



Federal Judges Association

2023 Board of Directors Meeting

April 12 - 14, 2023 • The Brown Palace Hotel and Spa • Denver, CO

Guidelines for Travel Reimbursement**

To obtain reimbursement for all appropriate FJA travel-related expenses, please complete the attached travel reimbursement form and send it with copies of receipts to:

Via Email.....Julianne Clarke, Member Services Manager

fja@federaljudgesassoc.org

Via Mail.....Julianne Clarke

Federal Judges Association
1300 Piccard Drive, Suite LL 14
Rockville, MD 20850

Reimbursement checks will be mailed to you at your Court address unless a different address is provided.

Approved expenses include:

- Round-trip, coach air or train fare, baggage fees.
- Mileage from use of personal automobile (at 65.5 cents/mile).
- Daily parking fees, including airport parking.
- Taxi fare, commuter transit fare, tolls.
- Reasonable cost of meals.
- Gratuities and tips.
- The Brown Palace Hotel room and tax will go on
- FJA will provide hotel accommodations for two nights.

Expenses not covered include alcoholic beverages and any item of a purely personal nature (e.g., in-room movies, dry cleaning, etc.).

Regarding airfare, if significant savings to the FJA would result, you should select a nonrefundable ticket when circumstances permit, using the same judgment as when making your personal travel arrangements. In case of an unforeseen and urgent need to cancel or change the flight, you would still be eligible for reimbursement.

If you have any questions, please feel free to contact Julianne Clarke at fja@federaljudgesassoc.org or (240) 760-2461.

Thank you.

Travel Reimbursement Form

Full Name

Court

Address

City

State

ZIP

Phone

Email

Function

Dates of travel

Please provide receipts for the following:

Airfare.....\$

Train.....\$

Personal vehicle travel.....miles @ 65.5 cents per mile \$

Parking expenses.....\$

Ground transportation.....\$

Meals.....\$

Other.....\$

Total expenses claimed.....\$

Signature

Date

Check made payable to (include address if different from above)

** Requests for reimbursement must be received in the FJA office within 30 days to qualify for reimbursement.