

# **Minnesota Judicial Branch Policy**

**Policy Source:** Minnesota Judicial Council

**Policy Number:** 205 **Category:** Finance

**Title:** Travel and Reimbursement Policy

**Effective Date:** July 1, 2005

**Revision Date(s):** November 16, 2006

## **Travel and Reimbursement Policy**

### I. POLICY STATEMENT

It is the policy of the Minnesota Judicial Branch to reimburse judges and court employees for authorized travel expenses incurred in the course of official business. This policy applies to all Judicial Branch employees and judges.

### II. IMPLEMENTATION

Implementation of this policy shall be the responsibility of the State Court Administrator, acting as the Judicial Council's agent.

### III. EXECUTIVE LIMITATIONS

In carrying out this implementation authority, the State Court Administrator shall consult with the Judicial Administrators and Directors Advisory Workgroup (JAD).