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3:00 P.M.  
DATE: 1/11/02  
SUPREME COURT, GUAM  
CLERK

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Dated at Agaña, Guam

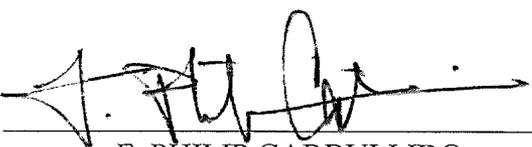
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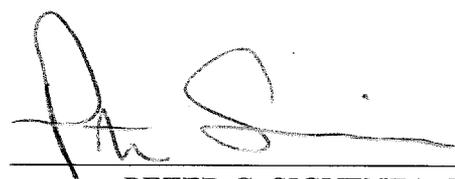
**IN THE SUPREME COURT OF GUAM**

**RE: ) PROMULGATION ORDER NO.: 02-002**  
)  
**TRAVEL RULES AND REGULATIONS )**  
**OF THE SUPREME COURT OF GUAM.)**  
)

The Supreme Court of Guam, sitting *en banc*, hereby adopts and promulgates the attached rules and regulations governing travel.

**SO ORDERED** this 9<sup>th</sup> day of January, 2002.

  
\_\_\_\_\_  
F. PHILIP CARBULLIDO  
Associate Justice

  
\_\_\_\_\_  
PETER C. SIGUENZA, JR.  
Chief Justice

**SUPREME COURT OF GUAM  
TRAVEL RULES AND REGULATIONS**

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## **RULE 1. INTRODUCTION**

This Travel Procedure Handbook is established to provide written guidelines dealing with off-island travel for the Justices, classified and unclassified employees of the Supreme Court of Guam. Such travel is permitted for the purpose of training, conferences, seminars, meetings, off-island recruitment, etc. Procedures established herein and forms developed specifically for the purpose of travel shall be followed and utilized.

All prior memoranda issued on the same subject are superseded by this handbook. All employees involved in the preparation and processing of travel requests shall familiarize themselves with the contents, and to comply with policies and procedures.

## **RULE 2. STATEMENT OF POLICY**

(a) Unless otherwise approved by the Chief Justice or Executive Officer, off-island travel should be at the most economical cost possible.

(b) No employee shall be required to assume expenses incurred during authorized travel, which are authorized or allowable by existing laws and regulations.

(c) Court employees are expected to have knowledge of authorized expenses and at the same time exercise care in incurring travel expenses that a prudent person would exercise if traveling at his/her own personal expense.

## **RULE 3. DEFINITIONS**

For the purpose of this policy, the following definitions will apply:

(a) **Baggage:** Supreme Court property and the personal property of the traveler which are considered necessary in connection with the official travel.

(b) **Dependents:** Dependents are those individuals who meet any one of the following criteria:

(i) **Spouse:** Husband or Wife.

(ii) **Support:** Individuals under nineteen (19) years of age who are receiving more than one half ( $\frac{1}{2}$ ) of his/her support from the traveler.

(iii) **Invalid:** A disabled individual who receives more than one half ( $\frac{1}{2}$ ) of his/her support from the traveler. A certification from a licensed physician, attesting disability is required.

(c) **Long Distance Calls:** Charges for long distance telephone calls on official business are allowable provided the traveler furnish a statement showing the name of the party called, the points between which service was rendered, the date, the time occupied, the amount paid on each call, and that the calls were on official business.

(d) **Per Diem:** A specified amount of money which is authorized by law (Public Law 20-30) on a per day basis to compensate the traveler for the cost of personal expenses while on travel status. This allowance covers meals, lodging, and miscellaneous expenses.

(e) **Personal Calls:** Charges for long distance telephone calls requesting leave of absence, payment of salary or expense vouchers, hotel reservations, and those matters regarding purely personal nature will be at the expense of the traveler.

(f) **Salary While on Travel Status:** The traveler, when applicable, shall receive his regular salary in addition to per diem expenses during the authorized travel time.

(g) **Facsimile, E-mail, Cellular and Internet Services:** The traveler may use facsimile, e-mail, cellular and internet service on official business when such expeditious means of communication is essential and should employ the cheapest practical class of such service.

(h) **Travelers:** The term "Traveler" means the person who is traveling for the Supreme Court of Guam.

#### **RULE 4. TRAVEL PROCEDURES**

The following procedures regarding off-island travel shall be adhered to:

(a) All off-island travel shall be submitted to the Chief Justice for approval via the Division/Section head in the form subscribed by the Executive Officer. Such request shall be submitted at the earliest possible time and not less than the time frame of fifteen (15) working days before the actual date of departure.

(b) All requests for training, seminar, conference, meeting, etc., shall be accompanied by a narrative travel justification statement, subscribed by the Executive Officer. (Refer to Appendix A).

(c) Upon receipt of the approved request, the Administrative Services Officer will prepare Travel Request and Authorization form (Refer to Appendix B) for employees and make travel arrangements. If traveler wishes he/she can make his/her own travel arrangements and advise the Administrative Services Officer as to the name of the travel agency.

(d) Once the travel authorization is prepared, it shall then be forwarded to the Executive Officer for certification of funds and signature.

(e) The Administrative Services Officer shall then prepare payment of per diem, registration/tuition, conference fees, etc.

(f) Upon completion of the above, all travel authorization and per diem payments shall be turned over to the traveler for appropriate action.

(g) Upon completion of travel, the traveler shall report to the Administrative Services Officer within five (5) working days for preparation of Travel Voucher (Refer to Appendix C) for liquidation of travel. The traveler shall bring his/her airline ticket and receipts of expenditure.

#### **RULE 5. REQUEST FOR TRAVEL**

(a) All travel of the Chief Justice, the Associate and Designated Justices, Executive Officer, officers and employee(s) of the court, shall be approved by the Chief Justice.

(b) All personnel involved in the above process shall be cognizant of this procedure for compliance. No travel authorization shall be changed without the consent of the Executive Officer. Exception to these procedures would be those travel arrangements for the Chief Justice, Associate and Designated Justices, Executive Officer, Staff Attorney and Clerk of Court.

#### **RULE 6. SUBSISTENCE AND OTHER EXPENSES - PUBLIC LAW 20-30, see attachment for per diem breakdown by location pursuant to the statute.**

(a) The Chief Justice and Justices of the Supreme Court are authorized per diem or actual reimbursement for miscellaneous expenses and subsistence in lieu of per diem rates.

(b) The Executive Officer and the Clerk of Court are is authorized per diem or actual reimbursement for miscellaneous expenses and subsistence in lieu of per diem rates.

(c) Officers and employees are authorized per diem. Spouse and dependents shall not be eligible for per diem. Under no circumstances will per diem be allowed an employee at his regular place of work.

**RULE 7. TRAVEL AND TRANSPORTATION RULES AND REGULATIONS**

(a) The following Rules and Regulations shall govern official travel and reimbursements to officers and employees of the Supreme Court of Guam.

(b) **Transportation:** The Chief Justice, Associate and Designated Justices may be authorized to business or business/first class accommodation for any trip between destinations of more than six (6) hours elapsed time.

(c) The Executive Officer may be authorized to business class accommodation when traveling abroad on official functions for any trips between destinations of more than six (6) hours elapsed time.

(d) All other officers and employees will travel Economy class.

(e) **Computing Per Diem:** Per diem allowances shall be computed as to the number of actual days the traveler is attending an official training, conference, seminar, meeting, or off-island recruitment. In addition, a per diem allowance shall be computed for time spent in travel to and from the traveler's destination as follows:

(i) If the elapsed time spent in traveling to or from the final destination within a twenty-four (24) hours period is in excess of six (6) hours but does not exceed twelve (12) hours, two (2) days of travel time for per diem purposes is allowable.

(ii) If the elapsed time spent in traveling to or from the final destination within a twenty-four (24) hours period exceeds twelve (12) hours, four (4) days of travel time for per diem purposes is allowable.

(iii) No amount of travel time is allowable when the elapsed time spent in traveling to or from the destination does not exceed six (6) hours.

(f) **Routing of Travel:** All travel must be by a usually traveled route. Travel by other routes is allowable upon establishment of the official necessity therefor.

(g) **Indirect Route Travel:** If a person travels by an indirect route for his/her convenience, he/she will bear the extra expense; reimbursement for expenses will cover only such charges as would have been incurred by a usually traveled route.

(i) **Indirect Travel - Dependents:** Indirect travel and travel for dependents when accompanying employees on official business is authorized in accordance with Title 5 Guam Code Annotated § 23103, provided that such travel is not at any additional expense to the government. When business/business first air fare is authorized, conversion of such fare to economy class for such purpose is permitted.

Dependents Defined: (See Rule 3.02 - Page 2)

(h) **Special Conveyance:** Rental of an automobile is permitted, provided, upon claiming this expense, the traveler must attach a copy of the car rental agreement with supporting receipts to the travel voucher.

(i) **Mileage Allowance:** Individuals authorized or required to perform official business using privately owned four-wheel passenger motor vehicles in the course of his/her regular work schedule, may be paid mileage in lieu of transportation not to exceed sixty cents (60¢) per mile. In addition, they may be allowed reimbursement for the actual costs of ferry fares and bridge, road and tunnel fares.

(j) **Request for Reimbursement:** Request for reimbursement of incurred expenses in connection with the transportation of official business while on travel status may be reimbursable provided that the traveler submits an affidavit of itemized expenditure within five (5) working days following the return from official travel.

(k) **Summary Report:** Within ten (10) working days following the return from official travel, the participants shall submit a summary report of the goals and objectives relative to the training to the Executive Officer and Chief Justice. The Executive Officer's summary report of an official travel, shall be submitted to the Chief Justice.

**NOTE:** Subsequent to the issuance of this Travel Rules and Regulations Handbook in part or as a whole, all laws enacted thereafter inconsistent with this Handbook shall prevail.



# SUPREME COURT OF GUAM



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[Date]

## Memorandum

To: Chief Justice

From: [Title of Requestor]

Via: Division Supervisor

Subject: Request to Attend Off-Island Training

1st paragraph: Information about training/seminar, etc

2nd paragraph: Justification to attend training.

[Signature]

**APPENDIX "A"**

**APPENDIX "B"**  
**SUPREME COURT OF GUAM**  
**TRAVEL REQUEST AND AUTHORIZATION**

Travel Authorization No:	Date:	
Full Name or Traveler:	Charge Account No.:	
Title of Traveler:	Length of Travel:	
PLACES OF TRAVEL:	Approx. Date Travel Commences: _____	
To: _____		
End: _____		
Describe modes of transportation: (air, ground, etc.)		
Per Diem Calculation:	\$      Rate per day      x      days	
If Travel Advance authorized, give amount requested:		
Name & title of requesting official:		
_____		
Signature		
Name & title of authorizing official:		
APPROVED / DISAPPROVED (circle one)		
_____		
Signature		
Estimated cost of travel:		
a) Air Transportation	\$ _____	<b>CERTIFICATION OF FUNDS:</b>
b) Per Diem	\$ _____	
c) Ground Transportation	\$ _____	
d) Lodging	\$ _____	
e) Tuition/Registration	\$ _____	
f) Miscellaneous	\$ _____	
TOTAL COST OF T.A..	\$ _____	
_____		
Certifying Officer's Signature		
<p>TO: Traveler. You are hereby authorized to perform the above-described travel in accordance with the provisions of the Supreme Court of Guam's Travel Rules and Regulations. Necessary tickets, transportation requests, and other documents are hereto attached.</p>		
_____		
Executive Officer's Signature		
I certify that I have received the material in the above-described travel.		
_____		
Traveler's Signature		

**APPENDIX "C"**

SUPREME COURT OF Guam

**TRAVEL VOUCHER**

TV No. \_\_\_\_\_ Date: \_\_\_\_\_

Traveler was on Travel Status FROM: \_\_\_\_\_ TO \_\_\_\_\_  
 HR DATE HR DATE

Full name of Traveler: \_\_\_\_\_

Charge Account No.: \_\_\_\_\_

This voucher is supported by Travel Authorization No.: \_\_\_\_\_

Previous Travel Advance given: No

TRAVELER'S AMOUNT CLAIMED:	<u>Advance</u>	<u>Claim</u>
A. Cost of Air Transportation Destination: _____		
B. Per Diem: _____		
C. Tuition/Registration Fees		
D. Ground Transportation		
E. Miscellaneous Allowable Costs. (specify)		
<b>TOTALS:</b>		

I certify that the amount claimed is true and just and payment for balance due has not been received.

Total Amount Claimed: \_\_\_\_\_  
 Total Amount Advanced: \_\_\_\_\_  
 Balance Due to Traveler: \_\_\_\_\_

Signature of Traveler: \_\_\_\_\_

Approved by CERTIFYING OFFICER:

\_\_\_\_\_  
 Signature Date

Charged to Account Number: \_\_\_\_\_

Paid by Check Number: \_\_\_\_\_ Dated: \_\_\_\_\_

I certify that I have received payment as shown above:

\_\_\_\_\_  
 Signature of Traveler Date

## APPENDIX "D"

### SUPREME COURT OF GUAM TRAVEL RULES AND REGULATIONS Per Diem of Travel (Public Law 20-30) 06/15/89

#### Staff Attorney and other staff members:

1. \$175.00 per day to:
  - A. Hawaii
  - B. San Francisco
  - C. New York
  - D. Washington. D.C.
  - E. Japan
2. \$125.00 per day to:
  - A. All of Micronesia
  - B. Commonwealth of the Northern Mariana Islands.
3. \$150.00 per day to:
  - A. All other areas not mention in 1 or 2.

#### Executive Officer and Clerk of Court:

1. \$218.75 per day ( $\$175.00 \times 125\%$ ):
  - A. Hawaii
  - B. San Francisco
  - C. New York
  - D. Washington, D.C.
  - B. Japan
2. \$156.25 per day ( $\$125.00 \times 125\%$ ):
  - A. All of Micronesia
  - B. Commonwealth of the Northern Mariana Islands.
3. \$187.50 per day ( $\$150.00 \times 125\%$ ):
  - A. All other areas not mentioned in 1 or 2.

#### Justices:

1. \$227.50 per day ( $\$175.00 \times 130\%$ ):
  - A. Hawaii
  - B. San Francisco
  - C. New York
  - D. Washington. D.C.
  - E. Japan
2. \$162.50 per day ( $\$125.00 \times 130\%$ ):
  - A. All of Micronesia
  - B. Commonwealth of the Northern Mariana Islands.
3. \$195.00 per day ( $\$150.00 \times 130\%$ ):
  - A. All other areas not mentioned in 1 or 2.