



MEMORANDUM

TO: Trial Court Administrators
FROM: Judicial Education
RE: Annual Conference
DATE: May 15, 2025

Welcome to the Trial Court Administrator Annual Conference! Special thanks to the Education Committee for assisting with planning the program agenda. We hope you enjoy the conference and find the programs beneficial.

Hotel

Lodging expenses for Thursday, May 15th will be directly billed to the AOC, however, you are responsible for any incidental expenses. If you elect to extend your stay, you are responsible for the additional room charges.

Travel Reimbursement

You will find a travel reimbursement form and W-9 form in your packet at registration. You are eligible up to a \$20 meal reimbursement for Thursday evening's dinner. Mileage is reimbursable at the rate of \$0.52 per mile. **Requirements to receive reimbursement include:**

- ✓ Submit a signed travel reimbursement form; and
- ✓ Attach itemized meal receipts; and
- ✓ Attach a signed W-9 form.

The travel reimbursement form must be completed and submitted at the registration desk before you leave the meeting.

If you have questions or need assistance during the conference, please see any AOC staff member and we will be happy to help you.