



HONORABLE THOMAS F. HOGAN
Director

ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS

JILL C. SAYENGA
Deputy Director

WASHINGTON, D.C. 20544

CHARLES S. GLENN
Controller
Accounting and Financial
Systems Division

Office of Finance and Budget

March 5, 2013

MEMORANDUM

To: Circuit Executives
Federal Public/Community Defenders
District Court Executives
Clerks, United States Courts
Chief Probation Officers
Chief Pretrial Services Officers
Senior Staff Attorneys
Chief Preargument/Conference Attorneys
Bankruptcy Administrators
Circuit Librarians

From: Charles S. Glenn

A handwritten signature in cursive script, appearing to read "C. Glenn", is placed next to the name "Charles S. Glenn" in the "From:" field.

RE: PROCESS FOR HANDLING PAYMENT DISCREPANCIES DUE TO RETROACTIVE
APPLICATION OF THE NEW MILEAGE RATES EFFECTIVE JANUARY 1, 2013
(ACTION REQUESTED)

As noted in Judge Hogan's memorandum dated January 15, 2013, (New Mileage Rates Effective January 1, 2013) all judges, employees, and jurors were eligible to claim the increased mileage rates for POV, motorcycles, and airplanes for travel performed on or after January 1, 2013.

It has been brought to my attention that due to the retroactive application of the increased reimbursement rate, there may be a discrepancy between the rate paid for mileage reimbursement and what was actually owed a claimant for the January 1 - 14, 2013, time period. The Administrative Office is advising courts that due to the administrative cost of issuing supplemental payments, only parties requesting reimbursement of additional amounts owed should be reimbursed. It should be noted that the POV mileage rate changed from \$0.555 to \$0.565.

This memorandum should be forwarded to all Judiciary employees. To provide notice to jurors and other non-employee travelers affected by the retroactive application of the new mileage rate, courts should make this memorandum publicly available in an expeditious manner, such as posting it prominently on the court's website and/or in the clerk's office. Parties requesting reimbursement at the additional mileage rate for the January 1-14, 2013, time period should complete a claim for reimbursement of the difference of the amount owed compared to the amount originally paid on an authorized travel voucher form, which can be found on the forms page of the J-Net Travel site. This claim must be filed with your local finance office within 60 days of the date of this notice.

Questions about this memorandum or other travel matters may be directed to the Travel Management Office at [Relocation and Travel Help Desk@ao.uscourts.gov](mailto:Relocation_and_Travel_Help_Desk@ao.uscourts.gov) or by phone on (202) 502-1290.

cc: Edward Juel
Financial Administrators