

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

These travel guidelines and policies are applicable to counsel appointed by the Courts of Appeal. Court-appointed counsel should base all travel decisions on the least costly method. Counsel should provide receipts for travel expenses.

1. **Time** – For overnight travel, panel attorneys should provide the date of the travel, including the departure and return times.
2. **Location**–State the purpose of the trip and the place the expenses were incurred.
3. **Lodging**–Reimbursement for lodging is actual costs up to \$110 plus taxes or \$140 plus taxes for lodging in the Bay area counties of Alameda, San Francisco, San Mateo, and Santa Clara.
 - Panel attorneys are expected to seek the most reasonable lodging and to use a 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 be reimbursed only for overnight trips.**
5. **Transportation**–Transportation costs will be reimbursed only for the least costly and most efficient mode of travel. For example, if a panel attorney chooses to drive to the destination but it is less expensive to fly, the attorney will be reimbursed only for the cost of flying. The attorney may provide the project with a MapQuest printout or other document showing the mileage from departure to destination and a copy of an airfare estimate. An attorney who drives should provide the mileage.
 - The current mileage rate for court-appointed counsel is \$.485.
 - Travel to visit a client in prison, if the round trip is over 50 miles, must be pre-authorized by the appellate project director or assistant 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 be reimbursed only for the least expensive form of travel.
 - Parking is reimbursed for the least costly option. At an airport, the attorney must use the least expensive long-term parking lot. Valet parking is non-reimbursable.
 - Use of a rental car is not reimbursable unless unavoidable and must be pre-approved by the project director or assistant project director. Reimbursement generally is for round-trip mileage only, at \$.485 per mile.

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7. **Traveling from Out of State**– The attorney should calculate, and the project should verify, the least expensive mode of travel. The attorney will be reimbursed for round-trip travel between the California border and the California destination. For those driving, reimbursement is for mileage between the border and the destination. For those traveling by train or air, reimbursement is for the cost by such a mode of travel from a border point of entry into California. (Sometimes the cheapest mode of travel may be a direct flight. This cost is allowable if it is less expensive than travel from the border to the destination.)

We will update you in writing with any applicable changes in the program’s travel policy.

| Shuttles and Parking at Court Location Airports | | | |
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| <i>District</i> | <i>Airport</i> | <i>Shuttle one way to appellate court from 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 Div 1</i> | San Diego | \$15 | \$9.00 plus tax |
| <i>Fourth Div 2</i> | Ontario | \$35 | \$17.00 plus tax |
| <i>Fourth Div 3</i> | John Wayne | \$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 |