

# The Supreme Court of Oklahoma

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Michael D. Evans

Director

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## Administrative Office of the Courts

1915 N. Stiles, Suite 305

Oklahoma City, Oklahoma 73105

(405) 521-2450 (405) 521-6815 – fax

January 21, 2011

All Official Court Reporters:

Please see the attached schedule of reimbursable expenses for the 2011 OCRA Seminars. *Please note that lodging is no longer a reimbursable expense. Official Court Reporters are responsible for any lodging expenses.* Official Court Reporters are encouraged to attend the seminar closest to their duty station.

Sincerely,



Mike Mayberry

Deputy Administrative Director of the Courts

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Schedule of Reimbursable Expenses

Oklahoma Court Reporters Association

Marriott Southern Hills Hotel

Tulsa, OK

February 25—February 26, 2011

The following items and none other are reimbursable:

1. **Mileage:** Map mileage (round trip) from city of residence or duty station (whichever is closer) to Tulsa, Oklahoma, and necessary intra-city travel. **Reimbursement for mileage to restaurant meeting site may not be claimed pursuant to state law.** The vicinity travel must be entered on your claim as a separate item. All mileage is reimbursable at \$0.51 (fifty-one cents) per mile.
2. **Meal Per Diem:** You must be in overnight travel status [eighteen hours+ and have traveled 60 miles one way at least] to claim per diem. You are allowed \$61.00 for each 24 hour period. Any time (24) hours is computed at \$15.25 for each 6 hour period. (You must be in travel status for 3 ½ hours of the 6 hour period to claim that period.) Limited to: Commencement of travel status may not be later than **Friday, February 25, 2011 and may not extend beyond 8:00 p.m., Saturday, February 26, 2011.**
3. **Lodging:** *Will not be a reimbursable expense.*
4. **Miscellaneous Expense:** Turnpike fee may be reimbursed without receipts, but they must be itemized on your travel claim. (Attorney General's Opinion No. 77-127).
5. **Parking:** If a parking fee is charged at the hotel it can be reimbursed. Please provide receipt if available. Parking reimbursement is only allowable at the designated hotel and will be reimbursed up to a maximum of \$10 per day maximum.
6. You must use OSF Form 19 (revised 7/09) for the filing of your claim. The Office of State Finance will not accept an older form.
7. **Registration Fee will not be reimbursed.**

**Other Travel Tips:**

Please submit your completed travel claim for final processing to: Dennis Leehan, Administrative Office of the Courts, 1915 N. Stiles Ave., Ste. 305, Oklahoma City, OK 73105

**Schedule of Reimbursable Expenses**  
**Oklahoma Court Reporters Association**

Embassy Suites Hotel

Norman, OK

July 15—July 16, 2011

The following items and none other are reimbursable:

1. **Mileage:** Map mileage (round trip) from city of residence or duty station (whichever is closer) to Norman, Oklahoma, and necessary intra-city travel. Reimbursement for mileage to restaurant meeting site may not be claimed pursuant to state law. The vicinity travel must be entered on your claim as a separate item. All mileage is reimbursable at \$0.51 (fifty-one cents) per mile.
  
2. **Meal Per Diem:** You must be in overnight travel status [eighteen hours+ and have traveled 60 miles one way at least] to claim per diem. You are allowed \$46.00 for each 24 hour period. Any time (24) hours is computed at \$11.50 for each 6 hour period. (You must be in travel status for 3 ½ hours of the 6 hour period to claim that period.) Limited to: Commencement of travel status may not be Friday, July 15, 2011 and may not extend beyond 8:00 p.m., Saturday, July 16, 2011.
  
3. **Lodging:** *Will not be a reimbursable expense.*
  
4. **Miscellaneous Expense:** Turnpike fee may be reimbursed without receipts, but they must be itemized on your travel claim. (Attorney General's Opinion No. 77-127).
  
5. **Parking:** If a parking fee is charged at the hotel it can be reimbursed. Please provide receipt if available. Parking reimbursement is only allowable at the designated hotel and will be reimbursed at \$10 per day maximum.
  
6. You must use OSF Form 19 (revised 7/09) for the filing of your claim. The Office of State Finance will not accept an older form.
  
7. **Registration Fee will not be reimbursed.**

**Other Travel Tips:**

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FILED  
SUPREME COURT  
STATE OF OKLAHOMA  
JAN 14 2011  
MICHAEL S. HICHEL  
CLERK

In the Supreme Court of the State of Oklahoma

Order Authorizing Official )  
Court Reporters to Attend )  
an OCRA Meeting )

S.C.A.D. No. 11-10

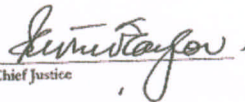
All official court reporters whose schedules and immediate judicial supervisors will permit them to do so, may attend and receive mileage and per diem reimbursement for one of the following two 2011 Oklahoma Court Reporters Association (OCRA) seminars:

Date	Location	Seminar Site	CE Credit
Feb 25-26, 2011	Tulsa	Marriott Southern Hills Hotel	11.5 hours
July 15-16, 2011	Norman	Embassy Suites Hotel	10 hours

No overnight lodging expenses will be reimbursed. Official CSRs are encouraged to attend the seminar closest to their duty station.

Pursuant to this order and the Oklahoma Travel Reimbursement Act, mileage and per diem (when applicable) will be reimbursed for those attending one of these meetings, as well as other expenses (excluding lodging) authorized by law.

Dated this 13 day of January, 2011.

  
Chief Justice