

Supreme Court of Kentucky

2025-17

ORDER

IN RE: Amendments to Section 4.03 of the Rules of Administrative Procedure, AP Part VII, Financial Services

Under Sections 110(5)(b) and 116 of the Constitution of Kentucky, it is ORDERED that Section 4.03 of the Rules of Administrative Procedure, AP Part VII, Financial Services, is deleted in its entirety and replaced as follows:

4.03 Administrative Expenses of Justices and Judges

(A) Authorized Administrative Expenses

- (1) Each justice and judge may be reimbursed up to \$1,200 each fiscal year for expenses considered necessary for conducting KCOJ business. A fiscal year begins July 1 and ends June 30.
- (2) The following items are eligible for reimbursement:
 - (a) Cell Phone Service, up to \$50 per month;
 - (b) Home internet service, up to \$25 per month;
 - (c) Home fax line service, up to \$10 per month;
 - (d) Mandatory KBA dues or additional section dues, but excluding any late fees, contributions to the Kentucky Bar Foundation, or credit card processing fees;
 - (e) American Bar Association membership or section dues;
 - (f) Judge's professional associations;
 - (g) Local bar association dues;
 - (h) Dry cleaning or tailoring expenses for robes;
 - (i) Non-standard robes;
 - (j) Registration fees for the KBA Annual Convention;
 - (k) Registration fees for the annual Kentucky Justice Association Annual Convention;
 - (l) Notary expenses for up to one employee per judge's office;

- (m) Other necessary business expenses for the judge's office, upon approval of the AOC Director or designee;
 - (n) Necessary business expenses for the operation of Specialty Court programs, upon approval of the AOC Director or designee; and
 - (o) Travel expenses which are not necessary for KCOJ official business, but which aid a judge in his or her professional development, including:
 - (i) Authorized out-of-state travel expenses;
 - (ii) In-state travel expenses for the KBA Annual Convention;
 - (iii) In-state travel expenses for the annual Kentucky Justice Association Annual Convention; and
 - (iv) Any other in-state travel expenses, upon approval of the AOC Director or designee.
 - (p) Stationary note cards, up to \$200 per fiscal year.
- (3) The following items are not eligible for reimbursement:
- (a) Cash equivalents including gift cards;
 - (b) Equipment or furniture valued at \$300 or more;
 - (c) Food or beverages purchased for KCOJ officials or employees;
 - (d) Donations;
 - (e) Parties for KCOJ officials or employees;
 - (f) Holiday cards or decorations;
 - (g) Kitchen appliances, paper products, utensils, or dishes for use of KCOJ elected officials or employees; or
 - (h) Special awards for KCOJ officials or employees (i.e. retirement, services, recognition).

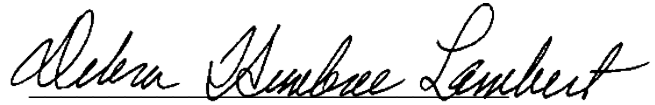
(B) Procedure for Reimbursement

- (1) Except requests for reimbursement pursuant to Section 4.03(B)(2)(p) which must be made using an AOC Travel Voucher Form (AOC T-1), all requests for reimbursement under Section 4.03 must be submitted to the AOC Division of Accounting Services on a Reimbursement Form (AOC-ACCT-3) and include an invoice, statement, or proof of payment.
- (2) Reimbursement requests must be submitted no later than 90 days after payment is made for the supplies or services.

- (a) If proof of payment is not provided, the due date listed on the invoice or statement must be used to calculate the 90-day timeframe.
- (b) If a due date is not included, the invoice or statement date must be used.
- (3) All requests are reviewed and reconciled for accuracy and compliance with Section 4.03.

All sitting; all concur.

Entered this 13th day of May 2025.


CHIEF JUSTICE