



# INDIANA OFFICE OF COURT SERVICES

## Court Improvement Program - Expenses

### Professional Development Scholarship Program

Please complete the form and save a copy to your computer. The form should be submitted via the Indiana Courts Portal at <http://portal.courts.in.gov>, see <https://www.in.gov/judiciary/5239.htm> for details. Please include receipts or supporting documents.

<b>Section I. Scholarship Recipient Information</b>				
Recipient Name				
Scholarship Award Number				
<b>Section II. Expense Worksheet</b>				
<p>The Professional Development Scholarship will reimburse expenses up to \$3,000, for attending a seminar, conference, meeting or other program and/or for the cost of membership in a national child welfare related professional organization. The scholarship requires a 25% match, which may be in the form of cash or in-kind contributions (i.e. value of judicial officer's time attending the seminar, meeting or conference). Meals are not a reimbursable expense but may be applied towards the match. Reimbursement requests must be submitted with supporting documentation within 30 days of the conclusion of the training/workshop/seminar you received the scholarship.</p>				
Date	Expense Description	Amount	Source of Payment	Specify Other
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
<b>Total Expenses</b>		\$		
<b>Amount of match to be provided</b>		<b>Cash match</b>	<b>In-kind contribution</b>	
		\$	\$	

**I have examined the proceeding information and attached original receipts and supporting documentation. I certify that these expenses were actually incurred in support of the scholarship program approved by the Court Improvement Program.**

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

<b>For Judicial Agency Use Only</b>			
Amount Approved for Reimbursement	\$	Judicial Officer Vendor #	
From FFY			
Grant Manager		Date	