

## **Appellate Education Fund (AEF) Policy**

1. This policy governs funds dedicated to the AEF only. The AEF is exclusive of any administrative costs associated with administering the funds.
2. The funds in the AEF are available to appellate judges in addition to any amounts they are reimbursed for attending any TCJ programs; thus, reimbursement for expenses incurred in attending TCJ programs will not count against a judge's reimbursement from AEF funds. Specific AEF amounts are available to Appellate Clerks and retired justices.
3. The amount available to each appellate judge from the AEF is determined by taking the total amount of the AEF in a given fiscal year and dividing it by 98 (\$1,000). This amount is referred to as the appellate judge's Initial Allotted Amount. Appellate Clerks also have a specified amount for their court. Retired appellate judges have a pool where funds are allocated on a first-come basis.
4. Each appellate judge is entitled to be reimbursed the reasonable and necessary expenses up to the Initial Allotted Amount for attending approved judicial education programs during the fiscal year, provided that all requests for funds up to the Initial Allotted Amount must be made in writing (by email or other means), approved by the chief of the court, and received by TCJ by March 31. If an appellate judge does not intend to seek any funds from the AEF for a fiscal year, the judge should notify the TCJ as early in the fiscal year as possible of that decision.
5. Based upon the requests and information received by March 31, a determination will be made as to whether additional funds are available for judicial education from the AEF. If additional funds are available, then between April 1 and April 30, any appellate judge may request in writing (by email or other means) up to an additional \$2,000 (i.e. in addition to the Initial Allotted Amount) for that fiscal year. The funds will be allotted on a first come, first serve basis.
6. Any funds from the AEF that have not been committed by May 1 shall also become available for direct training for district, county court at law and associate judges and their court personnel.
7. If an appellate judge intends to seek reimbursement for expenses incurred in attending a judicial education program held outside the United States, the judge must obtain approval from the CCA in advance and must submit such information as requested by the CCA concerning the expenses to be incurred.

## Appellate Funds Reimbursement Guidelines

Please review the tips below to help you avoid errors which can cause delay in reimbursing conference related travel expenses.

**Reimbursement Requests must be received within 60 days from conference, seminar, or course to be reimbursed.**

### Maps and Mileage

1. Include a home or court address and the destination address on the reimbursement form. City to city maps are not allowable.
2. A map with line by line driving directions should be included.
3. The map should show the total one-way mileage. Maps that show mileage increments without a total are not acceptable per our Grant guidelines.

### Direct Deposit

Want to receive your reimbursement faster? Request and complete a direct deposit form or staple a copy of a voided check to your conference reimbursement. Forms may be submitted to 1210 San Antonio, Ste 800, Austin, TX 7870 or via fax, 512-469-7664.

### Travel Expenses

1. Airfare receipts must include the name of the traveler and airline, the ticket number, class of transportation, fare basis code, travel dates, and dollar amount. Itineraries/confirmations that show cost but not payment will not be reimbursed.
2. Valet parking will not be reimbursed unless you require special assistance. Email [accounting@yourhonor.com](mailto:accounting@yourhonor.com) with request for pre-approval. If the hotel has no self-parking, please include documentation which states the restriction
3. Rental cars must be approved in advance to be eligible for reimbursement. Requests where reimbursement for rental cars are sought without prior approval will be denied. Please email [accounting@yourhonor.com](mailto:accounting@yourhonor.com) to request a rental car prior to the conference. Rental car receipts must be attached from a rental car agency. The grant will not reimburse for additional insurance, waivers, etc or luxury vehicles. Internet receipts are not accepted
4. Lodging receipts from hotel must include name of traveler and detail of room per date of stay. Internet bookings are not accepted

### Meals

Meals are reimbursed according to a set per diem as per GSA guidelines. Please refer to your Appellate Education Funds approval letter for rates.

1. Only meals that are not provided as part of the conference may be reimbursed. For example, if lunch is served at the conference meals purchased otherwise are not eligible for reimbursement. Only meals during time of travel can be reimbursed.
  - a. Day of Departure
    - i. Breakfast may be claimed if departure is before 8:00 a.m.
    - ii. Lunch may be claimed if departure is before 1 p.m.
    - iii. Dinner may be claimed if departure is before 6:00 p.m.
  - b. Day of Return
    - i. Breakfast may be claimed if home arrival is after 9:00 a.m.
    - ii. Lunch may be claimed if home arrival is after 2:00 p.m.
    - iii. Dinner may be claimed if home arrival is after 7:00 p.m.
2. Arrival and departure times must be noted on the reimbursement form. If there are delays in travels due to airline delays or traffic, this should be indicated on the form. Forms without arrival and departure times will be reviewed according to the printed flight schedule or travel time indicated on the map.

**The reimbursement form must be signed.**

Reimbursement forms should be submitted only one time. Receiving multiple forms by mail, fax and email cause confusion and can greatly delay your reimbursement. If you are unsure if we received a reimbursement form we can be reached at (512) 482-8986. Please allow 30 days from the day we receive your form for processing.