

TRAVEL GUIDELINES FOR COURT-APPOINTED COUNSEL IN THE COURT OF APPEAL

(Issued by JCC in 2010. Updated by ADI in June 2017)

These travel guidelines and policies are applicable to counsel appointed by the Courts of Appeal to non-capital cases. Court-appointed counsel should base all travel decisions on the least costly method. Counsel should retain receipts for travel expenses.

1. Time – For overnight travel, panel attorneys should provide the date of the travel, including the departure and return times.

2. Location – State the purpose of the trip and the place where the expenses were incurred.

3. Lodging – Panel attorneys are expected to seek the most reasonable lodging and to use a free hotel shuttle when available. Reimbursement is actual costs up to a maximum, which depends on location of travel. The maximum amounts are adjusted periodically. Current allowances are published in a separate [chart](#).

4. Meals – Meals will be reimbursed only for overnight trips. Reimbursement is actual costs up to a maximum. The maximum amounts are adjusted periodically. Current allowances are published in a separate [chart](#).

5. Transportation – Transportation costs will be reimbursed only for the least costly and most efficient mode of travel, taking account of expenses and attorney time. For example, if a panel attorney chooses to drive to the destination but it is less expensive to fly, the attorney will be reimbursed only for the cost of flying. The attorney may provide the project with a MapQuest printout or other document showing the mileage from departure to destination and a copy of an airfare estimate.

Personal vehicle: An attorney who drives should provide the mileage.

- The mileage rate for court-appointed counsel is adjusted periodically. Current allowances are published in a separate [chart](#).
- Travel to visit a client in prison, if the round trip is over 50 miles, must be pre-authorized by the appellate project director or assistant director.

Taxi: Use of a taxi will not be reimbursed, unless it is shared and the cost is less than a shuttle. If the panel attorney does use a taxi, the attorney will be reimbursed for only the least expensive form of travel.

Rental car: Use of a rental car that costs more than available public transportation is not reimbursable unless unavoidable and must be pre-approved by the project director or assistant project director. Reimbursement generally is for round-trip mileage only, at the current rate.

6. Carfares and Parking – Carfare and parking expenses should be kept to a minimum.

- When traveling to and from an airport, a shuttle or other form of public transportation should be used if feasible and more economical than driving, considering mileage and parking.
- Parking is reimbursed for the least costly option. At an airport, the attorney must use the least expensive long-term parking lot. Valet parking is not reimbursable.

7. Traveling from Out of State– The attorney should calculate, and the project should verify, the least expensive mode of travel. The attorney will be reimbursed for round-trip travel between the California border and the California destination.

- For those driving, reimbursement is for mileage between the border and the destination.
- For those traveling by train or air, reimbursement is for the cost by such a mode of travel from a border point of entry into California. (Sometimes the cheapest mode of travel may be a direct flight. This cost is allowable if it is less expensive than travel from the border to the destination.)

