

## **Executive Summary**

### **Central Texas Workforce Travel Policy**

#### **Background**

The General Appropriations Act, 77<sup>th</sup> Legislature, includes local Workforce Boards in the definition of “State Agency” for purposes of travel. In addition, board members are considered appointed officers. Therefore, all provisions on travel in the General Appropriations Act apply to local Workforce Boards. Because all travel provisions apply to local Workforce Boards, the Boards are required to participate in the State Travel Management Program and follow Texas Building and Procurement Commission travel rules.

#### **Travel Policy Changes**

Central Texas Workforce will participate in the State Travel Management Program when traveling on Workforce business. Texas Building and Procurement Commission rules will be followed and the Commission’s contracts for travel services will be used. For all Central Texas Workforce travel, the Workforce Board designated travel coordinator (the Board staff, Administrative Assistant) will:

- Complete a Travel Services Requisition to obtain the State-contracted rate;
- Select a travel agency from the Texas Building and Procurement Commission’s list of contract travel agencies;
- Negotiate with the travel agency’s project manager to set up procedures on how travel arrangements are made and billed;
- Set up, as appropriate, central billing accounts for transportation expenses;
- Produce and distribute tax exempt forms for hotel tax exemption; and
- Inform the Office of State Federal Relations regarding all travel to Washington, D.C., including the timing of every trip, the purpose of the trip and the name(s) of a contact person for additional information.

Central Texas Workforce Board members and staff will:

- Use the travel agency selected through the travel coordinator for airlines and, if approved, rental cars when traveling on Workforce related business;
- Use locally developed identification cards for obtaining state-contracted rates;
- Be reimbursed for meals and lodging at conference and/or state/federal approved rates;
- Provide tax exempt forms to hotels for tax exemption;
- and
- Provide documentation to support the purpose of the business conducted and the actual expenses incurred.

Central Texas Workforce is not making changes to current mileage reimbursement rates.