
8. Expenses for other persons (e.g. family member);
9. Expenses for additional personal travel days;
10. Travel insurance;
11. CLE fees; and
12. Personal automobile expenses and fines for parking traffic violations.

Prudent Traveler Rule

Lawyer representatives claiming reimbursement of travel expenses must exercise the same care when incurring expenses that a prudent (e.g. fiscally responsible) person would if traveling at their own expense. Excess costs, indirect routes, or unnecessary services are not acceptable under this standard. Excess costs and any additional expenses incurred for personal preference or convenience cannot be reimbursed.

Procedure for Requesting Reimbursement of Travel Expenses

1. Within 90 days from the conclusion of travel period, using a form provided by the Clerk of Court, Lawyer Representatives must set forth in writing the nature and amount of each expenditure for which reimbursement is sought.
2. Each expenditure for which reimbursement is being claimed must be supported by a receipt. All receipts must be included with the request for reimbursement. Claimed expenses unsupported by receipts will not be reimbursed.
3. Requests for reimbursement with supporting documentation may be submitted to Finance@waed.uscourts.gov. Include the completed and signed reimbursement form with all applicable receipts.