



Children's
Commission®

SUPREME COURT OF TEXAS PERMANENT JUDICIAL
COMMISSION FOR CHILDREN, YOUTH AND FAMILIES

**TRIBAL/STATE
COLLABORATIVE
ROUNDTABLE
NOTEBOOK**

DEVELOPED BY THE
CHILDREN'S COMMISSION

APRIL 2014

CHILDREN'S COMMISSION

The Children's Commission was created by order of the Supreme Court of Texas in 2007 to help improve the judicial handling of child-protection cases through improvements in judicial practice; child welfare policy and legislation; technology; training; and court improvement pilot projects. Chaired by Supreme Court Justice Eva Guzman, Children's Commission membership includes officials from DFPS and CPS, non-profit foundation and state bar leaders, private attorneys, legislators, judges, and other leaders in child protection. The Children's Commission also consults with an advisory group that represents the many and varied disciplines involved in the child welfare system. The Commission's mission is to strengthen courts for children, youth and families in the Texas child-protection system and thereby improve the safety, permanency, and well-being of children.

HONORABLE EVA GUZMAN, CHAIR, CHILDREN'S COMMISSION

Justice Eva Guzman has been a member of the Supreme Court of Texas since October, 2009. Before serving on the Supreme Court, Justice Guzman served as an Associate Justice on the Houston-based Texas Fourteenth Court of Appeals, having been appointed in 2001 by Gov. Perry. She also served as a trial court judge on the 309th Family District Court after her appointment by then-Gov. George W. Bush. Justice Guzman has been recognized by many law and community organizations for her service on and off the bench. She is the Chair of the Supreme Court Permanent Judicial Commission for Children, Youth and Families and has served in that capacity since June, 2010.

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TRIBAL/STATE COLLABORATIVE ROUNDTABLE

Wednesday, April 23

- 12:00-12:15 p.m.** **Welcome and Opening Prayer**
Hon. Darlene Byrne, Senior Peacemaker Jo Ann Battise
- 12:15 – 1:00 p.m.** **Lunch /Introductions**
Overview of the Roundtable
Tina Amberboy
- 1:00-1:45 p.m.** **National and Texas Efforts – the ICWA Journey**
Hon. Monica Zamora (NM), Hon. Tim Connors (MI)
- 1:45-2:00 p.m.** **Announcement of the ICWA National Curriculum**
Gina Jackson
- 2:00-2:45 p.m.** **Action Plan for the ICWA Promise**
ICWA Compliance: Court Readiness & Implementation Planning
- 2:45-3:00 p.m.** **Break**
- 3:00-4:00 p.m.** **Action Plan for the ICWA Promise**
ICWA Compliance: Court Readiness & Implementation Planning
- 4:00-4:30 p.m.** **Closing Remarks**
Sr. Peacemaker Jo Ann Battise, Hon. Darlene Byrne
- 4:30 p.m.** **Closing Prayer**
Alabama-Coushatta

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TRAVEL REIMBURSEMENT GUIDELINES

This program is federally funded and is thereby governed by the reimbursement policies of the Children's Commission and the Supreme Court of Texas. All travel expenses will be paid in accordance with the following policies. *Reimbursements for personal expenses, alcoholic beverages and gratuities are not allowed.*

Reimbursement Forms

Please complete the Children's Commission travel reimbursement form in full. Please print, sign and date your form. Make a copy for your records and mail the original form, with receipts attached to **The Supreme Court of Texas Children's Commission P.O. Box 12248 Austin, TX 78701**. If you have any questions or need assistance completing the form, please contact us at (512) 463-4926 or Rashonda.thomas@txcourts.gov.

Match Form (if applicable)

The Children's Commission match form **MUST** also be completed to prevent delay in receiving your reimbursement.

Transportation

Original receipts are required for transportation expenses, including airfare, taxis, shuttles and automobile rentals.

Incidentals

Original receipts are required for incidental expenses (i.e. baggage fees, gasoline, internet access).

Mileage

The current reimbursement rate is 56 cents per mile for travel by personal automobile. Supporting documentation for mileage must include a printout from MapQuest (www.mapquest.com). In determining mileage you should use your headquarters address as city of origin.

Meals

The Children's Commission will reimburse for meals up to a maximum of \$30 per day for overnight travel. Meals expenses incurred on non-overnight travel will not be reimbursed.

Lodging

The single occupancy rate of \$83 plus applicable taxes for your hotel room will be reimbursed for arrival on the first day of a conference or meeting through the last day of conference or meeting. Additional room nights, guests and incidental are not reimbursable.

All reimbursement claims must be submitted within 45 days of travel.

REIMBURSEMENT FORM

TRAVEL REIMBURSEMENT REQUEST

PLEASE MAIL ORIGINALS TO THE CHILDREN'S COMMISSION. DO NOT FAX.

Please Allow 30 days for processing.

IDENTIFICATION. Please complete in full.							
Name:	Social Security Number:						
Title:	Email:						
Business Address:	Phone:						
City/State/Zip:	Fax:						
CONFERENCE/MEETING DETAILS. Please complete in full.							
Committee Name: Basic							
Conference Name: Tribal/State Collaborative Round Table							
Livingston, TX							
Dates: April 23-24, 2014							
LODGING: Maximum: \$83 per night plus taxes. Lodging receipt required.							
Date	4/23/2014	4/24/2014					
Lodging							
TOTAL LODGING							\$ -
MEALS: Per diem: Not to exceed \$30 per day. Itemized Receipts required.							
Date	4/24/2014	4/24/2014					
Meals							
TOTAL MEALS							\$ -
INCIDENTAL EXPENSES: Receipts and supporting documentation required.							
TOTAL INCIDENTAL							\$ -
TOTAL REIMBURSEMENT							\$
I CERTIFY THAT:							
1. The amounts listed are actual expenses paid personally by me for the purpose stated.							
2. I have not been nor will be reimbursed from any other source for any of the expenses listed.							
3. This request is correct to the best of my knowledge.							
Signature:				Date:			

MATCH FORM

Non-Federal Match

Contributor Name: _____

Date: April 23, 2014 _____

Title: _____

Location: Alabama-Coushatta Reservation, Livingston, Texas _____

Brief Description of Contribution

Attendance at the Tribal/State Collaborative Roundtable.
Alabama-Coushatta Reservation, Livingston, Texas
April 23, 2014

Hours Spent in Meeting _____

Travel time _____

Total Hours Contributed 0

Hourly rate _____

If you are uncertain of your hourly rate, you may divide your annual salary by 2080 to get it.

Total Contribution \$

I certify that the amounts listed:

1. Are not included as contributions for any other federally-assisted project or program.
2. Are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching.

Contributor's Signature _____	Date _____

Please sign and return to Tina Amberboy at tina.amberboy@txcourts.gov

Schedule at a Glance

Wednesday, 23 April

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|--------------------------|--|
| 12:00-12:15 p.m. | Welcome and Opening Prayer |
| 12:15 – 1:00 p.m. | Lunch/ Introductions
Overview of the Roundtable |
| 1:00-1:45 p.m. | National and Texas Efforts – the ICWA
Journey |
| 1:45-2:00 p.m. | Announcement of the ICWA National
Curriculum |
| 2:00-2:45 p.m. | Action Plan for the ICWA Promise |
| 2:45-3:00 p.m. | Break |
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