



Minnesota Judicial Branch

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Reimbursement for Participation at Minnesota State Bar Association Events and Professional Membership Dues

I. POLICY

The Minnesota Judicial Branch is committed to official outreach activities associated with the Minnesota State Bar Association (MSBA), American Bar Association (ABA), and the Minnesota District Judges Association (MDJA) in support of the improvement of the administration of justice and the legal profession.

The purpose of this policy is to establish uniform guidelines for the reimbursement of travel and business expenses associated with participation at MSBA events and reimbursement of professional membership dues. This policy applies to all Judicial Branch judges and referees of the trial and appellate courts.

II. REIMBURSEMENT FOR ELIGIBLE TRAVEL EXPENSES AT MSBA EVENTS

- A. Members of the MSBA Assembly are eligible for reimbursement of all registration fees, mileage, lodging and meal expenses associated with all scheduled days of the MSBA annual convention.
- B. Members of the MSBA Assembly are also eligible for reimbursement of mileage and meal expenses associated with attendance at other MSBA Assembly meetings.
- C. Board members of the Minnesota District Judges Association (MDJA) who attend an MDJA board meeting held concurrently at the MSBA annual convention are eligible for meals, mileage and one night's lodging associated

with their MDJA board meeting. MSBA registration fees are not an eligible expense for participants in this category.

- D. Members of the Minnesota Judicial Council who attend a Judicial Council meeting held concurrently at the MSBA annual convention or attend the MSBA convention as a speaker or presenter are eligible for all registration fees, mileage, lodging and meal expenses associated with all scheduled days of the MSBA annual convention.
- E. The Chief Justice of the Minnesota Supreme Court and the Chief Judge of the Minnesota Court of Appeals may appoint additional appellate judges from their courts to attend the MSBA annual convention depending on scheduling availability and budget resources. Such judges are eligible for reimbursement of all registration fees, mileage, lodging and meal expenses associated with all scheduled days of the MSBA annual convention.
- F. In addition to the previous categories, Chief Judges of the District Court may approve up to an additional ten percent of their current active district judges and referees to attend the MSBA annual convention (rounded up to the nearest complete judge unit). Such judges and referees are eligible for reimbursement of all registration fees, mileage, lodging, and meal expenses associated with all scheduled days of the MSBA annual convention. Reimbursement of expenses in this paragraph must be authorized annually by the Judicial Council.
- G. Reimbursement of eligible expenses for participation of appellate court judges at MSBA events as described in this policy shall be charged to their respective appellate court budget. Reimbursement of eligible expenses for participation of trial court judges at MSBA events described in this policy shall be charged to the central judges budget.

III. PROFESSIONAL ASSOCIATION MEMBERSHIP DUES

- A. Trial Court judges and referees are eligible for reimbursement of up to \$200.00 each fiscal year towards the cost of MSBA and/or ABA membership dues and up to \$100.00 each fiscal year towards the cost of MDJA membership dues. Trial court judges and referees are not eligible for reimbursement of membership dues for other professional associations.
- B. The Chief Justice of the Minnesota Supreme Court and the Chief Judge of the Minnesota Court of Appeals may approve MSBA and/or ABA membership dues and travel expenses associated with participation at professional association events for appellate judges, depending upon the availability of budget resources. Reimbursement of MDJA membership dues is limited to \$100.00 for each appellate judge in each fiscal year. Appellate judges are not

eligible for reimbursement of membership dues for other professional associations.

IV. INELIGIBLE EXPENSES

- A. Additional costs at MSBA events associated with attendance by spouses, family members and friends are not eligible for reimbursement.
- B. Charitable contributions to Bar Foundations, whether as part of a payment for professional membership dues or as a direct payment, are not eligible for reimbursement.
- C. Retired judges, whether or not they are assigned to serve as a judge of any court, are not eligible for reimbursement of membership fees, dues, conferences, conventions and related travel expenses associated with any professional associations, including MSBA, ABA, and MDJA. Retired judges who meet the service requirements may be reimbursed for continuing education expenses as provided in Judicial Council Education and Organizational Development Policy 4.01.
- D. Each judge, retired judge, and referee shall be personally responsible for payment of attorney registration fees, which are not eligible for reimbursement.