



The Supreme Court of Oklahoma

Administrative Office of the Courts

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January 21, 2010

All Official Court Reporters:

Attached is a letter from Trelinda Neeley, President of the Oklahoma Court Reporters Association (OCRA), along with the Supreme Court Administrative Directive regarding the 2010 summer and winter seminars of OCRA. Note the deadlines for reserving lodging for each event.

Sincerely,

A handwritten signature in cursive script that reads "Mike Mayberry".

Mike Mayberry
Deputy Administrative Director of the Courts

Important Reminder:

The designated amount, plus tax, on the schedule of reimbursable expense is the maximum allowed for lodging reimbursement. Be sure to make your reservations prior to the February 10 (Tulsa) or June 24 (Oklahoma City) deadlines to secure your room at the reimbursable rate.

Room rates secured after these dates that cost more than the allowable reimbursements are the responsibility of the individual.



December 3, 2009

Michael Evans
Administrative Director of the Courts
Administrative Office of Courts
1915 N Stiles, Suite 305
Oklahoma City, OK 73105

Dear Mr. Evans,

I am writing this letter to request permission for reimbursement of expenses to attend one of the seminars offered by the Oklahoma Court Reporters Association (OCRA) this calendar year, 2009, for official court reporters in Oklahoma. The pertinent information for these seminars is as follows:

The OCRA winter seminar will be held February 26-27, 2010, in Tulsa, Oklahoma, at the Renaissance Hotel. OCRA will offer 13 hours of NCRA-approved CE hours at this seminar. OCRA has negotiated a room rate of \$104 plus applicable taxes per night for OCRA attendees who make reservations by February 10, 2009. After that date, rooms may be reserved for the usual hotel rate of \$129 plus applicable taxes per night. Parking is available free of charge.

The OCRA summer seminar will be held July 16-17, 2010, in Oklahoma City, Oklahoma, at the Skirvin Hilton hotel. OCRA will offer at least 11 hours of NCRA-approved CE hours at this seminar. OCRA has negotiated a room rate of \$138 plus applicable taxes per night for OCRA attendees who make reservations by June 24, 2010. After that date, rooms may be reserved at the usual hotel rate of \$159 plus applicable taxes per night. Parking is available at many garages in downtown Oklahoma City for around \$8 per day.

Thank you in advance for your time to consider this request. If I have failed to provide you with any pertinent information, please feel free to contact me. I appreciate your time.

Best Regards,

TreLinda Neeley
President
Oklahoma Court Reporters Association
(918) 527-3921

JAN 15 2010

MICHAEL S. RICHIE
 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. 2010-5

All official court reporters whose schedules and immediate judicial supervisors will permit them to do so, may attend and receive reimbursement for one of the following two 2010 Oklahoma Court Reporters Association (OCRA) seminars:

Date	Location	Official Hotel	CE Credit	Approved Room Rate
Feb 26-27, 2010	Tulsa	Renaissance Hotel	13 hours	\$ 104 plus tax
July 16-17, 2010	Oklahoma City	Skirvin Hotel	11 hours	\$ 138 plus tax

Pursuant to this order and the Oklahoma Travel Reimbursement Act, one night's lodging will be reimbursed for those attending one of these meetings, as well as other expenses authorized by law.

Dated this 15th day of January, 2010.


 Chief Justice

Schedule of Reimbursable Expenses
Oklahoma Court Reporters Association
Renaissance Hotel
Tulsa, OK
February 26 --February 27, 2010

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 restaurants away from designated 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 \$0.50 (fifty 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 or lodging. You are allowed \$61.00 for each 24 hour period. Any time less than twenty-four (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 earlier than **5:00 a.m., Friday, February 26, 2010 and may not extend beyond 8:00 p.m., Saturday, February 27, 2010.** Exception may be granted on a case-by-case basis, subject to prior approval by the Administrative Director of the Courts.
3. **Lodging**: One hundred four dollars per night maximum plus tax is the *maximum* lodging reimbursement. If lodging expense is less than maximum amount, you may claim only the "actual" amount. **Reimbursement is limited to one (1) night.** No day rates allowed. A copy of the order specifying the designated hotels must be attached to our claim. Overnight lodging and meal expense (*per diem*) may not be allowed for persons living or working within sixty (60) official map miles of the meeting site without a statement of justification for an exception. **Requests for exceptions should be made in advance through the Administrative Director of the Courts.**

Please Note: All Lodging Receipts Must Indicate the Single Rate

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 for actual costs, limited to \$10 per day maximum.
6. You must use OSF Form 19 (revised 7/09 or revised 10/03) 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:

Lodging Receipts: Your claim cannot be completely processed unless the **original lodging receipt is attached.** The folio must be the original showing a **zero balance** or having a **credit card** or **cash receipt** attached showing payment in full.

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
Skirvin Hilton Hotel
Oklahoma City, OK
July 16—July 17, 2010

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 Oklahoma City, Oklahoma, and necessary intra-city travel. **Reimbursement for mileage to restaurants away from designated 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 \$0.50 (fifty 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 or lodging. You are allowed \$66.00 for each 24 hour period. Any time less than twenty-four (24) hours is computed at \$16.50 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 earlier than **5:00 a.m., Friday, July 16, 2010 and may not extend beyond 8:00 p.m., Saturday, July 17, 2010.** Exception may be granted on a case-by-case basis, subject to prior approval by the Administrative Director of the Courts.
3. **Lodging**: One hundred thirty-eight dollars per night maximum plus tax is the *maximum* lodging reimbursement. If lodging expense is less than maximum amount, you may claim only the “actual” amount. **Reimbursement is limited to one (1) night.** No day rates allowed. A copy of the order specifying the designated hotels must be attached to our claim. Overnight lodging and meal expense (*per diem*) may not be allowed for persons living or working within sixty (60) official map miles of the meeting site without a statement of justification for an exception. **Requests for exceptions should be made in advance through the Administrative Director of the Courts.**

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This Information Represents State Law