



KENTUCKY COURT OF JUSTICE POLICY

REIMBURSEMENT FOR JUSTICES' & JUDGES' ADMINISTRATIVE EXPENSES

Justices and judges may be reimbursed for expenses that are considered necessary for conducting Kentucky Court of Justice business.

A justice or judge may be reimbursed no more than \$1,200 each fiscal year, which begins July 1 and ends June 30, for the following:

- Cell & Data Plan (up to \$50 per month). Invoice summary sheet must be submitted.
- Home broadband or wireless connection (up to \$25 per month). Invoice summary sheet must be submitted.
- Home fax line (up to \$10 per month). Invoice summary sheet must be submitted.
- Business cards.
- Authorized out-of-state travel expenses.
- Kentucky Bar Association membership or section dues. Late fees, Foundation payment, and credit card processing fees will not be reimbursed.
- American Bar Association membership or section dues.
- Judge's professional associations.
- Local bar association dues.
- Other necessary business expenses for the judge's office, upon approval of the AOC Director.
- Necessary business expenses for the operation of Specialty Court programs, upon approval of the AOC Director.

A receipt of payment or invoice issued by the supplier or service provider must be submitted along with a completed AOC Travel Voucher. A legible digital image of the original receipt or invoice is also allowed.

In no event will reimbursement be made for purchase of cash equivalents (i.e. gift cards), equipment, food or beverages for KCOJ elected officials or employees, donations, parties for KCOJ elected officials or employees (i.e. retirement receptions), holiday cards, holiday decorations, kitchen appliances, paper products, utensils or dishes for use of KCOJ elected officials or employees, or special awards for KCOJ elected officials or employees (i.e. retirement, services, recognition).

Reimbursement requests must be submitted to the Division of Accounting at the Administrative Office of the Courts no later than 90 days after payment of administrative expenses.

All requests will be audited and reconciled for accuracy and compliance with this policy.