



**Texas Court of Criminal Appeals
Fund for Public Defenders
Fiscal Year 2012**

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 offered in the State of Texas by grantees of the Court of Criminal Appeals (e.g. CAILAW 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 county may not apply for, or be reimbursed by, this fund for the amount covered by the 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, 2010 – August 31, 2011).

Initial Reimbursement Procedures: January 31st Deadline

Step 1: Request Process

1. Each public defender will be allotted up to \$500 initially.
2. ***Before attending the training event***, a public defender must submit a request for travel reimbursement. The request may be submitted on the Court's Grant Office website (<http://www.cca.courts.state.tx.us/jcptfund/travel.asp>) or via email by using the request form, to the grantee offering the training and the Court's Grant Office.
3. All requests must be submitted for approval by January 31st to be guaranteed up to \$500, even if the training event does not occur until later in the fiscal year.

Step 2: Reimbursement Process

1. After attending a training event, a public defender will submit a reimbursement form to the grantee offering the training.
2. All reimbursement forms must be submitted within ***30 days*** after the end of a training event. Forms submitted after 30 days may be denied.

3. Upon verification of attendance and proper travel documentation, the grantee will reimburse the public defender within 30 days after receiving a complete reimbursement form.

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.
2. After receiving notice that funds are available, a public defender must submit a request for travel reimbursement either on the Court's Grant Office website (<http://www.cca.courts.state.tx.us/jcptfund/travel.asp>) or via email by using the request form, to the grantee offering the training and the Court's Grant Office.
3. Additional requests **may be approved for more than \$500** and will be processed on a first come, first served basis.
4. 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.
5. All requests for additional funds must be submitted on or before May 31st, even if the training event does not occur until later in the fiscal year. **Requests made after May 31st will not be considered.**

Step 2: Reimbursement Process

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