

COURT EDUCATION DIVISION
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FOR QUESTIONS ABOUT
COURT EDUCATION TRUST FUND PROGRAMS

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A FULL LIST OF COURT EDUCATION DIVISION STAFF
IS LOCATED ON THE COURTS INTRANET AT:
https://intranet.flcourts.org/osca/Judicial_Education/staff.shtml



COURT EDUCATION DIVISION

OFFICE OF THE STATE COURTS ADMINISTRATOR
SUPREME COURT BUILDING
500 SOUTH DUVAL STREET
TALLAHASSEE, FLORIDA 32399-1900

GUIDELINES FOR
TRAVEL EXPENDITURES
FROM THE
COURT EDUCATION
TRUST FUND



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COURT EDUCATION TRUST FUND

25.384 FLORIDA STATUTES
COURT EDUCATION TRUST FUND.

(1) There is created a Court Education Trust Fund to be administered by the Supreme Court through the Florida Court Educational Council.

(2)(a) The trust fund moneys shall be used to provide education and training for judges and other court personnel as defined and determined by the Florida Court Educational Council.

(b) The Supreme Court, through its Florida Court Educational Council, shall adopt a comprehensive plan for the operation of the trust fund and the expenditure of the moneys deposited in the trust fund. The plan shall provide for travel, per diem, tuition, educational materials, and other related costs incurred for educational programs, in and out of state, which will be of benefit to the judiciary of the state.

(3) The trust fund shall be funded with moneys generated from fees assessed pursuant to ss. 28.241(1) and 28.2401(3).

(4) The Supreme Court, through the Florida Court Educational Council, shall submit a report each year, on October 1, to the President of the Senate and the Speaker of the House of Representatives, which report shall include the total number of judges and other court personnel attending each training or educational program, the educational program attended and the location of the program, and the costs incurred. In addition, the report shall identify the judges and other court personnel attending out-of-state programs and the costs associated with such programs. The report shall also show the total dollars deposited in the fund for the fiscal year and the balance at the end of the fiscal year.

Funding for Court Education Division programs is provided through the Florida Court Education Trust Fund. The expenditure of trust fund monies is governed by policies and procedures developed by the Florida Court Education Council (FCEC) and adopted by the Florida Supreme Court. Staff support to the FCEC is provided by the Office of the State Courts Administrator (OSCA), Court Education Division. Travel expenses are reimbursed according to the provisions of Chapter 112.061, and FCEC policies. Vouchers are pre-audited by the Office of State Courts Administrator then submitted to the office of the Chief Financial Officer for final audit and payment.

STANDARD PROGRAMS
FUNDED BY THE
COURT EDUCATION TRUST FUND

- Florida Judicial College, Phases I & II (FJC) aka, New Judges' Colleges
- Annual Education Program of the Florida Conference of County Court Judges aka, County Judges' Conference
- Annual Education Program of the Florida Conference of Circuit Judges aka, Circuit Judges' Conference
- Annual Education Program of the Florida Conference of District Court of Appeal Judges aka, Appellate Judges' Conference
- College of Advanced Judicial Studies (AJS)
- Faculty Training Course
- AJS Faculty Planning Program
- FJC Faculty Planning Program
- Trial Court Administrators' Education Program
- DUI Traffic Adjudication Lab
- Chief Judges' and Trial Court Administrators' Education Program

THE LIST ABOVE CONTAINS ONLY A FEW OF THE PROGRAMS SPONSORED BY THE COURT EDUCATION TRUST FUND. A CALENDAR OF UPCOMING PROGRAMS IS AVAILABLE ON THE COURT EDUCATION DIVISION'S INTRANET PAGE WHICH IS UPDATED REGULARLY:

https://intranet.flcourts.org/osca/Judicial_Education/je_calendar.shtml



GUIDELINES FOR TRAVEL EXPENDITURES FROM THE COURT EDUCATION TRUST FUND (CETF)

AIRFARE:

- Airfare will only be reimbursed if travel is more than three hours (roughly 200 miles) one-way from the program site.
- No commercial air carrier is currently contracting with the State. When booking your flight, always request coach class, roundtrip; upgrades cannot be reimbursed. (Most non-refundable tickets can be used toward another trip within one year of purchase.) When making air travel reservations, consult the airlines regarding cancellation policies and penalties. The Chief Financial Officer has informed us that change penalties can be reimbursed only if the scheduling change or cancellation is a professional necessity; you will not be reimbursed for penalty charges if you change your reservations for personal reasons.
- A traveler on a private aircraft shall be reimbursed for actual charges for the fare portion for such transportation up to the cost of a coach class commercial airline ticket.
- Remember that original receipts are required for reimbursement.

RENTAL CAR:

- When a car is rented as the primary mode of transportation, you may be reimbursed for rental charges up to \$26.50 (Compact Car), plus daily fees and taxes, consistent with your travel times, IF rental car charges do not exceed the cost of air travel. AVIS holds the current contract. Please reference AWD #A113400 to obtain the State Contract rate.
- Justification must be provided for use of a non-contract rental car (or one having a lower net rate) when contract carriers are available. Additionally, justification must be provided for use of a rental car larger than a Compact car. Travelers will not be reimbursed for use of a car larger than the Compact class on the rental car contract because of the size or stature of the individual unless the requirements of the ADA are met.
- The State Contract with Avis Rent-A-Car provides that all rental cars must be refueled prior to return. To obtain reimbursement for fuel purchased for rental cars provided by Avis, it will be necessary to retain and submit receipts for fuel purchases with your travel voucher.
- If you live within 50 miles of the Program site, you cannot be reimbursed for rental car charges.
- Mileage will not be reimbursed if rental car is used for transportation.
- The following charges are not covered under contract rental rates and are not reimbursable.
 - ♦ Avis is now a Smoke-Free Fleet The Avis rental is now 100% smoke free. A sticker has been placed on every vehicle to remind all renters that smoking is prohibited in every vehicle. Renters will be assessed a cleaning fee of up to \$250 if the vehicle is returned and it smells of smoke.
 - ♦ Highway Toll Administration (HTA) or e-Tolls.
 - ♦ Global Positioning (GPS) Devices.
 - ♦ Lock-Out Service.

GROUND TRANSPORTATION

The Court Education Division determines the most economical method of ground transportation from the airport to the program site for all of its programs. Information on the reimbursable methods of ground transportation is posted on the Program Calendar intranet page located at:

https://intranet.flcourts.org/osca/Judicial_Education/

PARKING:

- The Court Education Division negotiates hotel rates inclusive of parking, per FCEC travel policies. The FCEC must pre-approve any exceptions to this policy.
- Parking fees are reimbursable only when complimentary parking is unavailable.
- Valet parking will not be reimbursed when complimentary or self-parking is available.



LODGING:

- Limited to \$135 per night, inclusive of all taxes and surcharges and self-parking.
- Reimbursement for lodging will be consistent with the educational programs schedule. Reimbursements for any additional nights of lodging to accommodate travel times will be subject to the following FCEC Travel Policy:

If the program ends at 4:00 p.m. or after, traveler is not required to return home when driving time exceeds 150 miles or estimated return time is after 9:00 p.m., when driving, or 10:00 p.m. when flying, with prior approval. Submit requests in writing to the Court Education Division of the Office of State Courts Administrator. Faculty travelers' requests will be reviewed by the dean of the college or the FCEC chair. Student travelers' requests will be reviewed by the FCEC chair

- State Travel policy will not permit us to pay for your lodging expenses if your home or headquarters (whichever is less) is 50 miles or less from program site city, using the Official DOT map mileage.

MEALS:

- The State will reimburse up to \$36 per day, based on travel times, minus meals that are provided at the program. Please note that the Florida Legislature has determined that those individuals who travel in and out on the same day cannot be reimbursed for the cost of any meals.

Breakfast: \$6.00

When travel begins before 6 a.m. & extends beyond 8 a.m.

Lunch: \$11.00

When travel begins before 12 Noon & extends beyond 2 p.m.

Dinner: \$19.00

When travel begins before 6 p.m. & extends beyond 8 p.m.

- When a meal is included in a registration fee, the meal allowance must be deducted from the reimbursement claim, even if the traveler decides for personal reasons not to eat the meal. A continental breakfast is considered a meal and must be deducted if included in a registration fee.

MILEAGE:

If you drive your personal car, you may be reimbursed for mileage WHEN mileage charges (including any additional meal and lodging charges) do not exceed the cost of air travel. Mileage reimbursement will be at the rate of 44.5 cents per mile, between your headquarters or residence (whichever is less), using the Official DOT Map Mileage, and the program site city. Additional vicinity mileage incurred in route to and from the program site is reimbursable. Personal vicinity mileage incurred in the program site city, will not be reimbursed. Please refer to the DOT website for the official map mileage:

<http://www2.dot.state.fl.us/CityToCityMileage/viewer.html>

PORTAGE:

Reimbursement for portage shall not exceed \$1 per bag not to exceed \$5 per incident. The number of bags must be included on the voucher.

TELEPHONE CALLS:

Only calls directly related to the performance of the educational program may be reimbursed.

INTERNET ACCESS:

Internet access will not be reimbursed by the Court Education Trust Fund. If internet access is needed for State business, it may be reimbursed by your circuit's expense funds and will require approval from your Trial Court Administrator by way of his/her signature on your travel voucher.

ATTENDANCE:

Failure to attend all educational sessions may result in denial of all reimbursement, unless the failure to attend is due to a personal or family medical emergency or a professional necessity. If a personal emergency or professional necessity prevents attendance at any session during a program, an explanation must be included on the travel reimbursement voucher, and in some cases (AJS/FJC/HCC), a waiver must be obtained from the Dean of the College or the Chief Justice.

VOUCHERS:

- Please submit your reimbursement request with original receipts within 60 days using the current travel voucher form located on the Florida Courts Intranet.

The interactive PDF version is located at:

<https://intranet.flcourts.org/osca/asd/finance&accounting/0607travelFORM.pdf>

The Excel version is located at:

<https://intranet.flcourts.org/osca/asd/finance&accounting/0607travelFORM.xls>

- **ALL VOUCHERS MUST FIRST BE SUBMITTED THROUGH YOUR TRIAL COURT ADMINISTRATOR'S OFFICE.** Vouchers for travel funded through the Court Education Trust Fund should be mailed to:

Court Education Division
Office of the State Courts Administrator
500 South Duval Street
Tallahassee, Florida 32399-1900

The Guidelines in this brochure outline only the basic reimbursement limitations in accordance with Chapter 112.061 and Florida Court Education Council travel policies. The Court Education Division prepares program specific travel reimbursement information for all programs funded by the CETF. **Please consult the Judicial Branch Education Calendar intranet page for the actual reimbursement guidelines for each CETF program.**

https://intranet.flcourts.org/osca/Judicial_Education/jc_calendar.shtml