

SUPERIOR COURT JUDGES' ASSOCIATION

Request for Reimbursement of Expenses

Purpose of Expenditure: Meeting Other Date _____

THIS FORM IS TO BE USED ONLY FOR EXPENSES NOT REIMBURSED FROM OTHER SOURCES

Date of Meeting: _____ / _____ / _____
 Month Day Year

Location of Meeting: _____
Name of Committee: _____
Other (Explain): _____

Mail to:
Allison Lee Muller
allison.leemuller@courts.wa.gov
AOC
PO Box 41170
Olympia, WA 98504-1170

RECEIPTS FOR PAID EXPENSES MUST ACCOMPANY THIS VOUCHER.	
Do not include expenses incurred by non-judicial spouse, or child or guest.	
Item and Description	Amount
I. COMMITTEE MEETING EXPENSES	
Transportation	
Airfare (<i>coach</i>) _____ (1)	\$ _____
Ground To and From Terminals (<i>taxi, limousine, etc.</i>) _____ (2)	\$ _____
Auto: Miles _____ at \$.625 = \$ _____ Parking = \$ _____ Toll = \$ _____ (3)	\$ _____
Other (<i>rental car, etc.</i>): Explain: _____ _____ (4)	\$ _____
Lodging, meals, gratuities and incidentals: _____ _____	
TOTAL COMMITTEE/MEETING EXPENSES (<i>Total Lines 1-5</i>) (5)	\$ _____
II. NON-COMMITTEE/MEETING EXPENSES (<i>telephone, postage, etc.</i>)	
Explain: _____ _____ (6)	\$ _____
TOTAL REIMBURSEMENT REQUESTED (<i>Total Lines 5 & 6</i>)	\$ _____

Make Reimbursement Check Payable to:
Name: _____
Court Address: _____
due to GR 31.1

Signature: _____

FOR STAFF USE ONLY

Staff approval, if needed: Amount \$ _____
Signature: _____
Treasurer's Action: Amount Paid \$ _____
Check #: _____ Date: _____
Signature: _____

SUPERIOR COURT JUDGES' ASSOCIATION MEAL AND MILEAGE REIMBURSEMENT RATES

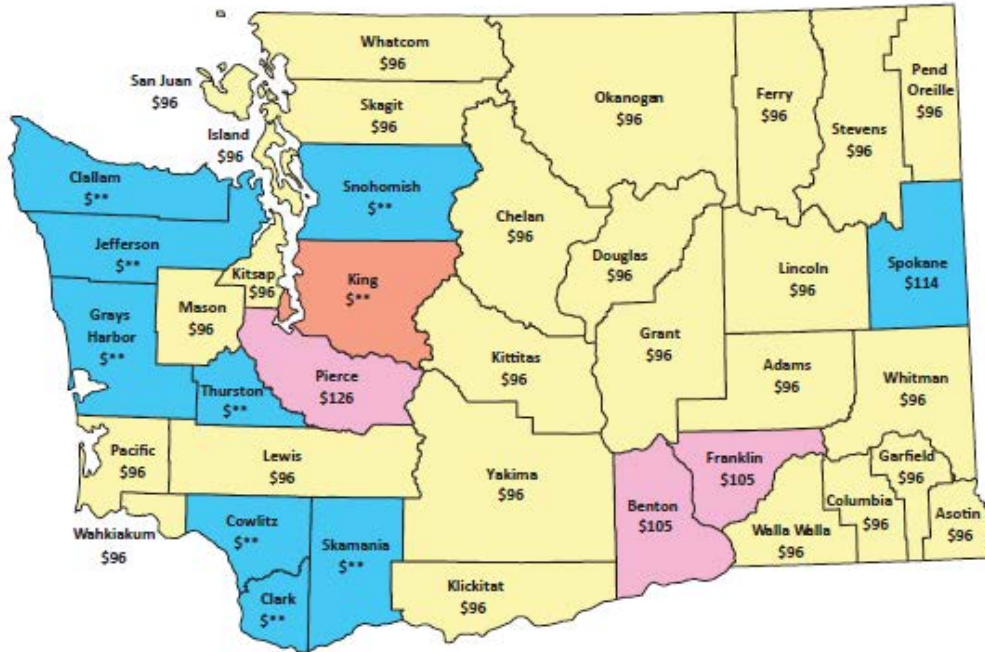
Private Vehicle Mileage Reimbursement Rate: **\$.585/mile**

Note: *The private vehicle mileage reimbursement rate is also the rate used to reimburse you for use of your privately-owned or rented boat (reimbursed at nautical miles).*

Privately Owned or Rented Aircraft Mileage Reimbursement Rate: **\$ 1.515/statute mile as shown on airway charts**

Privately Owned Motorcycle: **\$.565/mile**

Per Diem Rates - As of October 1, 2021



Meal Rates			
TOTAL	B	L	D
\$59	\$15	\$18	\$26
\$69	\$17	\$21	\$31
\$74	\$19	\$22	\$33
\$79	\$20	\$24	\$35

\$ Maximum Lodging Rate		
** Seasonal Lodging Rates for Counties:		
Clark, Cowlitz & Skamania	06/01 - 10/31	\$182
	11/01 - 05/31	\$152
Clallam & Jefferson	07/01 - 08/31	\$161
	09/01 - 06/30	\$104
Grays Harbor	07/01 - 08/31	\$137
	09/01 - 06/30	\$111
King	05/01 - 10/31	\$232
	11/01 - 04/30	\$176
Snohomish	06/01 - 08/31	\$139
	09/01 - 05/31	\$116
Thurston	09/01 - 10/31	\$112
	11/01 - 08/31	\$133

POV Mileage Rate
The privately owned vehicle mileage reimbursement rate is \$0.585 per mile. (effective 1/1/2022)

For Out-of-State Per Diem Rates, refer to the GSA website at: <https://www.gsa.gov>. To get the total meal and incidental expense rate breakdown of individual meal allowances, refer to the State Administrative and Accounting Manual (SAAM), Subsection 10.40.10.c.

OFM Statewide Accounting
Rev. 1/1/2022