



Minnesota Judicial Branch

FIRST JUDICIAL DISTRICT ADMINISTRATION
1620 S. Frontage Rd, Suite 200
HASTINGS, MN 55033

STATEMENT OF PER DIEM REPORTER EXPENSES

Name: _____
Address: _____

Phone: _____

Reporting Period: _____
District Court Served: _____
Vendor #: _____
Or Fed. Tax I.D.: _____
And State I.D.: _____

Date	Location	Miles ¹	Mileage Rate ²	Mileage Amt.	Per Diem Rate	Other (List) ³	Total
TOTALS							

¹ Maximum of 100 miles per day allowed

² Mileage Rate will be equal to the Federal IRS Mileage Reimbursement Rate.

Through Dec 31, 2013 the rate is \$.565/mile. Beginning Jan 1, 2014 the rate is \$.56/mile.

³ Meals, parking, or lodging are not an allowable expenses

I hereby certify, under the penalties of perjury, that the above claim is true and correct and that the services have been fully performed. All stenographic notes are the property of the District Court and have been deposited with the court.

Reporter Signature: _____

Approved and ordered paid this _____ day of _____

By:

District Court Judge

After approved by the judge, submit to: District Finance (address listed above)