

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

Assigned Minute Order #: _____

Assigned Statutory Probate Judge: _____

Case # & Style or Dates Assisted w/ Docket: _____

To Sit for Honorable: _____

of: _____ (Court) _____ County, Texas

Date of Assignment: _____ Assignment is: ☐ Ongoing ☐ Completed

SERVICE DETAILS

Total Days of Service: _____

1. Attach timesheet for hours worked in **Home County** or by remote work (if any) & include totals

2. Indicate dates of service in **Assigned County**: _____

If any of the above dates in the assigned county were half days, please indicate.

EXPENSE REPORT

• Mileage _____ Miles x \$.76/mile <small>(2026 IRS Rate Eff. 07/2026)</small>	\$
• Airfare	\$
• Parking	\$
• Lodging	\$
• Meals	\$
• Postage/Copying	\$
• 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