

**Indiana Judicial Center  
COURT ALCOHOL & DRUG PROGRAM  
Staff Education and Training  
SCHOLARSHIP APPLICATION**

Please complete and submit this form to: Justin Miller  
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**Section I. APPLICATION**

*(To be completed by Program Director. Please type or print.)*

**Date:**

**Program Director:**

**Court Program Name:**

**Address:**

**City:**

**State:**

**Zip:**

**Phone:**

**Fax:**

**Conference/Training to be attended, date and location, number of people attending. (Please attach or copy program brochure, if available):**

**Conference/Training certified by:**

**Please describe how this conference/training will help improve your Court Alcohol and Drug Program:**

**Estimated costs to attend the program and number of persons attending:**

**Tuition or Registration fee:** \_\_\_\_\_

**Travel expenses to and from:** \_\_\_\_\_

**Lodging expenses:** \_\_\_\_\_

**Number of persons attending:** \_\_\_\_\_ **Total Estimate:** \_\_\_\_\_

**Supervising Judge**

Signature

Date

**Program Director**

Signature

Date

**IJC Approval**

Signature

Date

**Section II. SCHOLARSHIP GUIDELINES**

**PURPOSE:** This scholarship program is intended to assist Court-Administered Alcohol and Drug Programs in the professional development of their judges and staff, through attendance at seminars, conferences, meetings, or other programs that are not provided by IJC or would not normally be funded by a court program. The approved CSAMS training will also be considered for education training reimbursement as described below.

**SCOPE:** This scholarship program is available for use by judges, program directors, and staff members of Court-Administered Alcohol and Drug Programs.

**AMOUNT:** Non CSAMS scholarships will pay 80% of the expenses, up to \$1,000, to attend the seminar, conference, meeting, or program. Meals are not a reimbursable expense.

A CSAMS scholarship will pay 80% percent of the cost of tuition for the approved CSAMS training, but does not include meals, hotel stay, mileage, or miscellaneous expenses.

### Section III. PROCEDURE GUIDELINES

**PROCEDURES:**

1. Applicants will need to submit a scholarship program application, which is available from the Indiana Judicial Center, Court Alcohol and Drug Program.
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 IJC, and will be reimbursed subject to published Scholarship Reimbursement Guidelines. Original receipts will be required.

### Section IV. APPROVAL GUIDELINES

**APPROVAL:** Scholarship requests will be approved at the discretion of the Indiana Judicial Center.

### 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.

**AIR TRAVEL:** Best available rate expected.

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

1. **Mileage will be calculated per Indiana Judicial Center procedures.**
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 IJC.

**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.**

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Questions, comments and requests for assistance may be directed to the Indiana Judicial Center.

Scholarship Form and Expense Documentation Form are available on the IJC website: [www.in.gov/judiciary/cadp](http://www.in.gov/judiciary/cadp)