

## **Compensation for Travel Time and Reimbursement of Expenses For Court-appointed Private Investigators for Out-of-County Travel**

In cases where it is *essential* for members of the Los Angeles Superior Court Private Investigator Panel to travel out of Los Angeles County as part of their court-appointed and case-related investigative duties, the guidelines for reimbursement from PACE are as follows:

**Compensation for travel time:** Actual hours of round trip travel will be paid at one-half the normal rate the private investigator would receive.

**Reimbursement of travel expenses:** Automobile mileage at the rate of 52.5 cents per mile, most direct route. If flying, best coach rate. Purchase should be made at least 21 days advance purchase, where investigative needs permit. Rental car at best sub-compact rate, not to exceed \$50.00 per day, plus tax.

**Reimbursement of lodging expense:** The court anticipates that most visits will be day trips and no overnight accommodations will be needed. In those rare cases where an overnight stay is required, the court will reimburse lodging expenses at the rate of up to \$110.00 per night, plus tax for all counties except the following: Alameda, Los Angeles, Monterey, Santa Clara and San Diego counties: up to \$140.00 per night, plus tax. No reimbursement for San Francisco County.

**Reimbursement for meals and incidentals:** PACE will reimburse for meals and incidentals at the following rates: breakfast up to \$8.00, lunch up to \$11.00 and dinner up to \$20.00. On the first day of travel, the court will reimburse only for lunch and dinner and on the last day of travel the court will reimburse only for breakfast and lunch. Incidentals will be reimbursed at up to \$5.00 per day.

**Supporting receipts required:** All claims for reimbursement must be supported by zero balance receipts for each item of expense.

**Advance approval required:** Advance approval by the defense attorney assigned to the case, in addition to court approval, is required for all travel expenses. The request must itemize all expenses and anticipated travel time. In cases where the defendant is *pro per*, the court must approve such expenses. The private investigator must exhaust other avenues of investigation, such telephone and US mail, before seeking permission to travel out of Los Angeles County.

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September 2, 2020

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This document entitled Compensation for Travel Time and Reimbursement of Expenses for Court-appointed Private Investigators for Out-of-County Travel is hereby approved and adopted by the Private Investigator Committee of the Los Angeles Superior Court on September 2, 2020. This Memorandum supersedes all prior policy statements.



*Terry A. Bork*

TERRY A. BORK

Judge of the Superior Court of Los Angeles  
Chair, Superior Court Private Investigator Committee

*9-2-2020*

Date