



TEXAS CENTER
—★—
FOR THE JUDICIARY

Administrative Guidelines

for the

Appellate Court Clerks

Education Fund

FY 2019

This fiscal year the grant from the Court of Criminal Appeals to the Texas Center for the Judiciary, Inc., provides for a special fund of \$60,000.00 in the Texas Center to address the special educational needs of appellate court clerks. The fund is used to reimburse appellate clerks for their actual and necessary expenses as a student while attending approved educational courses and seminars.

Under the terms of the grant, for an appellate court clerk to be reimbursed from this fund, the clerk must have the approval of his or her chief justice or presiding judge and the approval of a committee of judges on the Center's Board of Directors prior to attending such educational course or seminar. A sample request for approval is attached as Enclosure 1.

Preliminary Allocation

The \$60,000 fund is allocated as follows:

Supreme Court of Texas	\$5,850.00
Court of Criminal Appeals	\$5,850.00
1 st Court of Appeals, Houston	\$3,450.00
2 nd Court of Appeals, Ft Worth	\$3,450.00
3 rd Court of Appeals, Austin	\$3,450.00
4 th Court of Appeals, San Antonio	\$3,450.00
5 th Court of Appeals, Dallas	\$3,450.00
6 th Court of Appeals, Texarkana	\$3,450.00
7 th Court of Appeals, Amarillo	\$3,450.00
8 th Court of Appeals, El Paso	\$3,450.00
9 th Court of Appeals, Beaumont	\$3,450.00
10 th Court of Appeals, Waco	\$3,450.00
11 th Court of Appeals, Eastland	\$3,450.00
12 th Court of Appeals, Tyler	\$3,450.00
13 th Court of Appeals, Corpus Christi	\$3,450.00
14 th Court of Appeals, Houston	<u>\$3,450.00</u>

TOTAL: \$ 60,000.00

INITIAL REQUESTS criteria (must be submitted for approval by May 31st):

- The educational course or seminar bears a reasonable relationship to the clerk's duties and is approved by the Education Committee of the Texas Center for the Judiciary.
- The Chief Justice or Presiding Judge of the applicant's court signifies approval of the request.
- The reimbursement does not exceed the sum of \$3,450 in initial funds for the court of appeals and \$5,850 for the Supreme Court and Court of Criminal Appeals
- Approval of the request will not cause the applicant's court to exceed its allocation of funds set forth.
- The program occurs in the same fiscal year in which the grant funds are appropriated; (September-August)

Applicants may be reimbursed for in-state conferences from the Appellate Court Clerks' Education Fund for their:

- meals not to exceed \$36.00 per day
- lodging is limited to rates provided by the U.S General Services Administration as permitted by the Texas Comptroller of Public Accounts. The rates are exclusive of taxes.
- reasonable tuition or registration fees, and
- travel expenses related to personally owned automobiles and commercial transportation as provided in the current State Employees Travel Allowance Guide promulgated by the State Comptroller of Public Accounts. Mileage reimbursement for use of a personally owned motor vehicle shall not exceed 45 cents per mile.

Applicants must have personally incurred any expense to be reimbursed. Requests for advancement of funds to pre-pay registration fees or other deposit fees are not authorized. Direct payment of expenses to third parties by the Texas Center is not authorized. Tips and gratuities are not reimbursable. Current grant Conditions require all requests for reimbursements to be submitted to the Texas Center for the Judiciary no later than 60 days after the end of a course or seminar or the request will be denied.

For out-of-state conferences the maximum allowable reimbursement of lodging and meals will be in accordance with the Texas State Comptroller's rate schedule as provided on the appellate education funds approval letter.

Meals provided at conferences/seminars are not considered reimbursable unless pre-approved for special dietary needs on the appellate education funds approval letter.

Clerks with extended trip requirements must include said information in their initial request for funds approval. (Such as committee attendance requirements)

ADDITIONAL FUNDS – (Funds remaining after May 31st):

On June 1st, should funds remain in the Appellate Court Clerks' Education Fund after the approval of all initial requests, the remaining funds shall be available to satisfy additional requests. These requests for additional funds must be received on or before June 30th. Requests may be approved by the Committee if they comply with the following criteria:

- The educational course or seminar bears a reasonable relationship to the clerk's duties and is approved by the Education Committee of the Texas Center for the Judiciary.
- The Chief Justice or Presiding Judge of the applicant's court signifies approval of the request.
- The reimbursement does not exceed the sum of \$ (Exact amount undetermined as of yet.)
- The program occurs in the same fiscal year in which the grant funds are appropriated; (September-August).

All requests for use of remaining funds will be reviewed by the Committee after June 1st and, if approved, disbursement made after that date. If there are more requests for funds than funds available, the requests will be approved on a pro-rata basis.

REQUESTS FOR FUNDS MADE AFTER JUNE 30TH WILL NOT BE CONSIDERED BY THE COMMITTEE.

ANY REQUESTS FOR FUNDS RECEIVED AFTER JUNE 30TH MUST BE SUBMITTED TO THE COURT OF CRIMINAL APPEALS FOR APPROVAL.

(LETTER HEAD)

(DATE)

Texas Center for the Judiciary, Inc.
1210 San Antonio, Suite 800
Austin, Texas 78701

RE: Appellate Court Clerks Education Fund for Fiscal Year ____

I plan to attend/**or have attended** the following educational course or seminar and I request that \$_____ be set aside from the Appellate Court Clerks Education Fund to reimburse me for my actual and necessary expenses, within grant guidelines, in attending this course/seminar.

NAME OF COURSE/SEMINAR:

SPONSOR OF COURSE/SEMINAR:

PLACES OF COURSE/SEMINAR:

DATES OF COURSE/SEMINAR:

(Attach any pertinent information or correspondence concerning the course or seminar).

Yours truly,

Leslie Doe
Court Clerk, 17th Court of Appeals

APPROVED:
Chief Justice

Enclosure 1