

**Indiana Supreme Court
TITLE IV – D PROGRAM INIATIVE
Education and Training
SCHOLARSHIP APPLICATION**

Please complete and submit this form to: Jane Seigel
Indiana Judicial Center
30 South Meridian Street, Suite 900
Indianapolis, IN 46204
Email: jseigel@courts.state.in.us
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:

Phone:

Fax:

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

Conference/Training provided by:

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

Estimated costs to attend the program:

Tuition or Registration fee: _____

Travel expenses to and from: _____

Lodging expenses: _____

Total Estimate: _____

Judicial Officer

Signature

Date

IJC Approval

Signature

Date

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 IJC or would not normally be funded by a court.

SCOPE: This scholarship program is available for use by Judicial Officers.

AMOUNT: Scholarships will pay the expenses, up to \$3,000, to attend the seminar, conference, meeting, or program. Meals are not a reimbursable expense. This scholarship is subject to an 80/20% match.

Section III. PROCEDURE GUIDELINES

PROCEDURES:

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, a travel Voucher, 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.
6. **Submit receipts within ten (10) days following the event. Expenses not submitted within thirty (30) days of the event are not reimbursed without the prior approval of the Executive Director.**

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.

AIR TRAVEL: Best available rate expected.

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

1. **Mileage is reimbursed at .40 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 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.**

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/center