

June 12, 2020

Justices, Judges, Circuit Court Clerks and Kentucky Court of Justice Personnel:

## **60-day deadline for travel vouchers temporarily waived due to COVID-19 disruptions**

### **Judges Administrative Expense Policy revised to allow additional expenses**

#### **Update on Travel Vouchers**

Due to Covid-19, travel vouchers submitted more than 60 days after the expenses were occurred will be approved under an exception for those who were unable to submit them when the court system was closed to in-person services.

The AOC Division of Accounting Services is directed to deny travel vouchers submitted more than 60 days after the expenses were incurred under Section 7.01(4) of the [Kentucky Court of Justice Travel Regulations](#). However, Section 1.01(3) allows the AOC Director to approve exceptions that are in the the best interests of the KCOJ.

For travel vouchers that would have met the 60-day deadline if submitted between March 6-June 30, 2020, the AOC Director will authorize an exception to the 60-day rule if they are submitted before July 1, 2020. If your travel expenses have already been denied but now qualify for this exception, please submit the previously denied expenses to [AOCTravel@kycourts.net](mailto:AOCTravel@kycourts.net) on a new travel voucher.

Beginning July 1, 2020, exceptions to the 60-day rule will no longer be made. To ensure that travel vouchers are submitted well within the 60-day time period, the best practice is to send them monthly to [AOCTravel@kycourts.net](mailto:AOCTravel@kycourts.net).

#### **Amendment to Judges Administrative Expense Policy**

The [Judges Administrative Expense Policy](#) has been amended to allow judges to be reimbursed for necessary business expenses related to their office (such as a Zoom license) and the operation of Specialty Court programs (such as incentives for participants), upon approval from the AOC Director.

In no event will reimbursement be made for:

- Gift cards
- Donations
- Holiday cards and decorations
- Equipment
- Kitchen appliances, paper products, utensils or dishes
- Food and beverages for KCOJ elected officials or employees
- Parties and special awards (for retirements, years of service, etc.) for KCOJ elected officials or employees

If you have any questions, please send them to Jenny Lafferty, AOC Director of Finance & Administration, at [jennylafferty@kycourts.net](mailto:jennylafferty@kycourts.net). Thank you.



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