

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

Please complete and submit this form to:  
  
Kimberly Spindler  
Indiana Office of Court Services  
30 South Meridian Street, Suite 900  
Indianapolis, IN 46204-3562  
Email: kimberly.spindler@courts.in.gov  
Telephone: (317) 232-1313 Fax: (317) 233-3367

**Section I. APPLICATION (To be completed by Judicial Officer. Please type or print.)**

Date: \_\_\_\_\_ Judicial Officer: \_\_\_\_\_

Court: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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. \$ \_\_\_\_\_  
Is there funding in your budget to cover this training? Yes \_\_\_ No \_\_\_

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	Airfare is capped at \$500.	\$	\$
Luggage Fee		\$	\$
Car Rental		\$	\$
Transportation: Airport to Hotel	Taxi or Shuttle	\$	\$
Transportation Hotel to Airport	Taxi or Shuttle	\$	\$
Mileage Reimbursement	Number of miles _____ *.38 cents/mile	\$	\$
Parking Reimbursement		\$	\$
<b>Grand Total</b>		\$	\$

Judicial Officer \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Judicial Agency Use Only**

IOCS Approval: \_\_\_\_\_ Judicial Officer Vendor # \_\_\_\_\_

Pre-approved Sponsor \_\_\_\_\_ Yes \_\_\_\_\_ No

## Section II. SCHOLARSHIP GUIDELINES

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 or would not normally be funded by a court. Full-time trial and appellate level judicial officers are eligible to apply for a scholarship. Scholarships will pay the expenses, up to \$2,500, to attend the seminar, conference, meeting, or program. Meals are not a reimbursable expense. Airfare is capped at \$500, unless the applicant demonstrates a reasonable extenuating circumstance for any additional cost. This scholarship is subject to an 80/20% match. The applicant's 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. All expenses must be documented with receipts for monies actually expended. For example, air miles are not a reimbursable expense.

## Section III. PROCEDURE GUIDELINES

1. Applicants will need to submit a scholarship application, which is available from the Indiana Office of Court Services.
2. All scholarship requests must be requested and approved prior to attendance. Application must be submitted 30 days in advance of the start of the conference.
3. Application may be completed and submitted electronically or by fax; however, any approval cannot become official until IOCS receives the original copy with signature.
4. If the application is approved, applicants will receive a letter of approval, and expense documentation forms.
5. Expenses must be documented on the expense form provided by IOCS and will be reimbursed subject to published Scholarship Reimbursement Guidelines. Original receipts are required.
6. Applicants must submit receipts within 30 days of the 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. The standard length of stay = Conference Days + 1. (e.g., 3 day conference = 4 days lodging)
2. A 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 they will not be reimbursed.

TUITION: Conference or Training registration fee.

AIR TRAVEL: Best available rate expected. Airfare is capped at \$500, unless applicant demonstrates a reasonable extenuating circumstance for any additional cost.

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

1. Mileage is reimbursed at .38 cents per mile. If 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 IOCS.
2. Carpooling is expected. Use of multiple cars must be justified and approved.
3. One-way car travel over 500 miles must be pre-approved by IOCS.

LODGING COST: State standard is 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 they will not be reimbursed.
3. Rental cars of 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 they will not be reimbursed.

EXPENSE FORM:

1. An Expense Documentation Form is available from IOCS and must be used in requesting reimbursement.
2. Original receipts must be submitted with the expense form.
3. Please be aware that 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 is available at: [www.in.gov/judiciary/center](http://www.in.gov/judiciary/center).