



**Texas Court of Criminal Appeals
Fund for Public Defenders
Fiscal Year 2018**

Policies and Procedures for Public Defenders

Requirements

1. The Texas Court of Criminal Appeals has established a fund to reimburse attorneys in public defenders offices for the cost of meals, lodging, and transportation during grant-sponsored training events held in the State of Texas by grantees of the Court of Criminal Appeals (e.g. CAIL or TCDLA).
2. Any reimbursement must comply with current travel rules as found in the Court's Grant Conditions.
3. **Public defenders who receive travel reimbursement from their office or county may not apply for or be reimbursed by this fund for the amount covered by their office or county.**
4. The training event must bear a reasonable relationship to the public defender's duties.
5. The training event must occur in the same fiscal year in which the grant funds are appropriated (i.e., September 1, 2017 – August 31, 2018).

Initial Reimbursement Procedures: January 31st Deadline

Step 1: Request Process

1. Each public defender will be allotted up to \$750 initially.
Before attending the training event, a public defender must submit a request for travel reimbursement. The request may be submitted online at <http://www.txcourts.gov/cca/judicial-court-personnel-training-fund/court-administered-funds/> or via email by using the request form, to both the grantee offering the training and the Court's Grant Office.
2. All requests must be submitted for approval by January 31st to be guaranteed up to \$750, even if the training event does not occur until later in the fiscal year.
3. Each application will be reviewed considering the most economical method of travel, number of hotel stays, etc. prior to being approved.
4. Once your application is approved, you will be notified and will receive a reimbursement form with guidelines from the grantee offering the training.

Step 2: Reimbursement Process

1. **Within 30 days** after attending a training event, a public defender will submit a reimbursement form to the grantee offering the training .
Forms submitted after 30 days may be denied.
2. The grantee will reimburse the public defender within 30 days after receiving a completed reimbursement form, upon verification of attendance and proper travel documentation.

Additional Reimbursement Procedures: May 31st Deadline

Step 1: Request Process

1. After all initial requests have been processed, the Court will notify each public defender's office directly if funds are available to satisfy additional requests.
All requests for additional funds must be submitted on or before May 31st, using the same process described above, even if the course or seminar does not occur until later in the fiscal year. Requests made after May 31st will not be considered.
2. Public defenders may submit additional requests for:
 - a. Travel expenses to attend any additional training events, regardless of whether they submitted an initial request before January 31st, assuming that the additional request is submitted before the event.
 - b. Travel expenses for training events they have already attended, if they submitted an initial request before January 31st.
3. Additional requests *may be approved for more than \$750*, and will be processed on a first come, first served basis.
4. Disbursements will be made according to the procedure above.

Step 2: Reimbursement Process

1. After attending a training event, a public defender will submit a reimbursement form to the grantee offering the training within *30 days* after the end of a training event.
Forms submitted after 30 days may be denied.
2. Upon verification of attendance and proper travel documentation, the grantee will reimburse the public defender within 30 days after receiving a completed reimbursement form.