

**TRAVEL GUIDELINES FOR COURT-APPOINTED COUNSEL
IN THE COURTS OF APPEALS
Non-Capital Appointments**

The guidelines referenced below are travel guidelines and policies that are appropriate and applicable to court-appointed counsel appointed by the courts of appeal. Receipts for travel expenses should be provided by the panel attorneys and maintained by the projects.

1. **Time**—Overnight travel—panel attorneys should provide the day, month, and year of the travel. Include the departure time and the return time.
2. **Location**—State the location of where the expenses were incurred and the purpose of the trip.
3. **Lodging**—The reimbursement rate for lodging is actual costs up to \$110 plus taxes in thereon or \$140 plus taxes thereon for lodging in the Bay area counties of Alameda, San Francisco, San Mateo, and Santa Clara.
 - Panel attorneys are expected to seek out the most reasonable lodging and to use free hotel shuttle when available.
4. **Meals**—The State rates for meals are the actual cost up to \$6 for breakfast, \$10 for lunch, and \$18 for dinner. **Meals will only be reimbursed for overnight trips.**
5. **Transportation**—Transportation costs will only be reimbursed for the least costly and most efficient mode of travel. For example, if a panel attorney chooses to drive to their destination but it is less expensive to fly, the attorney will only be reimbursed for the cost of flying. The attorney may provide to the project a MapQuest showing the mileage from their departure location to their destination location and a copy of an airfare estimate. If the attorney does drive, please provide the mileage.
 - The current mileage rate for court-appointed counsel is \$.485.
 - Travel to visit the client in prison, if round trip is over 50 miles, must be pre-authorized by the appellate project director or assistant project director.
6. **Carfares and Parking**— Carfare and parking expenses should be kept to a minimum. When traveling to and from an airport, a shuttle or other form of public transportation should be used.
 - Use of a taxi will not be reimbursed, unless it is shared and the cost is less than a shuttle. If the panel attorney does use a taxi, the attorney will only be reimbursed up to the cost of the least expensive form of travel.
 - Parking is reimbursed based on the least costly parking method. When using airport parking, the attorney must use the least expensive long-term parking lot. Valet parking is non-reimbursable, therefore, use self parking.
 - Rental cars are not reimbursable unless it is unavoidable. In general reimbursement will be made for round-trip mileage only, at \$.485 per mile. When it is absolutely necessary, the use of a rental car must be pre-approved by the project director or assistant project director.

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- 7. Traveling from Out of State**– Current policy is to reimburse the attorney for round-trip travel to their destination from the California border. The attorney will need to calculate, and the project should verify the least expensive mode of travel. If driving, calculate the cost from the border to your destination or travel by train or air from a border point of entry into California. Sometimes, however, the cheapest mode of travel may be a direct flight from say Chicago to San Diego. This would be allowable as long as it is less expensive than travel from the border to the destination.

The court-appointed counsel should make all travel decisions based on the least costly method of travel. We will update you in writing with any applicable changes in the program’s travel policy.

Shuttles and Parking at Court Location Airports			
<i>District</i>	<i>Airport</i>	<i>Shuttle Cost one way to Appellate Court from the Airport</i>	<i>Long Term Parking Cost</i>
<i>First</i>	SFO	\$17	\$9.00 plus tax
<i>Second</i>	LAX	\$15	\$9.00 plus tax
<i>Third</i>	Sacramento	\$14	\$9.00 plus tax
<i>Fourth Div1</i>	San Diego	\$15	\$9.00 plus tax
<i>Fourth Div 2</i>	John Wayne	\$35	\$17.00 plus tax
<i>Fourth Div 3</i>	Ontario	\$16	\$8.75 plus tax
<i>Fifth</i>	Fresno	Taxi @ \$20	\$8.00 plus tax
<i>Sixth</i>	San Jose	\$30	\$13.00 plus tax