

**APPENDIX A**

**TRAVEL EXPENSES**

To further make judicial branch operations transparent whenever possible, without unduly impacting the courts' administrative operations, beginning in Fiscal Year 2008 information related to travel expenses of judicial branch employees will be provided upon request to the Court Administrator in the following format:

1. Name of the traveler
2. Purpose or description of a trip, which includes all work-related off-island travel funded by Commonwealth.
3. Destination city(ies) and state(s), unless disclosure might create a security risk.
4. An itemized list of costs for transportation, lodging, meals, registration, and incidentals.