



NEW YORK STATE
Unified Court System

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DFM Bulletin

Number 1206

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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Judicial Travel Reimbursement - Attendance at Judicial Association Meetings

** This supersedes Budget Bulletin number 1002, issued January 22, 2010.*

This bulletin amends the UCS Financial Planning & Control Manual relative to judicial travel reimbursement in connection with attendance at judicial association meetings, effective October 1, 2012:

Multi-bench judges or justices will be reimbursed for a maximum of four days' and four nights' lodging and meal expenses related to attendance at judicial association meetings. The four-day maximum may be used for one or more meetings per calendar year. **All other judges and justices** will be eligible for reimbursement for a maximum of three days' and three nights' lodging, and meal expenses related to attendance at judicial association meetings. The three day maximum may be used for one or more meetings per calendar year.

Reimbursement will be made for eligible transportation expenses for each judicial association meeting attended, not to exceed three meetings per calendar year.

Part VI, Chapter 2.060 of the UCS Financial Planning and Control Manual has been amended to reflect these new provisions and is available on the Division of Financial Management page of the UCS Web site:

<http://www.nycourts.gov/admin/financialops/FPCM.shtml>

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to, judicial travel and expenses. Thank you for your cooperation.

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