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CLERK SUPREME COURT

CHAPTER 22
JUDICIAL ADMINISTRATION

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Rule 22.16 Preaudit travel claims of judiciary — definitions. As used in this rule and rules 22.17 through 22.21:

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22.16(4) ~~“Official domicile.” means the following:~~

a. ~~“Court employee’s official domicile” means the city, town, or metropolitan area within which the office is located~~ work location to which that court employee is assigned. Transportation costs between any such employee’s permanent home and that ~~person’s~~ employee’s office, ~~and subsistence within the limits of an employee’s official domicile are not reimbursable.~~

b. ~~“Judicial officer and court reporter’s official domicile.” By December 15 of each year, the chief judge of the judicial district and the district court administrator shall designate a courthouse as an official domicile for each judicial officer and court reporter. The official domicile of a judicial officer and a court reporter shall be the courthouse in the county in which the judge~~ judicial officer or court reporter works more than 50 percent of the time. When the judge or reporter does not work more than 50 percent of the time in the same courthouse, the judge’s or reporter’s official domicile shall be a courthouse designated by the chief judge, resides unless the chief judge of the judicial district and the district court administrator agree to another location based on factors such as the percent of time spent working at another courthouse, court scheduling, or any other factor that should influence the selection of the domicile. Court reporters may reside outside of the judicial district in which they serve. If a court reporter resides outside of the judicial district in which the court reporter serves, the chief judge of the judicial district and the district court administrator shall designate the court reporter’s official domicile in a county adjacent to the judicial district in which the court reporter resides. If there is a change in any of the factors that affect the court reporter’s domicile location during the fiscal year, the chief judge of the judicial district and the district court administrator may change the court reporter’s official domicile. Notification of the official domicile must be filed with the state court administrator’s office. Notification of official domicile must be filed by the district court administrator with the state court administrator’s office by December 15 of each year.

c. ~~Reserved.~~

d. For purposes of this definition, the following are official domicile-defining metropolitan areas.

Metropolitan Areas	Inclusions
1. Cedar Rapids	1. Hiawatha Marion
2. Clinton	2. Camanche Elvira Low Moor
3. Council Bluffs	3. Bellevue Bennington Boys Town Carter Lake Elkhorn Irvington LaPlatte LaVista Millard Omaha Papillion Ralston Springfield
4. Davenport	4. Bettendorf East Moline Hampton Milan Moline Pleasant Valley Riverdale Rock Island Silvis
5. Des Moines	5. Polk County
6. Dubuque	6. Asbury Centralia East Dubuque Sageville
7. Iowa City	7. Coralville

~~8. — Mason City~~

~~9. — Sioux City~~

~~10. — Waterloo~~

~~8. — Clear Lake~~

~~9. — North Sioux City~~

~~— Sergeant Bluff~~

~~— South Sioux City~~

~~10. — Cedar Falls~~

~~— Evansdale~~

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Rule 22.18 Transportation.

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22.18(2) Mileage — personal car. ~~Judicial officers, court reporters,~~ and court employees shall be reimbursed their mileage expense when required in the discharge of official duties to travel outside their official domicile. Reimbursement shall be for the miles driven from the official domicile or employee’s residence, whichever is less, to the assigned work location. In no instance shall employees and judicial officers be reimbursed for more than actual miles driven, ~~or for commuting to and from their residence and their official domicile or a courthouse within their county of residence.~~ Carpooling is ~~required~~ recommended whenever possible. ~~A judge and the judge’s court reporter shall not be separately reimbursed for duplicate mileage expense in traveling to court assignments.~~ The allowance for use of a private automobile on official judicial branch business shall be established by order of the supreme court and shall be presumed to include all automobile expenses. Additionally, ~~judicial officers, juvenile court officers, court reporters,~~ and court employees shall be reimbursed their mileage expense for travel required in the discharge of official duties within the continuous metropolitan area of their official domicile, ~~but not for commuting.~~ Travel directly between employees’ and judicial officers’ residences and their official domiciles will not be reimbursed.