



## Minnesota Judicial Branch

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<b>Policy Source:</b>	Minnesota Judicial Council
<b>Policy Number:</b>	205.2
<b>Category:</b>	Finance
<b>Title:</b>	New Judge Travel Reimbursement
<b>Effective Date:</b>	July 20, 2007; July 1, 2014; July 1, 2019; July 1, 2021; July 1, 2023; June 1, 2024
<b>Revision Date(s):</b>	August 16, 2007; July 17, 2014; January 17, 2019; August 19, 2021; June 15, 2023; May 16, 2024
<b>Supersedes:</b>	Administrative Policy No. 19, New Judge Travel Reimbursement

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### I. POLICY STATEMENT

It is the policy of the Minnesota Judicial Branch that new judges of the Trial and Appellate Courts be reimbursed for travel expenses from the judge's place of residence to and from the judge's permanent chambers when the following four conditions apply:

- The travel occurs within the two-year period after the judge initially assumes office as a District Court judge, judge of the Court of Appeals, and/or a justice of the Supreme Court;
- The judge resides outside of the county in which the judge is chambered;
- The judge resides more than 35 miles from the chamber's site; and
- The reimbursement is for eligible expenses authorized by this policy and approved by the Chief Justice of the Minnesota Supreme Court, Chief Judge of the Minnesota Court of Appeals or Chief Judges of the District Court.

For any justice of the Supreme Court and for any judge of the Court of Appeals whose permanent place of residence is more than 50 miles from the justice's/judge's permanent chambers in St. Paul, additional reimbursement is authorized by this policy effective July 1, 2023 through June 30, 2025.

This policy is in accordance with M.S. §484.54, subd. 2; M.S. §480.01, subd. 2; and M.S. §480A.02, subd. 7.

### II. REIMBURSEMENT OF ELIGIBLE EXPENSES

A new judge shall be eligible for the expenses outlined in this policy for a two-year period upon assuming office in each separate court – District Court, Court of Appeals, and Supreme Court.

New judges who travel a distance greater than 35 miles from their place of residence to their permanent chambers and reside outside of the county in which they are chambered are eligible for mileage reimbursement at the current Federal IRS reimbursement rate.

New judges who travel a distance greater than 70 miles from their place of residence to their permanent chambers and reside outside of the county in which they are chambered are also eligible for reimbursement of lodging or temporary residences and meals associated with overnight stays. If housing expenses are reimbursed, round trip mileage from the judge's permanent residence to the judge's temporary residence will only be reimbursed a maximum of once per week. Meals at the temporary residence and mileage between the temporary residence and the judge's chambers are not reimbursable. Such expenses must be approved by the Chief Justice of the Minnesota Supreme Court, Chief Judge of the Minnesota Court of Appeals, or Chief Judges of the District Court, depending on budget resources.

In addition, for any justice of the Supreme Court and for any judge of the Court of Appeals whose permanent place of residence is more than 50 miles from the justice's/judge's permanent chambers in St. Paul, the justice/judge shall be reimbursed for the expenses below effective July 1, 2023 through June 30, 2025. These expenses must be approved by the Chief Justice of the Supreme Court for justices and by the Chief Judge of the Minnesota Court of Appeals for any judges in the Court of Appeals:

- Housing expenses of not less than \$1,000 per month. In place of a temporary residence reasonable overnight lodging and meals may be reimbursed; and
- Mileage for travel from the justice's/judge's permanent place of residence to and from the judge's permanent chambers charged at the current Federal IRS reimbursement rate. If housing is reimbursed, round trip mileage from the justice's/judge's permanent residence to the justice's/judge's temporary residence will only be reimbursed a maximum of once per week. Meals at the temporary residence and mileage between the temporary residence and the justice's/judge's chambers are not reimbursable.

### **III. INELIGIBLE EXPENSES**

No reimbursement shall be provided to new judges who travel 35 miles or less from their place of residence to their permanent chambers.

A new judge who is ineligible to receive new judge travel reimbursement according to this policy when initially assuming office, but subsequently relocates outside of the county in which the judge is chambered and more than 35 miles from the chamber's site after assuming office is not eligible for new judge travel reimbursement.

A Supreme Court justice and Court of Appeals judge who is ineligible as of July 1, 2014 to receive travel reimbursement according to this policy, but subsequently relocates more than 50 miles from the chamber's site is not eligible for housing expenses reimbursement or travel reimbursement from the justice's/judge's place of residence to the justice's/judge's permanent chambers.

Retired judges, whether or not they are assigned to serve as a judge of any court, are not eligible for new judge travel reimbursements.

No per diem payments or other expenses are eligible for reimbursement for new judge travel under this policy. This includes (but is not limited to) relocation expenses, costs of permanent residences, airfare, and parking expenses. However, all judges, including new judges and retired judges, may be eligible for travel expenses as authorized in other judge travel policies.

#### **IV. IMPLEMENTATION AUTHORITY**

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

#### **V. EXECUTIVE LIMITATIONS**

None.