

INSTRUCTIONS FOR REIMBURSEMENT SUBMISSIONS:

Return this report and all back-up to SPJ@traviscountytexas.gov or by mail to Judge Guy Herman,
Attn: SPJ Reimbursement, P.O. Box 1748 Austin, TX 78767.

For questions regarding reimbursements, please email SPJ@traviscountytexas.gov or call 512-854-5518.

ASSIGNED STATUTORY PROBATE JUDGE'S REPORT
§25.0022 Government Code

ASSIGNMENT Minute Order #:

Assigned Statutory Probate Judge: _____

Case #: _____ Style: _____

To Sit for Honorable: _____

of: _____ (Court) _____ County, Texas

Date(s) of Assignment: _____

Disposition Information: ☐ Assignment is ongoing or ☐ Assignment is completed

Hours of Service: _____ Total Hours Worked In Person _____ Total Hours Worked Remotely _____

Of the hours reported above, how many **days** involved in-person service? _____ Days

**On a separate sheet, please detail hours & dates of service*

EXPENSE REPORT	
• Mileage _____ Miles x \$.725/mile (2026 IRS Rate)	\$
• Airfare	\$
• Parking	\$
• Lodging	\$
• Food	\$
• Long Distance	\$
• Copying	\$
• Postage	\$
• Other (Details Attached)	\$
TOTAL EXPENSES:	\$

The above request is a true, complete, and correct statement of the days of service and actual expenses incurred.

Signature of Assigned Judge

Date Signed