

4. Travel Expenses Not Subject to Reimbursement . The following are some examples of travel that are not subject to reimbursement.

a. Use of Appropriated Funds for Travel to Meetings or Conventions of Societies and Private Associations.

- (1) In general, appropriated funds are not available to cover the cost of travel and subsistence expenses, membership fees or dues, registration fees, and any other expenses for an employee to attend a meeting or convention of an association. However, an exception may be authorized in specific circumstances as described below. Generally, attendance or participation in meetings of associations such as the American Bar Association, Court Clerks' Associations, U.S. Court Reporters' Association, and other similar associations and societies does not constitute the performance of official business.
- (2) An exception is authorized when the Chief Justice, the chief judge of the appropriate court of appeals, the chairman of a committee of the Judicial Conference, the Director of the AO, or the Director of the FJC designates a judge or court employee to attend or participate in an official capacity as a representative of the judicial branch.
- (3) An exception is also authorized when the appropriate chief judge or court unit executive determines that a judge's or court employee's attendance at the training portions of a meeting is essential for carrying out the purposes of the court's program. Before granting such an exception, the court must first determine that the training is a necessary expense and should consider the following factors in making this determination:
 - (i) the training is essential to carry out an official function, duty, or activity for which that individual is responsible, or will other-wise contribute to improved conduct, supervision or management of such function, duty, or activity;
 - (ii) the training is in the best interest of the judiciary and is not primarily for the convenience or personal gain of the employee.
 - (iii) the training is cost-effective, in light of budgetary and other constraints on the judiciary; and
 - (iv) the training is not available locally through traditional workshops or electronic medium (e.g., interactive video teletraining, video conferencing, web based training, computer based training), or through cross-training by another member of the court staff.