

**ADMINISTRATIVE OFFICE OF THE COURTS  
STATE OF NEW JERSEY**

**PHILIP S. CARCHMAN, P.J.A.D.  
ACTING ADMINISTRATIVE  
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**RICHARD J. HUGHES  
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TRENTON, NEW JERSEY 08625-0037**

[Questions or comments may  
be directed to 609-633-6646.]

**DIRECTIVE #6-08**

**TO: Assignment Judges  
Trial Court Administrators**

**FROM: Philip S. Carchman, P.J.A.D.**

**SUBJ: Clarifying Amendments to Judiciary Travel Reimbursement  
Policy as Promulgated by Directive # 4-91**

**DATE: March 25, 2008**

**[Modifies Directive  
#4-91 in Part]**

This directive promulgates two clarifying amendments to the Judiciary Travel Reimbursement Policy, as issued by Directive # 4-91 on June 20, 1991. The clarifying amendments, effective immediately and to be applied prospectively, supersede the affected portions of the policy promulgated by Directive # 4-91, as follows:

(1) The second paragraph of the "Within the State" section of the policy is superseded by the following paragraph:

As an exception to the State travel regulations, the State will reimburse all trial court judges (Superior Court, Tax Court) for travel in connection with assignments, as ordered by the Chief Justice, to a county other than the county of their residence if and to the extent it requires travel beyond the standard commutation deduction of 32 round-trip miles. Such travel reimbursement for judicial assignments across county lines will only be for the distance above 32 miles round trip.

(2) The "Application for Reimbursement" section of the policy is superseded in full by the following text:

### Application for Reimbursement

Application for reimbursement of travel expenses should be submitted monthly on a State of New Jersey Judiciary Travel Voucher to the Administrative Office of the Courts, Accounting Unit, PO Box 985, Trenton, New Jersey, 08625. If the application includes reimbursement for subsistence, a receipted copy of the hotel or motel bill must be attached. (Judiciary Travel Regulations.)

Questions with respect to reimbursement should be directed to the Chief, Budget and Accounting, Management Services Division, of the Administrative Office of the Courts at 609-633-6646.

Other than these two clarifying amendments, the remainder of Directive #4-91 remains in effect as issued.

P.S.C.

cc: Chief Justice Stuart Rabner  
Supreme Court  
All Judges (Appellate Division, Superior Court, Tax Court)  
Christina P. Higgins, Acting Deputy Admin. Director Designate  
AOC Directors and Assistant Directors  
Clerks of Court  
Vicinage Finance Division Managers  
Robert O'Neill, Financial Services Administrator  
Thomas Porcelli, Chief, Budget and Accounting  
Steven D. Bonville, Special Assistant  
Francis W. Hoeber, Special Assistant