

DIVISION OF STATE COURT ADMINISTRATION
30 South Meridian Street, Suite 500
Indianapolis, IN 46204-3568
CLAIM FOR SERVICES AS SENIOR JUDGE

Name:	FOR DIVISION USE
Address:	Fund: 10340
City & State:	Agency: Supreme Court
Social Security or Federal ID No:	Appropriation Name: Senior Judge
Privacy Notice: Your Social Security or Federal ID Number is requested by the Auditor of State in compliance with Federal IRS requirements (IC4-1-8).	Object Amount (Travel from Reverse Side)
	\$ _____ Mileage
	\$ _____ Meals
FOR DIVISION USE	\$ _____ Reimbursable Expenses
TOTAL PER DIEM: \$ _____ (from reverse side)	Total \$ _____ (Paid for Travel)
Pay Period Ending: _____	Pre-Audited by: _____

DIVISION'S CERTIFICATION	CLAIMANT'S CERTIFICATION
I certify this claim is correct, it is a proper charge against the agency and account number indicated and payment thereof is authorized.	I hereby certify that the amount set forth on this form is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid. (IC 5-11-10-1)
<div style="display: flex; justify-content: space-between;"> Division of State Court Administration Date </div>	<div style="display: flex; justify-content: space-between;"> Claimant Date </div>

- Instructions**
1. List services in chronological order.
 2. All claims for the covered period must be included.
 3. Fractional days will be rounded down to the last whole tenth of a day.
 4. A day served may not exceed 1.0.
 5. Meals are not reimbursable unless service lasts more than 12 hours or involves overnight travel.
 6. Claims must be filed within thirty 30 days after service is rendered.
 7. Attach original receipts when reimbursable expenses are claimed.
 8. NOTE: Separate direct deposits will be issued for per diem and travel expenses.
 9. Even if you are not claiming travel reimbursement, you must complete the date served and court identifier number on the second page of this form.
 10. A senior judge who serves substantially shorter time than the daily calendar of the court where the senior judge is serving may report fractional days of service. *Ind. Admin. R. 5(B)(6)*. You must complete the second side of this form to report fractional days. Fractional days no longer need to be accumulated into whole days of service.

