

**Indiana Supreme Court
PROFESSIONAL DEVELOPMENT
SCHOLARSHIP PROGRAM
Application**

Please complete and submit this form to:

Ashley Moise
Indiana Office of Court Services
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Section I. APPLICATION (To be completed by Judicial Officer. Please type or print.)

Date: _____ Judicial Officer: _____

Court: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Conference/Training to be attended, date, and location. (Please attach a copy of the program brochure, if available)

Conference/Training provided by:

Additional Scholarship/grant offsetting expenses? Yes ____ No ____ Amt. \$ _____

Please describe how this conference/training will help improve your Professional Development:

Expense Worksheet		Reimburse To	
Expense	Guideline	Judge	County
Registration /Tuition Fee		\$	\$
Lodging	Conference negotiated rates with hotel	\$	\$
Flight	Try a web travel service to get a quick estimate	\$	\$
Luggage Fee		\$	\$
Car Rental		\$	\$
Transportation: Airport to Hotel	Taxi or Shuttle	\$	\$
Transportation: Hotel to Airport	Taxi or Shuttle	\$	\$
Mileage Reimbursement	Number of miles _____ *.37 cents/mile	\$	\$
Parking Reimbursement		\$	\$
Grand Total		\$	\$

Judicial Officer _____
Signature _____ Date _____

For Judicial Agency Use Only

IJC Approval: _____ Judicial Officer Vendor # _____

Pre-approved Sponsor ____ Yes ____ No

Section II. SCHOLARSHIP GUIDELINES

PURPOSE: This scholarship program is intended to assist Judicial Officers in their professional development, through attendance at seminars, conferences, meetings, or other programs that are not provided by IOCS would not normally be funded by a court. Funding for this program is from Title IV-D reimbursements.

SCOPE: This scholarship program is available for use by Judicial Officers (appellate and trial level judges, magistrates, and full-time commissioners/ referees).

AMOUNT: Scholarships will pay the expenses, up to \$2,500 to attend the seminar, conference, meeting, or program. Meals are not a reimbursable expense. This scholarship is subject to an 80/20% match. The applicant's 20% match may come from personal funds, county funds, an additional outside scholarship or grant, or another source. Because the 80% will be applied to the total amount, please include all eligible costs of the education, even if paid by another source.

Section III. PROCEDURE GUIDELINES

1. Applicants will need to submit a scholarship program application, which is available from the Indiana Judicial Center.
2. All scholarship requests must be requested and approved prior to attendance.
3. Applications may be completed and submitted electronically or by fax; however, any approval cannot become official until IJC receives the original copy with signatures.
4. If the application is approved, applicants will receive a letter of approval, a copy of their approved application, and an expense documentation form from the IJC.
5. Expenses are to be documented on the expense form provided by IOCS and will be reimbursed subject to published Scholarship Reimbursement Guidelines. Original receipts will be required.
6. Submit receipts within 30 days of approved conference.

Section IV. APPROVAL GUIDELINES

APPROVAL: Scholarship requests will be approved at the discretion of the Chief Justice of Indiana.

Section V. REIMBURSEMENT GUIDELINES

LENGTH OF STAY:

1. Standard length of stay = Conference Days + 1. (e.g., 3 day conference = 4 nights lodging)
2. Longer stay may be authorized to save on airfare, but must be documented and approved **prior** to trip.
3. **Additional days must be pre-approved or at own expense.**

TUITION: Conference or Training registration fee. *Indicate whether it is refundable on the expense worksheet*

AIR TRAVEL: Best available rate expected. *Include the cost of a refundable and non-refundable ticket on the expense worksheet*

TRAVEL (In-State and Out-of-State):

1. **Mileage is reimbursed at .37 cents per mile. If the total mileage to be reimbursed is likely to exceed the cost of a 14 Day advance purchase airline ticket, you must obtain prior approval from the Executive Director**
2. Carpooling expected. Use of multiple cars must be justified and approved.
3. One-way travel over 500 miles must be pre-approved by IJC.

LODGING COST: State standard encouraged. Excess of state standard must be pre-approved.

Meals and room services are not reimbursable.

RENTAL CAR:

1. Standard length of rental = Conference Days + 1.
2. Additional days must be pre-approved or at own expense.
3. Rental of cars larger than mid-size must be pre-approved by IOCS.

PARKING:

1. Standard airport length of stay = Conference Days + 2.
2. Additional days must be pre-approved or at own expense.

EXPENSE FORM:

1. An **Expense Documentation Form** is available from IJC and is to be used in requesting reimbursement.
2. **Original receipts are to be submitted with expense form.**
3. **Please be aware a portion or all of your scholarship may be taxable if paid directly to you rather than your county. Consult a tax professional for clarification.**

Questions, comments and requests for assistance may be directed to the Indiana Office of Court Services.

Scholarship Form and Expense Documentation Form are available on the IOCS website: www.in.gov/judiciary/center.