



# **PROCEDURES MANUAL**

*for Joint Committees*

88th Texas Legislature | 2023-2024

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to provide professional, nonpartisan service and support  
to the Texas Legislature and legislative agencies.  
In every area of responsibility,  
we strive for quality and efficiency.*

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If you have questions or comments regarding this publication, or if you would like to request additional print copies, please contact Kellie Smith by phone at (512) 463-1155 or by email at [kellie.smith@tlc.texas.gov](mailto:kellie.smith@tlc.texas.gov).

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# INTRODUCTION

Senate Concurrent Resolution 22 ([S.C.R. 22](#)), adopted during the regular session of the 88th Legislature, authorizes the lieutenant governor and speaker of the House of Representatives to create by mutual agreement joint committees they consider necessary to study issues of special legislative concern. The authorization lasts for the term of the 88th Legislature, which expires January 14, 2025. For each committee created, the legislative presiding officers issue a joint proclamation identifying the committee's study topic or topics and its membership or composition.

The resolution also directs the Texas Legislative Council to prepare, under the direction of the lieutenant governor and speaker, a manual of procedures governing the financial, administrative, and other operations of joint committees. This manual fulfills that directive and supplements procedural requirements contained in the authorizing resolution, state law, and other sources having legal applicability to legislative committees. The manual applies to those committees for which the council administers financial accounts, regardless of whether created under the authorizing resolution or by other means, and for which the council provides administrative support.

[Section 1](#) covers budget submission and approval and account administration issues. [Section 2](#) covers staffing issues and contracts. [Section 3](#) covers administrative support, including the handling of telephones, supplies and purchasing, duplication and printing, mail and messenger service, and travel. [Section 4](#) covers issues relating to committee proceedings, including meetings and the committee's final report. The [Forms](#) section contains examples of forms used in committee account administration.

*Procedures Manual for Joint Committees* is also available in an online format at <https://www.tlc.texas.gov/pmjc>. In addition to outlining the procedures governing joint committees, this resource provides access to related forms that can be filled out online and printed or emailed.

For questions about procedures for joint committees, please contact Kimberly Shields at (512) 463-1155.

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# SECTION 1

# BUDGET AND ACCOUNT ADMINISTRATION

## BUDGET

Subject to availability of funds, each joint committee created by joint proclamation under the provisions of the authorizing resolution is potentially eligible for a funding allocation from Texas Legislative Council appropriations that have been reserved for joint study committees. Council funding is not available for a joint committee created by statute unless it is specified in the statute and funds for this purpose are appropriated to the council.

### **BUDGET PROPOSAL**

Under the provisions of the authorizing resolution, the chair, or co-chairs acting jointly, of each joint committee seeking funding must submit a proposal for budget and staffing to the lieutenant governor and speaker within four weeks of the creation of the committee. The proposal must be submitted on the [Joint Select Committee Budget and Staffing Form](#).

Certain staff support and other services are available at no charge to the committee. The budget request should include only those services for which the committee will incur a charge. Before developing a budget proposal, read the section on [Committee Staffing and Contracts](#) for more information on staffing and contract issues and the [Administrative Support](#) section for more information on administrative and support services.

**Budget and Staffing Form.** The [Joint Select Committee Budget and Staffing Form](#) must be used to submit a proposed committee budget.

**Item 1-Salaries.** Under Item 1 on the budget form, list a total amount for all salaried committee staff proposed to be placed on the Texas Legislative Council payroll and paid from the council funds reserved for joint study committees. A corresponding Item 1 on the second page of the form provides space to itemize the staff and salaries included in this total.

Under the terms of the authorizing resolution, joint committees must use, to the greatest extent possible, existing legislative staff resources, and the budget request should not include staff on Senate, House, or other legislative service agency payrolls who are being used by the committee. Before developing a budget proposal, read the section on [Committee Staffing and Contracts](#) for more information on staffing restrictions, requirements, and procedures.

**Item 2-Contracts.** Item 2 should include any staff, consultants, or expert witnesses whose services are proposed to be provided under contract. A corresponding Item 2 on the second page of the form provides space to describe the staff, consultant, and expert witness expenditures included in this total. Before developing a budget proposal, read the section on [Committee Staffing and Contracts](#) for more information on staffing and contract requirements and procedures.

**Item 3-Telephones.** A joint committee headquartered with a Senate, House, or other legislative office may choose to rely on existing telephone lines and equipment. Incremental costs will be absorbed by the office, as charges incurred by the committee cannot be segregated. A committee anticipating heavy telephone use may wish instead to seek approval for a separate installation. Before developing a budget proposal, read about [Telephones](#) in the Administrative Support section for more information.

**Item 4-Supplies and Purchasing.** In order for routine office supplies and other purchases to be reimbursable from the committee's budget and treated as a commitment of state funds, joint committees must make such purchases through the Texas Legislative Council. A committee may not independently obtain supplies or services or make purchases from outside or unauthorized



sources. Before developing a budget proposal, read about [Supplies and Purchasing](#) in the Administrative Support section for more information.

**Item 5-Photocopying and Duplication.** Before developing a budget proposal, read about [Photocopying, Duplication, and Printing](#) in the Administrative Support section for more information.

**Item 6-Printing of Final Report.** A committee may have its final report printed by a legislative resource, such as the council's print shop, Senate Publications and Printing, or House Reproduction, or by a nonlegislative resource, which will require soliciting bids for competitive pricing. Item 6 contains spaces to indicate whether the chair or co-chairs intend to have the report printed by the Texas Legislative Council or another source. Before developing a budget proposal, read about [Photocopying, Duplication, and Printing](#) in the Administrative Support section for more information.

**Item 7-Mailings.** Before developing a budget proposal, read about [Mail and Messengers](#) in the Administrative Support section for more information.

**Item 8-Travel Reimbursement.** Travel expenses should include travel reimbursement for Senate, House, and citizen members who are appointed by the lieutenant governor or speaker and for staff whose salaries are included within the committee's approved budget. Other state employees or officials who travel with a joint committee are eligible for travel reimbursement by their employers under provisions of the General Appropriations Act. Citizen members appointed to a committee by the governor are reimbursed by the governor's office as specified by the authorizing resolution.

Citizen members of subcommittees or advisory panels, if not also members of the full committee, are ineligible for travel reimbursement. Legislators serving on subcommittees or advisory panels are entitled to travel reimbursement regardless of their membership on the full committee. The committee reimburses the Senate and House of Representatives for this expense only if the approved budget includes funds for this purpose.

Before developing a budget proposal, read about [Travel](#) in the Administrative Support section for more information on travel reimbursement eligibility, budgetary responsibility, and reimbursement rates.

**Item 9-Special Outlays.** When necessary to meet sound system needs and comply with taping requirements, a committee may need to rent a site for a meeting held outside Austin. Item 9 should be used to budget for this purpose. Other expenses that would be included in Item 9 are books and other publications, furniture, and equipment. Before developing a budget proposal, read about [Special Outlays](#) in the Administrative Support section for more information on meeting sites outside Austin.

**Item 10-Authority to Approve Expenditures.** The committee is asked in Item 10 to designate one or two individuals authorized to approve expenditures. This may be the chair, one or both co-chairs, an aide from the Senate or House, or another committee staff person. The designee or designees are responsible for signing contracts, purchase requisitions, travel expense sheets, and other forms authorizing expenditures from the committee's budget. In the absence of committee rules to the contrary, approval must be provided by the chair or co-chairs if no one is designated to approve expenses.

**Signatures.** The completed form must be signed at the bottom of the first page by the chair or both co-chairs. The lieutenant governor and the speaker must review and approve the budget. A space for their signatures is provided at the bottom of page one.

**Page 2-Budget Detail.** As noted above, Items 1 and 2 on page two of the form provide space for more detailed information on the proposed salaries and contracts. Item 3 provides space for any other clarifications or justifications regarding the budget and staffing proposal.

**Submission and Approval.** Copies of the completed form must be submitted, together with any supplemental information that the chair or co-chairs may wish to add, to the lieutenant governor, the speaker, and the executive director of the Texas Legislative Council. Page two of the form contains space for clarifications regarding the budget request. Alternatively, the committee may attach a letter or memorandum.

If a joint committee continues through more than one fiscal year, a new budget must be submitted for each fiscal year.

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## **ACCOUNT ADMINISTRATION**

On receipt of an approved joint committee budget, the Texas Legislative Council's accounting office will establish an account from which expenditures for salaries, contracts, administration, and travel are to be made. No expenses will be processed until an approved budget is received in the accounting office.

The committee chair or co-chairs are responsible for the exercise of fiscal control to ensure that committee spending is in accordance with the approved budget. The accounting office will issue monthly reports comparing cumulative expenditures to the joint committee's budget. These reports can be anticipated between the 10th and 20th day of each month and will be current as of the last day of the preceding month, assuming travel voucher submissions are timely.

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## **GIFTS, GRANTS, AND DONATIONS**

A joint committee created pursuant to a resolution, including a joint committee created under the S.C.R. 22 authorizing resolution, may accept gifts, grants, and donations to fund or support committee activities. State law requires acceptance by a majority of the voting members of the committee in an open meeting ([Section 301.032, Government Code](#)). Acceptance must be recorded in the minutes, which must include the name of the donor and the purpose of the gift, grant, or donation. A committee may confer with the Texas Legislative Council's legal division to determine whether an offering falls within a category to which the statute applies.

A monetary gift, grant, or donation is to be forwarded to the council's accounting office, together with a signed copy of the minutes from the meeting at which acceptance occurred. The money will be combined with other council funds, and the accounting office will be responsible for keeping the committee informed of amounts spent and encumbered and for ensuring that expenditures are in keeping with the purpose of the contribution as reflected in the minutes.

Any portion of a monetary gift, grant, or donation remaining unused and unencumbered after a committee's expiration will be transferred in equal proportions to the accounts of the Senate and House of Representatives unless otherwise provided by the grantor or donor.

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# SECTION 2 COMMITTEE STAFFING AND CONTRACTS

## COMMITTEE STAFFING

### USING EXISTING STAFF RESOURCES

Under the terms of the authorizing resolution, joint committees must use, to the greatest extent possible, existing staff and administrative resources of committee members, standing committees, officers of the Senate and House, and legislative service agencies. Use of such staff has no impact on the committee budget as long as the staff remain on the same legislative office payroll. Employers of such staff may wish to formalize an agreement on the nature, terms, and conditions of such support.

The following legislative agencies and offices may be valuable resources for the committee:

- [\*\*Texas Legislative Council Research Division\*\*](#). The research division can provide research support, drafting of policy resolutions, assistance in writing the committee's report, preparation of statistical data and analysis, and preparation of maps for analysis or presentation. Requests for assistance from the research division should be made to the research division director.
- [\*\*Texas Legislative Council Legal Division\*\*](#). The legal division can provide drafting of proposed legislation, legal research, and limited legal counsel. Inquiries about legal staff assistance should be directed to the legal division director.
- [\*\*Legislative Reference Library\*\*](#). The Legislative Reference Library houses copies of legislation and reports, books, periodicals, and newspaper clippings relating to state government issues. The collection includes material from other states and is valuable as a source of background information relevant to a committee's assigned study topic. Library staff are available to assist with research and locating appropriate materials.
- [\*\*Senate Research Center\*\*](#). The Senate Research Center can provide research support and assistance in writing the committee's report.
- [\*\*Senate Engrossing and Enrolling\*\*](#). Senate Engrossing and Enrolling can provide legal research and drafting of proposed legislation.
- [\*\*Legislative Budget Board\*\*](#). The Legislative Budget Board sometimes assists committees whose assignments relate to state finance. The board's primary responsibility is to prepare the general appropriations bill that is introduced each regular session. The board also conducts performance reviews of state agencies and institutions.
- [\*\*Sunset Advisory Commission\*\*](#). The Sunset Advisory Commission reports and staff are useful sources of information about state government organization and individual agencies. Each interim, the commission evaluates a number of state agencies scheduled for automatic termination unless renewed by law in the next legislative session.
- [\*\*State Auditor's Office\*\*](#). The State Auditor's Office performs financial, compliance, efficiency, and effectiveness audits of state agencies and institutions. It may also conduct special audits or investigations of specific alleged problems. The auditor's personnel classification division assists in developing position listings and salary schedules used in the general appropriations bill.
- [\*\*House Research Organization\*\*](#). The House Research Organization publishes research reports examining state issues and analyzing proposed legislation.

## **BUDGETED STAFF**

A committee budget may include salaried or contract staff. Salaried staff included in the committee budget are placed on the Texas Legislative Council's payroll and paid from council funds reserved for the committee.

### **CONSIDERATIONS FOR STAFF ON COUNCIL PAYROLL**

If a joint committee wishes to propose staff placement on or transfer to the council's payroll for the duration of a study, such prospective council employees should be aware of applicable council employment policies.

**Restrictions on Political Activities.** The council, as a nonpartisan service agency, prohibits employees from:

- taking an active part in political campaigns; and
- taking part in political funds management.

**Restrictions on Vacation, Sick, and Compensatory Leave.** Other restrictions relate to employee benefits:

- **Vacation and Sick Leave.** Council employees accrue vacation and sick leave but may forfeit leave if they transfer to certain Senate or House payrolls on expiration of the committee. Accumulated vacation and sick leave can be transferred if an employee separates from employment and is reemployed within 30 calendar days by a state agency to a position that accrues leave. If a 30-day break occurs, a transferring or terminating employee may be paid a lump sum for unused vacation leave if the employee has six months' continuous state employment and if sufficient funds remain in the committee's budget for that purpose.
- **Compensatory Leave.** Accumulated compensatory time cannot be transferred or reimbursed monetarily.

**Time Sheet Requirement.** A committee employee paid by the council must fill out a council [Monthly Time Report](#) each month, have it signed by the committee's designee for expenditure approval, and forward it to the council's human resources department.

**Advance Approval for Travel on Committee Business.** A committee employee paid by the council must always obtain advance approval for travel. Read about [Travel](#) in the Administrative Support section for more information. Questions relating to council employment should be addressed to the council's human resources department.

### **PROCEDURE FOR PLACING STAFF ON COUNCIL PAYROLL**

Hiring or placing committee staff on the council's payroll requires completion of a council [Personnel Action Form](#), or PAF. The completed PAF, signed by the committee's designee for expenditure approval, must be submitted to the human resources department for processing. All joint committee PAFs are subject to approval by the Texas Legislative Council's executive director.

When an employee joins the council, the human resources department will provide a new employee orientation explaining the documents needed for adding the employee to the council's payroll.

### **PROCEDURE FOR REMOVING STAFF FROM COUNCIL PAYROLL**

When the committee budget expires, the council's executive director will execute PAFs removing from the council payroll any committee staff for whom PAFs have not previously been initiated by the chair's or co-chairs' designee. If the chair or co-chairs wish to continue to employ such staff, they have until the next state payroll deadline (around the 20th of the month) to obtain approval for a new budget or to execute paperwork transferring the staff to a Senate or House payroll.

## **CONTRACT STAFF, CONSULTANTS, AND EXPERT WITNESSES**

Paperwork relating to contract staff, consultants, and expert witnesses will be prepared by the council's legal division and accounting office in conjunction with the committee and will be forwarded to the committee designee for signature. All joint committee consulting contracts are subject to approval by the Texas Legislative Council's executive director.

Consulting contracts with engineers, accountants, architects, physicians, and other specified professionals are governed by the Professional Services Procurement Act ([Subchapter A, Chapter 2254, Government Code](#)), which provides for the award of contracts without competitive bidding on the basis of demonstrated competence and qualifications and for a fair and reasonable price.

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# SECTION 3

# ADMINISTRATIVE SUPPORT

## **TELEPHONES**

A joint committee headquartered with a Senate, House, or other legislative office may choose to rely on existing telephone lines and equipment. Incremental costs will be absorbed by the office, as charges incurred by the committee cannot be segregated.

A committee anticipating heavy telephone use may wish to seek approval for a separate installation. Item 3 on the [Joint Select Committee Budget and Staffing Form](#) is the appropriate place to request such funding. If the joint committee is approved for a separate installation, it must be requested through Senate Support Services or House Business Operations.

Legislative offices are served by the Capitol Complex Telephone System (CCTS) for calls within the Capitol Complex and by the AT&T network for other calls in Austin and for long-distance calls. The Department of Information Resources offers CCTS hookups, provides access to local Austin telephone service, and sells and installs telephone units. Joint committees are limited to these services. Telephones or telephone services ordered directly from the private sector are not reimbursable, and no state funds may be encumbered for their use.

## **SUPPLIES AND PURCHASING**

A joint committee may choose to use the supplies of the member or committee office in which the committee is headquartered. To use funds from the committee budget for supplies and special purchases, joint committees must obtain the items through the Texas Legislative Council. A committee may not independently obtain supplies or services or make purchases from outside or unauthorized sources. Such expenditures are not reimbursable and will not be treated as a commitment of state funds.

The Texas Legislative Council obtains supplies from WorkQuest and other sources and stocks routine office supplies. Stationery and business cards are printed by the council's print shop. All other procurement occurs through special purchases.

### **ROUTINE SUPPLIES**

To obtain paper, other routine office supplies, or recording media (CDs, etc.) for meetings, a joint committee must submit a list of the items desired to the council's accounting office, indicating the committee to which they are to be charged. The list may be delivered to the council's accounting office in the Robert E. Johnson (REJ) Building or mailed to the Texas Legislative Council, Accounting Office, P.O. Box 12128, Austin, TX 78711-2128.

### **SPECIAL PURCHASES**

To obtain an item not available through the council's supply store, including special outlays such as meeting place rentals, books and publications, furniture, and equipment, a joint committee must contact the council's senior purchaser, and the council will obtain the item as a special purchase. On delivery, the committee must complete the [TLC Receiving Report](#) included with the supply delivery and return it to the accounting office.

## **PHOTOCOPYING, DUPLICATION, AND PRINTING**

### **COUNCIL SERVICES**

The Texas Legislative Council provides printing services through the council's print shop. To request an intermediate or large job requiring the use of the council print shop, contact the document production division director at



(512) 463-1155. Materials costs for such jobs are charged against the committee budget, so a committee should contact the council's accounting office about any job that will have a cost.

## **OTHER RESOURCES**

The committee also has the option to use Senate or House duplicating or printing facilities. The Senate or House may charge joint committees for some or all duplicating and printing services or may offer those services for free. If the Senate or House charges for services, it may confer with the council's accounting office and provide for interagency billing of charges according to a mutually agreeable schedule.

## **PHOTOCOPYING LIBRARY MATERIALS**

Texas Legislative Council employees have checkout privileges at the [Legislative Reference Library](#), [Texas State Library](#), and [Texas State Law Library](#). They also may apply for a courtesy borrower's card for [The University of Texas Libraries](#) system through the borrower services desk of the [Perry-Castañeda Library](#), phone (512) 495-4300.

If materials at the Legislative Reference Library cannot be checked out, the library staff may make copies. The library will bill the cost of the copies to the committee. Senate, House, and legislative agency staff who are assisting a committee should inform the librarian if copies are for a joint committee rather than for their usual employers. Use of the Legislative Reference Library copier is not a reimbursable expense.

If materials at the Texas State Library or Texas State Law Library cannot be checked out, consult the reference librarian regarding duplication and fees.

## **PRINTING OF FINAL COMMITTEE REPORT**

A committee may have the final report printed by a legislative resource, such as the council's print shop, Senate Publications and Printing, or House Reproduction, or by a nonlegislative resource. Item 6 on the [Joint Select Committee Budget and Staffing Form](#), regarding printing of the final report, contains blanks to indicate whether the chair or co-chairs intend to have the report printed by the Texas Legislative Council or another source. If intending to use a nonlegislative source, a committee should contact the council's purchasing office, which will solicit bids for competitive pricing.

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## **MAIL AND MESSENGERS**

### **INCOMING MAIL**

For incoming mail delivered by the U.S. Postal Service, a joint committee may use the same address as the Senate, the House, or a legislative agency, depending on where the committee and its staff are headquartered. A centralized address may be preferable for coordination if the staff is dispersed among several locations. A joint committee may not rent its own post office box.

### **OUTGOING MAIL**

Outgoing postal mail should include a committee return address to establish that it is official state business and to enable the Texas Legislative Council to assess postage charges. The council is responsible for metering and sending outgoing committee mail and for charging postage to the committee budget. A committee may call the council's accounting office for pickup or may bring the mail to the REJ Building, plaza level.

### **INTERAGENCY MAIL**

State law generally prohibits use of the U.S. Postal Service for mail that can be delivered within Travis County by interagency means ([Sections 2176.051 and 2176.052, Government Code](#)). The Texas Comptroller of Public Accounts operates an interagency mail system free of cost to joint committees. It covers most state agency and University of Texas locations in Austin.

To send interagency mail, committee staff must indicate the recipient and the street or building address and mark the envelope or package "Interagency Mail" in the upper right corner. The Senate mail staff pick up outgoing interagency mail from Senate offices, and Texas Legislative Council delivery assistants pick up such mail from council offices. Outgoing interagency mail from House offices must be taken to the House post office.

## **MESSENGERS**

Faster service is available within the Capitol Complex, where legislative messengers make direct interoffice deliveries. Joint committee staff housed in Senate or House offices served by the Senate or House sergeant-at-arms use the sergeant's messengers for interoffice mail. Committee staff housed with the Texas Legislative Council use council delivery assistant services.

## **OVERNIGHT OR EXPRESS MAIL**

To arrange for overnight or express mail, contact the council's accounting office. Council mail staff will fill out associated paperwork and bill the joint committee. They will need the name, street or building address, and telephone number of both the committee and the recipient. FedEx packages can go out as late as 3:30 p.m. Overnight or express items sent via the U.S. Postal Service must be ready by 2 p.m.

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## **TRAVEL**

### **ELIGIBILITY AND BUDGETARY RESPONSIBILITY FOR TRAVEL EXPENSE REIMBURSEMENT**

Joint committee members and staff may be eligible for reimbursement of travel expenses incurred for attending meetings or for other committee-related business. Eligibility for and the source of reimbursement will depend on several criteria, including terms specified in the authorizing resolution and in state law.

- **Senate, House, and Citizen Members Appointed by the Lieutenant Governor or Speaker.** Senate, House, and citizen members who are appointed by the lieutenant governor or speaker are eligible for reimbursement for such travel expenses from the committee's budget with the Texas Legislative Council.
- **Salaried Staff in the Committee's Budget.** Staff whose salaries are included in the committee's budget are eligible for reimbursement for such travel expenses from the committee's budget with the Texas Legislative Council.
- **Citizen Members Appointed by the Governor.** Citizen members appointed to a joint committee by the governor are eligible for travel reimbursement by the governor's office under the authorizing resolution and should contact the governor's appointments office for applicable travel policies and instructions.
- **Other State Employees or Officials.** Other state employees or officials who travel with a joint committee, including council employees not included in the committee budget, are eligible for travel reimbursement by their employers under provisions of the General Appropriations Act. They are subject to the applicable Senate, House, or agency travel policies that apply to other state government travel and should contact their employing agency or entity for information on those policies and procedures.
- **Members of Subcommittees or Advisory Panels.** Reimbursement will depend on several criteria:
  - Citizen members of any subcommittees or advisory panels appointed by the chair or co-chairs, if they are also members of the full committee, are entitled to reimbursement for associated travel from the committee's budget with the council or the governor's office, as applicable.
  - Citizen members of subcommittees or advisory panels, if not also members of the full committee, are ineligible for travel reimbursement.
  - Legislators serving on subcommittees or advisory panels are entitled to travel reimbursement from the Senate or House of Representatives, as applicable, regardless of their membership

on the full committee. The committee reimburses the Senate or House for this expense if the approved committee budget includes funds for this purpose.

- **Subpoenaed Witnesses.** Witnesses subpoenaed by the committee are entitled to travel reimbursement from the committee's budget with the Texas Legislative Council. Reimbursement is at the same rates and under the same policies and procedures as council employees.

## ADVANCE APPROVAL OF TRAVEL

Whether advance approval of travel expenses is required for reimbursement will depend on the status of the individual seeking reimbursement and the nature of the expense.

- **Legislators and Citizen Members.** Advance approval for travel associated with a committee meeting by a legislator or citizen-member appointee of the lieutenant governor or speaker is not normally required.
- **Salaried Staff.** Advance approval for travel by salaried staff in the committee's budget is always required.
- **Rental Car or Travel Outside Texas.** Advance approval is required for travel involving a rental car or travel outside Texas.
- **Travel Unassociated with a Full Committee Meeting.** Advance approval is required for travel unassociated with a committee meeting (e.g., conference attendance or separate subcommittee or advisory panel meetings) unless the chair or co-chairs waive this requirement by written notice to the council's accounting office.

The council [Advance Travel/Registration Request Form](#) requires an estimate of transportation costs and any conference registration fees. The prospective traveler must forward to the council's accounting office a completed form signed by the committee chair, a co-chair, or an individual designated for expenditure approval. For council employees loaned to the committee or asked to travel to assist the committee, the appropriate division director's signature substitutes for that of the committee designee. Executive director approval is required for council funds, rather than committee funds, to cover council employee travel on committee business. The completed and signed form may be delivered to the council's accounting office in the REJ Building or mailed to the Texas Legislative Council, Accounting Office, P.O. Box 12128, Austin, TX 78711-2128.

## RESERVATIONS, DISCOUNTS, AND DIRECT BILLING

Senate members traveling on joint committee business may make reservations, obtain discounts, and use their corporate travel cards in the same manner as for other legislative travel.

House members traveling on joint committee business should follow the same reservation and direct billing procedures as are applicable to other House member travel.

Citizen members of joint committees should consult with the council's accounting office regarding state law imposing limitations on reimbursements before making reservations.

Staff on the council payroll traveling on joint committee business can schedule airline reservations, rental car reservations, and hotel reservations through the state's contracted travel agency. Use of this travel agency gives the council access to cheaper airfares, discount car rental rates, and state government hotel rates and enables it to directly bill some of the costs (airfare and car rental) to the council rather than having the employee pay out of pocket. The council has discount and direct billing car rental arrangements with Enterprise, Avis, and Hertz. For information on hotels offering state government rates or for assistance, contact the council's accounting office. When making an airline reservation for an employee, the travel agency will bill the council directly for the airfare. Rental car costs can be directly billed to the council as well. Hotel costs are not billed directly to the council but are paid by the employee and reimbursed. Information on hotel discounts and direct billing is available from the council's accounting office.

## ALLOWABLE REIMBURSEMENTS

This section should be read carefully before committee members and staff make reservations or incur travel expenses. [Table 1](#) summarizes miscellaneous travel expenses that are reimbursable. The table also indicates which receipts and expense itemizations are necessary for repayment purposes. Travel expense and reimbursement questions should be directed to the council's accounting office.

**Transportation Expenses.** Reimbursement for transportation expenses relating to committee travel is based on the authorizing resolution, if applicable, and the General Appropriations Act enacted by the 88th Legislature. Each fiscal year, the comptroller's office publishes travel reimbursement rates on its website.

In addition to automobile mileage rates for legislators and state employees, rates for personally owned or leased aircraft are listed. Travel by commercial airline is reimbursable at cost, with the restriction that the traveler must fly at the lowest available coach airfare unless only first class is available. Travel by rental car, taxi, shuttle, or mass transit is also reimbursable at cost.

**Meals and Lodging Expenses.** Legislators and citizen members traveling on joint committee business are reimbursed for meals and lodging at rates established by Senate Administration and House Administration, consistent with the General Appropriations Act. Meal reimbursements apply only when an overnight stay is required.

## NONREIMBURSABLE FOOD AND BEVERAGE EXPENSES

An attorney general's opinion rules out payment from state funds for coffee or refreshments consumed by members or staff during a committee meeting ([Tex. Att'y Gen. Op. No. C-557 \(1965\)](#)). The General Appropriations Act expressly prohibits the expenditure of state funds for alcoholic beverages, and tips are not reimbursable. Tips and charges for alcohol consequently must be subtracted from one's tab when calculating meal expenses.

## PROHIBITION AGAINST GROUP BILLING AND REIMBURSEMENT FOR MEALS

Restrictions under the General Appropriations Act prohibit group billing and reimbursement for group meals held in conjunction with committee meetings. Participants in group dinners, lunches, or breakfasts must be billed individually to obtain state reimbursement. Restaurants or caterers should be advised of this policy if a group meal is arranged or scheduled.

## OBTAINING REIMBURSEMENT

Joint committee travelers should use receipts and expense itemizations to fill out travel expense forms for reimbursement.

- Employees on the council payroll use the [Joint Committee Travel Expense Information Sheet](#), available in the forms section or from the council's accounting office.
- Citizen members use the [Joint Committee Travel Expense Information Sheet](#), available in the forms section or from the council's accounting office. Citizen members should include in the blank space on the back of the form the date, location, and a description of duties performed or meetings attended.
- Senate and House members should follow the travel procedures of their respective chambers. If funds for that purpose are available in the committee budget, the council will reimburse the chamber through an interagency payment voucher.

All original receipts must be attached to the form as summarized in [Table 1](#). The form must include the signature of the committee chair, co-chair, or individual designated for expenditure approval. The completed form may be delivered to the council's accounting office or mailed to the Texas Legislative Council, Accounting Office, P.O. Box 12128, Austin, TX 78711-2128.

From the information provided by the claimant, the accounting office fills out a travel voucher and sends it to the claimant for verification and signature. The claimant returns the signed voucher to the accounting office for processing.

## **SPECIAL OUTLAYS**

### **MEETING SITES OUTSIDE AUSTIN**

A committee is advised to solicit assistance from local legislators or to obtain from the Senate committee coordinator a list of preferred meeting sites that accommodate sound system, recording, and other needs of committee meetings without cost to the committee. When necessary to meet sound system needs and comply with audio recording requirements, a committee may, if funds are available in its budget, rent a meeting site. See the [Committee Proceedings](#) section for more information on the requirements for Electronic Recording. Item 9 on the [Joint Select Committee Budget and Staffing Form](#) provides a space for requesting special outlays for this purpose. The chair or co-chairs may pay the rental expense and submit a receipt with the travel expense sheet or may initiate council prepayment of the expense by contacting the council's accounting office.

### **OTHER**

Contact the council accounting office for information about other special outlays, such as meeting place rentals, books and publications, furniture, and equipment. See the Supplies and Purchasing, [Special Purchases](#) portion of this section for more information about obtaining such outlays.

Table 1 Travel Expenses, Receipts, and Recordkeeping			
	Reimbursable	Keep Receipts	Comments/Other Recordkeeping Requirements
<b>Commercial Air:</b>			
Airfare	Yes	Yes	Must retain original ticket.
Excess Baggage Charges (Business)	Yes	Yes	Committee-related charges are reimbursable.
<b>Rental Car:</b>			
Rental Fee and Taxes	Yes	Yes	Main rental receipt must itemize.
Collision Damage Waiver Insurance	Yes <sup>1</sup>	Yes	
Other Insurance Surcharges	No <sup>2</sup>	Not Applicable	
Gasoline	Yes	Yes	Must be itemized on a daily basis.
Parking	Yes	Yes	
Tolls	Yes	Yes	
<b>Personal Car:</b>			
Mileage	Yes	Not Applicable	Determined by odometer or by a readily available online mapping service.
Parking	Yes	Yes	
Gasoline	No	Not Applicable	Mileage reimbursement covers this expense.
Repairs or Maintenance	No	Not Applicable	Mileage reimbursement covers this expense.
Tolls	No	Not Applicable	Mileage reimbursement covers this expense.
<b>Taxi, Shuttle, Transit:</b>			
Fare (less than \$10)	Yes	Yes	Must be itemized by trip, with fare and destination.
Fare (\$10 or more)	Yes	Yes	Must itemize each destination.
Tips	No	Not Applicable	
<b>Lodging:</b>			
Room Rate (Legislators)	Yes*	No	Hotel receipt must itemize.
Room Rate (Citizen Members/Staff)	Yes*	Yes	
Hotel Occupancy Taxes	Yes	Yes	
Cleaning or Laundry	No	Not Applicable	Examples: personal phone calls, movie rentals.
Personal Expenses or Entertainment	No	Not Applicable	
<b>Meals (Individually Billed Only):</b>			
Food and Drink (Nonalcoholic)	Yes*	No	Must be itemized by meal.
Alcohol	No	Not Applicable	
Tips	No	Not Applicable	
<b>Meetings:</b>			
Meeting Site Rentals	Yes <sup>3</sup>	Yes	Reimbursable if funded in committee budget.
Coffee or Refreshments	No	Not Applicable	
<b>Other:</b>			
Conference Registration	Yes	Yes	
Phone Calls (Committee Business)	Yes	Yes	Must be itemized on a daily basis.
Photocopies (Committee Business)	Yes	Yes	Must be itemized on a daily basis.
Postage (Committee Business)	Yes	Yes	Must be itemized on a daily basis.
Freight (Committee Materials)	Yes	Yes	Must be itemized on a daily basis.
<sup>1</sup> This expense may be unnecessary. Rental car companies with which the state has contracts provide CDW coverage automatically. Other companies may also provide coverage, depending on separate contracts with the legislative branch.			
<sup>2</sup> Other surcharges include liability insurance supplements, safe trip insurance, personal accident insurance, or personal effects insurance.			
<sup>3</sup> Purchase requisition must be processed through the council's accounting office.			
* Pursuant to the authorizing resolutions, reimbursement rates for rooms and meals will be determined by the lieutenant governor and speaker in accordance with the General Appropriations Act.			

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# SECTION 4

# COMMITTEE PROCEEDINGS

The proceedings of joint committees created by proclamation are subject to the provisions of the authorizing resolution. That resolution confers all powers and duties provided generally to Senate and House select committees under [Subchapter B, Chapter 301, Government Code](#), and the Senate and House rules of procedure, unless the proclamation creating the joint committee modifies the committee's powers and duties. Like all other legislative committees, a joint committee is also subject to state public information law ([Chapter 552, Government Code](#)) and certain other state laws.

The chair, or the co-chairs acting by mutual agreement, has authority under the authorizing resolution to create and appoint subcommittees or advisory panels. Advance approval of the lieutenant governor and speaker is required for subcommittees or panels containing members who are not also members of the full committee.

It is the responsibility of the chair or co-chairs of the committee to determine procedural matters, such as who has final approval of the notice of a meeting and who on the committee's staff will serve as committee clerk and handle the posting of notice and other duties of the clerk. This individual must have access to the committee system of the Senate or House in order to post notice, file committee minutes, and perform other tasks. In most cases, the posting is done using the Senate system. Two copies of each posting go to the [Legislative Reference Library](#) on completion.

## RULES OF PROCEDURE

House and Senate rules for committee procedures are similar, but not identical. The authorizing resolution leaves the adoption of joint committee rules to the discretion of the committee, with exceptions as discussed below.

Committee members and staff may consult with the Senate and House parliamentarians if procedural questions arise. The chair or co-chairs of a committee, including a citizen member, may wish to do so at the outset of the committee's formation.

## APPOINTMENT OF SUBCOMMITTEES OR AFFILIATED ADVISORY PANELS

The joint committee chair, or the co-chairs acting by mutual agreement, has authority to create subcommittees or affiliated advisory panels and to designate chairs for each. Advance approval of the presiding officers of the Senate and House is required for the appointment of subcommittees or panels with members who are not also members of the full committee.

## MEETINGS AND HEARINGS

### OPEN MEETINGS

All meetings of a joint committee must be open to the public in accordance with the rules of the two chambers of the legislature. The authorizing resolution makes no specific mention of the procedures to be used by a joint committee when conducting a meeting.

Rule 4, Section 12, House Rules, states the general rule that almost all House committee meetings are open. That rule provides:

All meetings of a committee or subcommittee, including a calendars committee, shall be open to other members, the press, and the public unless specifically provided otherwise by resolution adopted by the House....

Rule 4, Section 12, House Rules, also sets out a narrow set of circumstances in which a House committee may conduct a meeting in executive session. While the Senate rules contain no provision that is precisely parallel to



Rule 4, Section 12, House Rules, it may be assumed that meetings will be open to the public except where those rules authorize an executive session. For example, Senate Rule 11.10 expressly requires that each committee give a public, 24-hour notice of the time and place of a meeting, while Senate Rule 11.07 requires the adoption of committee rules providing for news coverage of all meetings. Senate Rule 11.11 further requires that all meetings be recorded and available to the public.

A joint committee that desires to conduct a closed meeting or a meeting in executive session should consult with the Senate and House parliamentarians and legal counsel.

## **POSTING OF NOTICE**

Notice of a legislative committee meeting is given in the manner provided by the House or Senate rules (see [Section 551.046, Government Code](#)). The authorizing resolution adopts a joint rule of the Senate and House requiring that notice of joint committee hearings or meetings be posted publicly at least five calendar days in advance. According to that rule, notice is to be posted at the locations specified by the Senate and House rules of procedure for posting of notice of standing committee meetings. Notice for subcommittee and advisory panel meetings is to be posted in the same manner as for committee meetings. For further direction, consult with the committee coordinators of the Senate and House.

Although publication of committee meeting notices in the Texas Register is not required, committees may wish to contact the office of the secretary of state at (512) 463-5561 to arrange for the publication of notices for meetings outside of Austin.

## **MEETING SITES IN AUSTIN**

Senate and House meeting rooms with various seating capacities for committee members and an audience are available for committee use in the Capitol, Capitol Extension, and John H. Reagan (JHR) Building. Available rooms can be scheduled without charge to the committee by contacting the Senate or House committee coordinator. For special equipment needs, the Senate or House committee coordinator should be notified well in advance of the meeting.

Joint committees have the same access and privileges to Senate and House meeting rooms as Senate and House standing or select committees, except during legislative sessions.

Meeting rooms are usually unlocked for committee members and staff before their arrival. If doors are locked or if the temperature of the room is uncomfortable, committee members should contact the House or Senate committee coordinator.

**Food and Beverage Restrictions.** When scheduling a meeting room, a committee should check with the committee coordinator from the appropriate house for any applicable food or beverage restrictions. For House meeting rooms, committee members may order coffee, cream, and sweetener from House Special Services and must pay for those items from personal funds. For Senate meeting rooms, the Senate committee coordinator will arrange for coffee, cream, sweetener, and water.

**Assistance Services.** The Senate or House committee coordinator will contact an outside resource to arrange for sign language interpreting services, the cost of which will be paid from the joint committee budget. All meeting rooms in the Capitol, Capitol Extension, and JHR Building meet the standards established by the federal Americans with Disabilities Act, and committees are encouraged to contact the Senate or House committee coordinator at least 72 hours in advance if they have questions about available accommodations or if they need to arrange for a sign language interpreter.

Personal assistive listening devices are available for public use in the Senate chamber and Senate committee hearing rooms. The listening devices may be obtained from the secretary of the Senate's office, Room 2E.22, Capitol Building. For more information about obtaining a listening device, contact the Senate committee coordinator.

## MEETING SITES OUTSIDE AUSTIN

To identify meeting sites outside Austin, a committee is advised to solicit assistance from local legislators, especially those who serve on the committee, or to obtain from the Senate committee coordinator a list of preferred meeting sites that accommodate sound system, recording, and other needs of committee meetings without cost to the committee. When necessary to meet sound system needs and comply with audio recording requirements, a committee may, if funds are available in its budget, rent a meeting site. Read about [Special Outlays](#) in the Administrative Support section for information about renting and paying for a meeting site.

## ELECTRONIC RECORDING

Senate rules require audio recording and, when available, audiovisual recording of all meetings, while House rules require audio recordings of any testimony. Committees are responsible for providing recording supplies for all meetings. These may be obtained, in the same manner as routine office supplies, from the Texas Legislative Council's supply room and will be charged against the joint committee budget.

**Senate Hearing Rooms.** Senate Media Services will record hearings that take place in a Senate hearing room. Should an office in the House of Representatives or a state agency need copies of the recorded proceedings, a representative of the office or agency may contact Senate Staff Services at the conclusion of the hearing. A fee of \$5 per audio recording will be assessed.

Committee meeting rooms in the Capitol, Capitol Extension, and JHR Building are fully equipped for sound and recording. After reserving a Senate hearing room, a committee representative should contact the Senate committee coordinator for special equipment needs. The coordinator will arrange with Senate Media Services to record and monitor the meeting electronically, operate the sound system, and set up requested special equipment. The Senate committee coordinator or Senate Media Services should be contacted if sound levels during the meeting are inadequate.

**House Meeting Rooms.** Committees using House meeting rooms are responsible for their own audio recording. Committee staff should obtain advance instructions from the House committee coordinator in using House recording and sound systems. The House committee coordinator or House Video/Audio Services may be contacted regarding problems with audio recording or sound. For special equipment needs, the House committee coordinator should be notified well in advance.

**Outside Austin.** A committee must make arrangements for audio recording, sound, and technical needs at meetings outside Austin. See the Meeting Sites Outside Austin information, above, for details.

After recording or assisting in the recording of meetings, legislative staff should return the recordings to Senate Staff Services or House Video/Audio Services.

**Public Recording and Access to Committee Recordings.** Taping of a committee meeting may be allowed at the discretion of the chair.

The public is frequently interested in recordings of committee meetings or testimony, and video recordings of many of these proceedings are available on the [Texas House of Representatives](#) and [Texas Senate](#) websites. A committee that receives a request to listen to a recording of a meeting may arrange with House Video/Audio Services or Senate Staff Services to provide that opportunity. Both chambers can duplicate recordings on request for a fee.

## MINUTES

Senate and House rules require minutes of all meetings. Minutes should be prepared in the manner requested by the chair or co-chairs. House rules prescribe some matters of form, but Senate rules do not. Three copies of the minutes go to the Legislative Reference Library, which is the official custodian for joint committee minutes. If the minutes reflect receipt of a gift, grant, or donation, a fourth copy goes to the Texas Legislative Council's accounting office.

## TESTIMONY

An open meeting is open to public attendance but not necessarily to public testimony. If a committee allows public testimony, it may not discriminate unreasonably between witnesses or prospective witnesses. Within such parameters, the chair or co-chairs may set constraints on the number, length, and frequency of witness presentations.

**Witness Affirmation Form.** Senate and House rules of procedure require that witnesses before legislative committees take an oath or file a sworn statement. Joint committees may satisfy the requirement by oral or written means, or both. Joint committees should use a witness affirmation form that allows for witness sign-in and simultaneously satisfies the oath requirement. A [Witness Affirmation](#) form is included in the Forms section. Similar forms are available from the Senate or House committee coordinator.

**Committee Subpoena Powers.** The authorizing resolution provides that a joint committee, by two-thirds record vote of members present and voting, a quorum being present, may issue process to compel the attendance of witnesses or to gain access to specified books, records, or documents. Committee subpoena powers are outlined in [Sections 301.024–301.027, Government Code](#). The Texas Legislative Council’s legal division can assist in preparing the necessary legal papers and may, in addition to Senate, House, or joint committee legal counsel, be consulted on any matters relating to committee subpoenas.

**Written Testimony.** Many witnesses submit written copies of their testimony or other materials to support their presentations. Retention of written copies of testimony or other supporting materials is not required by House or Senate rules or by the concurrent resolution authorizing the appointment of joint committees. A joint committee, on compiling written submissions from a meeting, may choose to forward an assembled copy of the submissions to the Legislative Reference Library. Published material may be omitted at the committee’s discretion.

## FINAL COMMITTEE REPORT

The final report of a joint committee must be approved by a majority of the voting membership of the committee. Dissenting voting members may attach statements to the report, subject to any limitations specified in rules adopted by the committee. Table 2 lists previous legislative committee reports that serve as potential models for the inclusion of dissenting statements.

Table 2 Examples of Dissenting Statements		
Committee Report (Year)	Link to Legislative Reference Library PDF	Page
Joint Interim Committee to Study TRS Health Benefit Plans, Interim Report, 84th (2016)	<a href="https://lrl.texas.gov/scanned/interim/84/T22.pdf#page=5">https://lrl.texas.gov/scanned/interim/84/T22.pdf#page=5</a>	5
Joint Interim Committee to Study the Public School Finance System, Interim Report, 82nd (2012)	<a href="https://lrl.texas.gov/scanned/interim/82/P96sf.pdf#page=17">https://lrl.texas.gov/scanned/interim/82/P96sf.pdf#page=17</a>	17
Joint Interim Committee on Private Activity Bonds, Interim Report, 77th (2002)	<a href="https://lrl.texas.gov/scanned/interim/77/p939.pdf#page=4">https://lrl.texas.gov/scanned/interim/77/p939.pdf#page=4</a>	4-7
Examples of Partial Dissent (Signed With Reservations)		
Committee Report (Year)	Link to Legislative Reference Library PDF	Page
Legislative Committee to Review the Texas Lottery and Charitable Bingo in Texas, Interim Report, 83rd (2014)	<a href="https://lrl.texas.gov/scanned/interim/83/L917.pdf#page=3">https://lrl.texas.gov/scanned/interim/83/L917.pdf#page=3</a>	3
Medicaid Reform Waiver Legislative Oversight Committee, Interim Report, 82nd (2012)	<a href="https://lrl.texas.gov/scanned/interim/82/M498.pdf#page=10">https://lrl.texas.gov/scanned/interim/82/M498.pdf#page=10</a>	10

## REQUIRED COPIES

The number of final report copies is limited by the committee’s budget. From the total number of copies printed, four copies by law must be deposited with the State Publications Depository Program of the Texas State Library and Archives Commission. In addition, a joint committee should reserve three copies each for the Legislative

Reference Library, the lieutenant governor, the speaker, and the governor. If the council prints the report, the council's document production division will handle all required distribution, including deposit with the State Publications Depository Program. If the report is printed elsewhere, the committee chair or co-chairs are responsible for distribution.

## **DISTRIBUTION AND AVAILABILITY OF THE REPORT**

When the Texas Legislative Council prints a joint committee report, it will provide an electronic copy to the Legislative Reference Library and the State Publications Depository Program of the Texas State Library and Archives Commission; a committee that prints its report outside the council should arrange for the libraries to have an electronic copy. The Legislative Reference Library will post the committee report on its website. The committee chair or co-chairs will be the custodians of hard copies of the report and may distribute copies, but may not charge for the copies they distribute. Sales of hard copies, if any, must be channeled through the Texas Legislative Council. The sales price shall be set by the council, and proceeds shall be returned to the council's interim committee funds for reappropriation or other disposition by the 89th Legislature.

Read [Printing of Final Committee Report](#) in the Administrative Support section for information on printing options.

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## **DISPOSITION OF COMMITTEE RECORDS**

The Legislative Reference Library is the official depository for joint committee documents, including minutes, witness affirmation forms and witness lists, written testimony, and transcripts. Committee correspondence remains with the chair or co-chairs, and audio and video recordings are retained by the recording entity, Senate Staff Services or House Video/Audio Services.

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## **EXPIRATION OF COMMITTEE**

A joint committee created under the authorizing resolution expires on the day that the next legislature convenes, or an earlier date specified in the proclamation creating the committee.

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ADVANCE TRAVEL/REGISTRATION REQUEST FORM

JOINT SELECT COMMITTEE BUDGET AND STAFFING FORM

JOINT COMMITTEE TRAVEL EXPENSE INFORMATION SHEET

MINUTE NOTES

MONTHLY TIME REPORT

PERSONNEL ACTION FORM

RECEIVING REPORT

WITNESS AFFIRMATION

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**TEXAS LEGISLATIVE COUNCIL  
ADVANCE TRAVEL/REGISTRATION REQUEST FORM**

Requestor's Name (print): \_\_\_\_\_ Division/Section: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of training or conference: \_\_\_\_\_

What benefit will the Council gain from your attending this training? (reason for travel)

Location/City, State: \_\_\_\_\_ Registration Fee: \$ \_\_\_\_\_

***Note: Registration information MUST be attached for consideration.***

Conf/Training Dates: \_\_\_\_\_ Travel Dates: \_\_\_\_\_

Meal per diem: \$ \_\_\_\_\_ x per day \_\_\_\_\_ days Total meal estimate: \$ \_\_\_\_\_

Lodging per diem: \$ \_\_\_\_\_ x per day \_\_\_\_\_ nights Total lodging estimate: \$ \_\_\_\_\_

*If travel location is not specifically listed on GSA website, use the rates listed on the second page of this form.*

Travel Mode: TLC Van: Yes

Airfare: Yes Estimated airfare cost: \$ \_\_\_\_\_

Personal Vehicle: Yes Total miles: \_\_\_\_\_ @ \$0.655 \$ \_\_\_\_\_

Incidental Expenses (parking, rental car gas, baggage fees, etc.) Estimated incidentals: \$ \_\_\_\_\_

Rental car needed? Yes No Estimated rental car cost: \$ \_\_\_\_\_

If rental car is needed, please give explanation: \_\_\_\_\_

**TOTAL ESTIMATED TRAVEL/REGISTRATION EXPENSES: \$ \_\_\_\_\_**

If multiple attendees, please list additional attendees: \_\_\_\_\_

For Accounting Use Only

**APPROVAL**

Section Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Division Director: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Financial Officer: \_\_\_\_\_ Date: \_\_\_\_\_



## Basic Travel Guidelines for Legislative Council Employees

An Advance Travel/Registration Request Form must be **filled out completely and approved prior** to travel on official state business. For all registrations, a completed registration form must be submitted with the request form.

The Texas State Comptroller has adopted the *State of Texas Travel Allowance Guide* under authority of the General Appropriations Act and the Travel Regulations Act to help state employees comply with the travel regulations enacted by the legislature. Some guidelines for claiming travel reimbursement follow:

1. **AIRFARE:** Economy class must be used unless First class is the only space available. Airline tickets must be approved before purchasing either through the contracted state travel vendor or via personal funds to be reimbursed. The airline ticket stub/boarding pass must be submitted regardless of how the ticket is obtained. Attach the airline ticket to your Travel Expense Information Sheet. Airport parking fees may also be claimed. An original receipt needs to be submitted with the expense form.
2. **PERSONAL AUTO MILEAGE:** Effective January 1, 2023, the reimbursement rate for use of personal vehicles is .655 cents per mile.
3. **TAXI, RENTAL CAR, OR PUBLIC TRANSPORTATION:** Original receipts **MUST** be provided for rental cars. Rental cars (after the Advance Travel Form is completed and approved) should be charged to the Legislative Council through state contracted rental car agencies. Rental car reservations can be made by the travel agency. Original rental car gasoline receipts **MUST** be turned in. An itemized list of all claims for taxi, bus, and limousine fares showing destinations and amounts of each trip **MUST** be submitted for reimbursement. **NOTE:** If the amount of the fare is \$10.00 or more, an original receipt is required.
4. **LODGING AND MEALS:** expenses are limited to current U.S. General Services Administration (GSA) rate per day for in-state and out-of-state travel; this includes a daily maximum for lodging and meals. The GSA website is: <http://www.gsa.gov/portal/category/21287>
5. **Original lodging receipts must be attached.** **NOTE:** The maximum reimbursable lodging rate does not include hotel taxes, but employees will be reimbursed for all taxes paid. If two employees share a room, the rate will be divided between the two employees, not to exceed the allowable rate. Meals must be itemized on the expense form but no receipts are needed and reimbursement cannot exceed the daily allowable rate. **If the travel location is not specifically listed, the daily maximum is \$55 per day for meals and \$96 per night (in-state)/(out-of-state) for lodging.**
6. **BUSINESS CALLS:** Official state business calls will be reimbursed.

Upon return from travel, request for reimbursement of travel expenses must be submitted on the Employee Travel Expense Information Sheet.

### NOTE:

- Original receipts for airfare, lodging, rental car, gasoline for rental cars and TLC van, and registration fees are required. These receipts must be attached even if the expenses were charged directly to the council.
- Please contact the TLC Accounting office at (512) 463-1155 for assistance.

# JOINT SELECT COMMITTEE BUDGET AND STAFFING FORM

COMMITTEE NAME: \_\_\_\_\_

Joint Committee Budget from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

- |   |    |
|---|----|
| 1. SALARIED COMMITTEE STAFF (itemize in Item 1 on page 2)                 | \$ |
| 2. CONTRACTS (describe in Item 2 on page 2)                               | \$ |
| Contract committee staff  |    |
| Consulting and professional contracts                                     |    |
| Expert witnesses contracts (compensation and/or travel reimbursement)     |    |
| 3. TELEPHONES   | \$ |
| Monthly charges   |    |
| Long-distance (AT&T) charges  |    |
| 4. SUPPLIES AND PURCHASING  | \$ |
| Paper and basic office supplies   |    |
| Stationary and business cards   |    |
| Miscellaneous consumables   |    |
| Magazine and journal subscriptions  |    |
| 5. PHOTOCOPYING AND DUPLICATION   | \$ |
| 6. PRINTING OF FINAL REPORT (check one)                                   | \$ |
| TLC                  Senate                  House                  Other |    |
| 7. MAILINGS   | \$ |
| Postage   |    |
| Express Deliveries  |    |
| Fax communications  |    |
| 8. TRAVEL REIMBURSEMENT   | \$ |
| Senate and House members of committee                                     |    |
| Citizen members appointed by lieutenant governor and speaker              |    |
| Salaried staff listed on reverse  |    |
| Subpoenaed witnesses (not expert witnesses—see Item 2)                    |    |
| 9. SPECIAL OUTLAYS (itemize below)  | \$ |
| Meeting place rentals   | \$ |
| Books and publications  | \$ |
| Furniture and equipment   | \$ |

---

Total \$

## 10. DESIGNATED INDIVIDUAL(S) AUTHORIZED TO APPROVE EXPENDITURES

Authorized: \_\_\_\_\_

BUDGET SUBMITTED BY:

_____ CHAIR OR CO-CHAIR	_____ DATE	_____ CHAIR OR CO-CHAIR	_____ DATE
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BUDGET APPROVAL BY:

_____ LIEUTENANT GOVERNOR	_____ DATE	_____ SPEAKER OF THE HOUSE	_____ DATE
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**COMMITTEE NAME:** \_\_\_\_\_

1. Itemize salaried committee staff positions included in Item 1 on page 1 that are to be funded by the Texas Legislative Council and who is expected to fill them, if known. Give in each case the expected duration of employment, the expected workweek, and the expected compensation rate.

3. Include any other clarification regarding the committee budget and staffing proposal that you feel will help justify your budget request. (Alternatively, attach a letter or memorandum.)

# JOINT COMMITTEE TRAVEL EXPENSE INFORMATION SHEET

This form **must** be filled out completely.

**\*\*Please attach receipts for transportation, lodging, parking, and miscellaneous expenses\*\***

Name: \_\_\_\_\_ Joint Committee: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Travel Dates— From: \_\_\_\_\_ To: \_\_\_\_\_

Destination: \_\_\_\_\_

## I Transportation

A. Personal Car: Yes No If yes— From: \_\_\_\_\_ To: \_\_\_\_\_

Total Miles: \_\_\_\_\_ @ 0.655 = \_\_\_\_\_

B. Airfare: Yes No If yes— Was the ticket charged to the Council? Yes No

What was the cost of the ticket? \_\_\_\_\_

C. Rental Car: Yes No If yes— Was the rental charged to the Council? Yes No

What was the cost of the rental? \_\_\_\_\_

D. Taxi Yes No If yes— Was the taxi fee charged to the Council? Yes No

Please itemize taxi expenses below. Attach receipt if taxi expense was \$10.00 or more.

From: \_\_\_\_\_ To: \_\_\_\_\_ Cost: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Cost: \_\_\_\_\_

## II Meals & Lodging

Please attach hotel receipt with a zero dollar balance.

How was the hotel paid?

Personal Credit Card

Direct Bill

	Daily Rate	Hotel Tax	Meal 1	Meal 2	Meal 3	Meal Total	Daily Total
Day 1							
Day 2							
Day 3							
Day 4							
Day 5							
Day 6							
Day 7							
TOTAL							

## III Parking

Location: \_\_\_\_\_ Cost: \_\_\_\_\_

Location: \_\_\_\_\_ Cost: \_\_\_\_\_

## IV Miscellaneous Expenses

Expenses that are not covered above (official phone calls, gas for rental car, internet, etc.)

\_\_\_\_\_ Cost: \_\_\_\_\_

**JOINT COMMITTEE  
TRAVEL EXPENSE INFORMATION SHEET**

This form **must** be filled out completely.

**\*\*Please attach receipts for transportation, lodging, parking, and miscellaneous expenses\*\***

**V Travel Record**

Left Base: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Returned to Base: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date	Description

Committee Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TLC Accounting Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

# MINUTE NOTES

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Hearing:

☐

Public

☐

Formal

## ROLL CALL

	Present	Absent	Present at a Later Time	Time Member Arrived	After Recess
Rep. (Chair)					
Rep.					
Rep.					
Rep.					
Rep.					
Rep.					
Rep.					
Rep.					
Rep.					
Rep.					
Rep.					
Rep.					
Rep.					
Rep.					

## ADDITIONAL MEMBERS PRESENT

Rep. \_\_\_\_\_

Rep. \_\_\_\_\_

Rep. \_\_\_\_\_

Rep. \_\_\_\_\_

Rep. \_\_\_\_\_

## QUORUM

☐

Yes

☐

No

## CONVENE

Time: \_\_\_\_\_ AM PM

Type of Notice:

Who Convened:

☐

Chair

☐

Rep. \_\_\_\_\_

☐

A notice posted on \_\_\_\_\_

☐

An announcement on the House Floor

☐

A suspension of the 5-day posting rule

## RECESS

On the motion of:

☐

Chair

☐

Rep. \_\_\_\_\_

The meeting was recessed:

☐

subject to the call of the chair

☐

until (time/date)

Time

Recessed \_\_\_\_\_ AM PM

Reconvened \_\_\_\_\_ AM PM

On the motion of \_\_\_\_\_

## ADJOURNMENT

Committee adjourned on the motion of:

☐

Chair

☐

another member, Rep. \_\_\_\_\_

The meeting was adjourned:

☐

subject to the call of the chair

☐

until (time/date) \_\_\_\_\_

Time of adjournment: \_\_\_\_\_ AM PM

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TEXAS LEGISLATIVE COUNCIL  
Monthly Time Report

Name: \_\_\_\_\_  
(Last) (First) (Initial)

\_\_\_\_\_  
Month & Year

Hours Worked			Leave Taken						
Day	Reg	Comp	Sick	Annual	Comp	Jury Duty	Emergency	Military	LWOP
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
Total	0	0	0	0	0	0	0	0	0

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### Instructions for Completing Monthly Time Report

- 1 Fill in the number of hours worked up to the maximum scheduled hours for that day (for example, 8 hours per day for a full-time employee) in the *Reg Hours Worked* column. Any time worked in excess of scheduled hours, as well as all hours worked on a holiday, should be written in the *Comp Hours Worked* column. Holiday time taken (if applicable to your division policy) does not need to be recorded under *Leave Taken* and may be recorded as 0 in the *Reg Hours Worked* column.
- 2 If a complete day is not worked, hours absent must be charged to one of the *Leave Taken* columns.
- 3 All leave taken must be approved by your manager.

### Application for Advance Approval of Leave

Dates Covered by Leave		Leave Type (Hours)		Leave Requested
<u>From</u>	<u>To</u>	<u>Vacation</u>	<u>Compensatory</u>	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Total Hours:** 0

☐ Approve      ☐ Disapprove

\_\_\_\_\_  
Reviewer Signature

\_\_\_\_\_  
Date

### Application for Approval of Sick Leave

Dates Covered by Sick Leave		Hours Taken	Explanation (Please describe the nature of illness and statement of facts below:)
<u>From</u>	<u>To</u>		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Total Hours:** 0

I certify that the above statements are true and correct:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date

☐ Approve      ☐ Disapprove

\_\_\_\_\_  
Reviewer Signature

\_\_\_\_\_  
Date

**Note:** Each employee must submit a sick leave application immediately on returning to duty after any absence because of illness. To be eligible for accumulated sick leave with pay for a continuous period of more than three working days, it is necessary to submit a doctor's certificate (or some written statement of facts) showing the nature of the illness.

<b>TEXAS LEGISLATIVE COUNCIL</b> <b>Personnel Action Form</b>
--

Name:	_____	(Last)	(First)	(Initial)
-------	-------	--------	---------	-----------

Request for:

<input type="checkbox"/> Approval To Employ	<input type="checkbox"/> Transfer	<input type="checkbox"/> Approval to Post
<input type="checkbox"/> Promotion	<input type="checkbox"/> Work Schedule Change	<input type="checkbox"/> Resignation
<input type="checkbox"/> Merit Increase	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Retirement
<input type="checkbox"/> One-Time Merit Payment	<input type="checkbox"/> Demotion	<input type="checkbox"/> Other: _____

Effective Date: \_\_\_\_\_

Employment Date (TLC): \_\_\_\_\_

Present	Proposed
Division/Section: _____	Division/Section: _____
Position: _____	Position: _____
Seq. No.: _____	Seq. No.: _____
Salary: _____	Salary: _____
(Monthly)                      (Annual)	(Monthly)                      (Annual)                      (Change)

Last Promotion, Merit Increase, or One-time Merit (if applicable)			
Date of Last Action: _____ Complete the appropriate section below for last promotion, merit increase, or one-time merit.			
<u>Promotion</u>		<u>Merit Increase or One-time Merit</u>	
To: _____	_____	To: _____	_____
Position Title	Salary (monthly)	Position Title	Salary (monthly)
From: _____	_____	From: _____	_____
Position Title	Salary (monthly)	Position Title	Salary (monthly)
		One-time Merit: _____	_____
		Amount	
Remarks (For salary increase, attach salary increase justification form)		Payroll	
		Payroll Rec'd (Initial/Date): _____	
		Job Class (new): _____	
		Position No. (prev.): _____	
		Reason Code: _____	

Approval			
Requested by: _____	_____	Budget Approval: _____	_____
	Date		Date
Division Director: _____	_____	Exec Director/Exec Director Designee: _____	_____
	Date		Date

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# TLC RECEIVING REPORT

**P.O. NUMBER:**

**DATE RECEIVED:**

**NO. OF PKGS:**

**RECEIVED BY:**

**RECEIVED FROM:**

**CARRIER:**

QTY	DESCRIPTION	LOCATION BLDG/RM	INVENTORY NUMBER	SERIAL NUMBER

**INSPECTED BY:**

**COMMENTS:**

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# Witness Affirmation



**Instructions:**

1. Please print.
2. Please complete a separate form for EACH bill, resolution, or subject.
3. Turn in your witness affirmation(s) before you testify. You will not be recognized to testify until your form has been filed with the chair of the committee.

**Committee on:** \_\_\_\_\_ **Subcommittee on:** \_\_\_\_\_

**Bill, Resolution, or Subject Matter:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_

**I am appearing on behalf of/representing (you must check one):**

Myself, and my occupation, profession, or business is \_\_\_\_\_

A person, firm, corporation, class, or group whose name is \_\_\_\_\_

**What is your position? (you must check one)**

For

Against

Neutral (Under state law, all state agency personnel appearing on behalf of the agency must select "Neutral.")

**Do you wish to be recognized to testify? (you must check one)**

Yes

No

*I hearby swear that the above statements by me are true and accurate, and that I have listed all persons or entitites that I am authorized to represent in reference to the matters on which I am appearing. I further swear that the testimony I give before this body will be true and accurate.*

\_\_\_\_\_  
**Signature of Witness**

Committee Use Only:

Recognized to testify

Did testify

Did not testify

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date