



Administrative Policies  
And Procedures  
Tennessee Supreme Court  
Administrative Office of the Courts

Index #: 1.02 Page 1 of 4

Effective Date: February 1,  
2019

Supersedes: 1.02 (05/01/04)  
1.02 (7/01/05)  
1.02(01/15/07)  
1.02(10/01/08)  
1.02 (7/1/09)  
1.02 (5/1/15)

Approved by: Chief Justice Jeffrey S. Bivins and Deborah Taylor Tate, Director  
Subject: Travel Policy and Guidelines for Tennessee State Court Clerks Conference

- I. Authority: T.C.A. §§ 18-1-503 and 18-1-506.
- II. Purpose: To establish policies and guidelines governing in-state travel for attendance at Tennessee State Court Clerks Conference (hereinafter referred to as "Conference") seminars produced by the Administrative Office of the Courts (hereinafter referred to as "AOC").
- III. Application: All circuit court clerks, clerk and masters, criminal court clerks, juvenile court clerks, probate clerks, and elected general sessions court clerks and Associate Members of such offices in the state.
- IV. Definitions:
  - "Full Member" of the Conference: Elected or appointed circuit court clerks, clerk and masters, criminal court clerks, juvenile court clerks, probate clerks, and elected general sessions court clerks in the state.
  - "Associate Member" of the Conference: Deputy clerks of the Full Members' offices.
  - "Associate Seminar": Regional seminar attended by Associate Members of the Conference only. The Associate Seminar is a one day seminar held in each of the three grand divisions of the State.
  - "Full Member Seminar" is a seminar attended by Full Members of the Conference only.

“Grand Division: One of three grand divisions in the State – East, West, and Middle - and the counties within these three grand divisions pursuant to T.C.A. §§ 4-1-201 through 204.

V. Policy: All in-state travel by authorized Full and Associate Members as defined above shall be performed in compliance with the regulations and guidelines of this administrative policy.

VI. Procedures:

A. Regulations

The following regulations govern in-state travel by all Full Members and Associate Members of the Conference authorized to travel to educational seminars or training sessions administered through the AOC pursuant to the provisions of T.C.A. §§ 18-1-503 and 18-1-506.

1. Associate Members, within the statutory limitations pursuant to T.C.A. §18-1-504 as to the number of attendees allowed to attend per classification, shall attend the Associate Seminar held within the grand division in which the Full Member's office is located. In limited circumstances, and at the request of the President of the Conference and with approval of the AOC, Associate Members may attend a Seminar held outside of the Full Member's office's grand division. The attendance in these limited circumstances will be to the Seminar held in a grand division that is the shortest distance from the Full Member's office location.
2. Full Members of the Conference may attend all Full Member Seminars. Full Members may attend the Associate Seminar in their grand division, but will be responsible for all costs of attendance to the Associate Seminar. If a Full Member is a speaker/presenter at an Associate Seminar, his/her attendance costs as a speaker will be reimbursed.
3. Requests for reimbursements are submitted for approval to the following address:

Administrative Office of the Courts  
Fiscal Office  
Nashville City Center, Suite 600  
511 Union Street  
Nashville, TN 37219

4. All requests are reviewed in strict compliance with the following general provisions by the Fiscal Office with approval of the Administrative Director of the Courts.

B. General Provisions

1. No reimbursements will be allowed for pre-approved expenses not listed herein, without original receipts. Claims for reimbursement should be

submitted on the last day of the Seminar but no later than ten (10) calendar days after the travel is completed or expense is incurred. Claims submitted after ten (10) calendar days must include an explanation of the delay. Prior fiscal year (July 1 – June 30) expenses may not be paid if received after the last working day of the fiscal year.

2. Reimbursement forms are available from the AOC and must be submitted for all travel expense claims. All requested information must be provided, title affixed and signed by the claimant and the officially appointed or elected clerk unless otherwise approved by the AOC Director.
3. Expenditures for entertainment or any other social services are personal charges and will not be reimbursed.
4. No incidental charges will be allowed. No phone calls will be reimbursed.
5. No reimbursement will be allowed for meals or social activities when provided as part of a registration/seminar program.
6. No reimbursements will be allowed for travel costs reimbursed by another government entity.
7. No reimbursements for the entertainment, lodging, travel or meals of a person not listed in the Definitions section will be allowed.
8. No reimbursements for alcoholic beverages will be allowed.
9. No reimbursement will be allowed for overnight travel for the night preceding the opening day of a Full Members Seminar unless the claimant must travel beyond a five (5) hour drive from the Full Member's work office location to the seminar location as determined by the AOC and such travel is approved in advance by the AOC. Note, however, that if a rooming block permits, a Full Member may request from the AOC, pre-approval to arrive the day before a seminar begins at his/her own expense.
10. No reimbursement will be allowed for hotel costs, mileage or per diem if the Full Member or Associate Member is employed in the county in which the seminar is being held.
11. Expenses will be reimbursed, however, to those Full Members who are attending business meetings, approved by the AOC to be held prior to the opening remarks for the Full Member Seminar or those members who serve as an officer (President, Secretary or Treasurer of the Conference); or members who the AOC determines are necessary for arrival several hours prior to opening remarks and budget allows for reimbursement.

### C. Specific Provisions

#### 1. Lodging:

Full Members Seminars: Full Members can request a single occupancy room and lodging expenses will be paid at the approved single occupancy room rate or approved conference room rate.

Associate Members Seminars: No lodging cost reimbursements will be allowed for Associate Members to attend the Associate Members Seminars.

2. Transportation: The rate for transportation reimbursement in personal vehicles is per the judicial reimbursement policy unless, due to budgetary constraints, a lower rate is determined necessary.

Associate Members shall car pool as much as possible and only the driver will be reimbursed for mileage to the Associate Members Seminar.

Air fare is only allowed in special circumstances with prior approval of the AOC. Reimbursement for air fare, if approved, will be the lesser of the air fare cost and the mileage reimbursement and will only be reimbursed if the receipt is submitted. No reimbursement will be allowed for travel costs reimbursed by another government entity.

3. Meals and Incidentals: Reimbursement of in-state meal and incidental expenses during overnight travel will be paid according to the approved per diem rate according to the CONUS rates for Tennessee or per the judicial reimbursement policy unless it is determined that less must be awarded due to budget restraints. Reimbursement for per diem will not be provided for arriving a day early if lodging expenses are not being reimbursed. Meals and incidentals will not be reimbursed for Associate Members to attend Associate Members Seminars unless prior approval to attend and pay reimbursement for expenses is given per paragraph VI (A) (1) above.