

Original - Before Edit

Court Travel Programs

The unit executive and chief judge are responsible for administering the court's travel program. Proper controls must be in place so that travel expenses for official business are reasonable and comply with procedures contained in the *Guide*. (http://jnet.ao.dcn/Guide/Vol_19_Travel_and_Relocation.html) Managing travel effectively will conserve significant resources. Conversely, if official travel is not managed properly, any abuse could embarrass the court, and you could be held liable for improper travel payments.

If you are new to the office or district, you may want to meet with staff who play a key role in travel management and administration to discuss travel management practices and to ensure those practices comply with the *Guide*.

After Edit

Managing Court Travel

There are two overarching considerations you need to remember when it comes to travel: One, as the unit executive (or the chief judge) responsible for administering the court travel program, you must make sure that proper controls are in place so that travel expenses for official business are reasonable and comply with procedures contained in the [**Guide, Vol 19, Ch 2: Travel and Relocation**](#). Any appearance of abuse of regulations could embarrass the court, and if that involves improper travel payments, you could be held personally liable.

Two, although it may look like there's a lot of money allocated for the travel program, looks can be deceiving. Manage your travel allocation carefully so that funds aren't exhausted before the end of the fiscal year. You might even want to meet with staff who play a key role in travel administration to make sure all travel management practices comply with the *Guide*. Mistakes are costly so you need to establish a system for planning, authorizing, and reviewing travel.