

**DOUGLAS COUNTY JUVENILE COURT  
ATTORNEY TRAVEL POLICY**

1. After getting approval from the assigned judge, please contact the Court Administrator at least three weeks prior to the travel date to discuss the eligibility of reimbursements for travel related expenses.
2. **Lodging Costs.** Only lodging expenses with receipts will be reimbursed. Lodging must fall within the U.S. General Services Administration (“GSA”) amount for the given locality.
3. **Food Costs.** The traveling person has the option to either claim a per diem amount that varies according to the costs of the travel location per GSA guidelines or shall submit itemized receipts not to exceed three (3) meals per day. The chosen option must cover the entire travel period.
4. **Airfare.** The attorney shall be reimbursed for the costs of reasonable airfare.
5. **Taxi, Airport Limousines, Shuttle Buses, Parking, Tolls.** Such expenses are reimbursable and receipts are required (parking meters excepted). Taxi fares, including gratuities not to exceed 20% are allowable with receipts.
6. **Rental Vehicle.** Anyone requesting the use of a rental vehicle must demonstrate that it is a reasonable cost alternative to the forms of transportation listed above.
7. **Mileage.** Personal vehicle mileage will be reimbursed based on the most current mileage rate established by the State of Nebraska Department of Administrative Services.
8. **Time spent at the out-of-state location.** Attorneys shall be reimbursed for a maximum of eight (8) billable hours per day only for the time actually spent on the case, unless good cause is shown.
9. **Non-reimbursable expenses,** include but are not limited to the following:
  - a) Alcohol
  - b) Car repair
  - c) Credit card interest charges
  - d) Fees for upgrades of air, hotel, or auto
  - e) Laundry
  - f) Traffic citations
  - g) Spouse/guest expenses
10. **Preparation of Travel Expense.** All travel expense reimbursement claims must be documented and submitted to the Court Administrator. The attorney must attach all supporting documentation, such as receipts and invoices as stated above for all travel related expense items for which reimbursement is being sought. Travel

expense reimbursement claims and requests for attorney fees shall be accompanied by a motion.

**To Determine the Per Diem for a Particular Destination:** Please visit the GSA website: <http://www.gsa.gov>