

Travel regulations for Windham School District are the same as for employees of the Texas Department of Criminal Justice with few exceptions. It is the responsibility of all Windham employees to operate within these regulations and to limit their travel to necessary trips for official business only. Planning of travel should take into consideration the most economical means of accomplishing the authorized mission.

Falsification of information provided on travel documents can result in a felony criminal charge (falsification of a government document) being filed, as well as Windham taking disciplinary action against the employee.

The travel auditors are authorized to challenge any questionable costs that appear on travel vouchers. Each Department Head/Supervisor is responsible for the claim adhering to regulations at the time the voucher is approved. A Department Head must plan the travel of employees to achieve maximum savings and efficiency. The travel expenses must be the lowest possible considering all relevant circumstances.

The processing of a travel claim does not obligate Windham to subsequently process similar claims. An employee should not assume that the processing of a particular voucher indicates the agency's decision to subsequently process all similar vouchers.

General Travel Provisions

7.28-1

A travel voucher must contain a statement identifying point-to-point travel and the purpose of the trip. All trips must be justified as to "How the travel benefited the State". This justification will include where you went, whom you saw and why. Travel expenses are reimbursable only if the purpose of the travel clearly involves official state business and is consistent with the legal responsibilities of Windham. Travel expenses incurred for personal reasons are not payable or reimbursable. (i.e. repairs to personal vehicle, medical expenses if you become ill, etc.)

The Governor's prior written approval is required before traveling to a foreign country other than Canada and Mexico. The employee may claim reimbursement for actual meals and lodging with approvals from the agency and governor attached.

The agency determines whether an employee returns to headquarters during the weekend or remains at his/her post of duty.

Prospective state employees may be reimbursed for travel expenses as a state employee when the agency requests an employment interview. Prior written approval by the Superintendent is required.

Seminars and conferences must have prior approval of the Regional Administrator or Division Director. The approval must be attached to the voucher.

An employee may be reimbursed for registration fees for a conference or seminar with the approval of the Regional Administrator or Division Director. A copy of this approval must be attached to the voucher.

In cases where more than one individual has submitted a travel voucher for reimbursement of expenses for the same or similar travel occurrence, the number of individuals on travel status must have been necessary to execute the same business conducted. Justification must be included on the voucher.

A cancellation charge related to a transportation expense that was paid in advance to obtain lower rates (e.g., non-refundable airline tickets) that is incurred because the employee was unable to use the transportation due to illness or personal emergency may be paid or reimbursed. The intended official state business and the reason for the cancellation must be included on the voucher. Employees are encouraged to utilize non-refundable airline tickets when possible instead of full price tickets if the cost is less than the contract.

An employee may be reimbursed for travel expenses incurred to attend the funeral of another state employee, board member, or member of the legislature. Approval by the Superintendent is required.

Corporate Credit Cards are available through a statewide contract to state employees who must travel frequently. These cards are to be used only for official Windham business. Card usage will be monitored to ensure proper use. Abuse of the credit card will result in loss of the privilege and may result in disciplinary action. Any employee who anticipates traveling more than three (3) times a calendar year is requested to obtain a corporate credit card.

Teleconferencing and other telecommunications technologies must be used to the maximum extent possible to reduce travel expenditures. A travel expense incurred while attending a training seminar sponsored by the District for its employees may not be reimbursed unless the Superintendent certifies on a case-by-case basis that the agency neither possesses nor has access to interactive television or video conference facilities at a cost less than the total travel cost associated with the seminar.

In-State Travel

7.28-2

When traveling overnight, an employee is entitled to actual cost of meals not to exceed \$36 and actual lodging not to exceed \$85 per day. The first and last day meal allowances are limited to the chart for one-day trips. A commercial lodging receipt is required. Windham employees are exempt from state hotel occupancy taxes in Texas. The employee is required to present a completed exemption certificate to the lodging establishment.

An employee who fails to present a properly completed exemption certificate to a commercial lodging establishment may not be reimbursed for any hotel occupancy taxes charged by the establishment.

If an employee properly pays an applicable hotel occupancy tax, Windham will reimburse the employee for those taxes as an incidental expense. The taxes are not classified as a lodging expense for the purpose of the maximum reimbursement rate for those expenses.

Lodging should be obtained at duty point unless circumstances do not permit. An explanation as to why the employee did not stay at duty point must be given on the voucher.

Lodging receipts are required and the receipt must show a daily itemization with a \$0.00 balance. If the receipt does not show a \$0.00 balance, you must show proof of payment with a credit card slip or cancelled check. The lodging receipt must have the establishment's name and address along with the employee's name. Altered lodging receipts will not be acceptable.

If an original receipt is lost, a copy of the receipt or a copy of the cancelled check or credit card slip may be submitted. The voucher must state that the original receipt was lost.

When employees share a motel room, an employee may be reimbursed for his/her share of the lodging expense not to exceed the maximum lodging rate. Each employee must submit a travel voucher. If only one of the persons sharing double occupancy lodging is a Windham employee, the single occupancy rate must be claimed for reimbursement (unless it exceeds the double occupancy rate). If all persons sharing the lodging are Windham employees, the amount that each employee can be reimbursed is the rate divided by the number of employees.

Often with shared lodging, the employee listed on the lodging receipt is different from the employee named on the voucher. This lodging receipt is acceptable for the employee not named if any one of the following forms of proof of payment is attached to their voucher:

- Their own credit card receipt showing payment at the hotel.
- Their own cancelled check showing payment at the hotel.
- A receipt from the other employee who paid the entire bill up front and took payment from the employee not listed on the hotel receipt.

Rules for regional in-services include:

- 1.No overnight stay if headquarters or home is 75 miles or less from in-service location.
- 2.No per diem allowed if headquarters or home is at the location of the in-service.

The Internal Revenue Service has ruled that partial per diem for meals on one day trips is taxable as additional income. Partial Per Diem Vouchers for meals for one day trips should be submitted to the Business Office **once every three (3) months or once a month if the voucher exceeds \$50.00** with the following exceptions:

1. All grant travel must be submitted by June 30th each year and
2. All travel for a given year should be turned in at the end of August even though it does not meet the three (3) month or \$50.00 criteria.

The Business Office will forward these vouchers to the payroll Department for processing the income tax deductions. **All other expenses incurred for one day trips must be submitted to the Business Office on a separate voucher.** Travel other than Partial Per Diem should be submitted monthly. A claim for travel expenses submitted later than two (2) months after the end of the fiscal year in which the travel took place will not be considered valid.

Actual costs for meals may not exceed \$36 per day on a one day trip. The employee must be away from headquarters for at least six hours. (Midnight \$5 only applies to all night duty.) Each employee is entitled to two free unit meals per shift when in travel status. Therefore, he/she is not eligible to claim for meals eaten on the unit.

An employee may be reimbursed for actual expense not to exceed \$36.00 per day on overnight trips. The rate for the first and last day of travel or a one day trip will be determined by the following breakdown:

Leave Hdq. Before	or	Arrive Back at Hdq. After	Off the Unit Overnight Meals	Daytrip Meals
5 a.m.		7 a.m.	\$8.00	\$ 8.00
11 a.m.		1 p.m.	11.00	11.00
5 p.m.		7 p.m.	17.00	17.00

An employee may be reimbursed for travel expenses incurred as a result of attempting to conduct official state business if (1) a natural disaster or occurrence happens or (2) the employee becomes ill or has a personal emergency. Documentation must be included with the voucher.

Personal Vehicles

7.28-3

The standard mileage rate is 40.5 cents per mile. For employees to claim personal mileage, they must have checked prior to travel for a state vehicle. If there is not a vehicle available, a "Non-Availability of State Vehicle" form must be attached to the travel voucher. (Required by Windham not by state travel auditors.)

The Electronic Mileage Guide is the official state mileage guide. The guide can be used to determine mileage between points. Mileage not listed in the guide can be computed by using your odometer and listing each location by its physical address (PO Boxes and Rural Routes are not acceptable addresses). Mileage between TDCJ-ID units can be determined by accessing the Electronic Mileage Guide. "TDCJ" must precede the unit name. (i.e. TDCJ-Beto)

Parking expense and toll road fees in personally owned or leased vehicles when on official State business are reimbursable. These expenses must be itemized daily and receipts are required. (Required by Windham not by state travel auditors.)

Coordination of travel must occur when two to four employees are traveling to the same duty point. Only one employee will be reimbursed for mileage. If more than four employees travel, full mileage reimbursement shall be allowed for one car for each four employees and for any fraction in excess of a multiple of four employees. Each principal or instruction officer will be responsible for coordinating which employees will use privately owned vehicles and claim reimbursement for mileage.

If coordination of travel has been determined as infeasible by the department head, a written statement must be attached to each employee's travel voucher.

Travel reimbursement for new hires will begin at 8:00 a.m. the first day of their employment. Approval from the Region Assistant Superintendent for the appropriate number of days required for preservice orientation should be attached to the travel voucher. If the new hire is a TDCJ transfer, they may be reimbursed for expenses incurred from their point of departure to their return to headquarters provided they follow all travel regulations.

Mileage

7.28-4

When an employee is traveling between headquarters and other TDCJ units or other cities, mileage will be computed using the Electronic Mileage Guide. When a state vehicle is unavailable employees may use personal vehicles with the approval of their Regional Administrator/Department Head. Also, a Non-Availability of State Vehicle form must be attached to the travel voucher.

Ex:	Date	Windham Adm. Bldg. (Wynne Unit) to Houston (Justification)	70.9
		Houston to Headquarters	70.9

Do Not Combine Mileage

Ex:	Date	Windham Adm. Bldg. (Justification) to Houston and return to Headquarters	141.8
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Do Not Total Mileage Daily

In-city Mileage may be claimed when more than one point is visited within a city if such mileage is shown. The vehicle's odometer is used for city mileage.

Ex:	Date	Headquarters to Houston (Justification)	69.0
		_____ County Court House to Federal Building (Justification)	7.5
		to HPD City Jail (Justification)	3.3
		to City Hall (Justification)	12.5

Travel From Residence

An employee who travels from his residence during normal working and non-working hours is limited to the amount he would have received had he traveled from his headquarters. This includes travel before and after working hours. If travel from employee's residence is less than from headquarters, employee is limited to the lesser amount.

Reimbursement for mileage between an employee's residence and office headquarters is not allowed at any time.

When traveling from home to duty point, a statement must be included on voucher that the transportation cost involved, mileage or taxi, is equal to or less than from headquarters.

Transportation

7.28-5

Commercial Aircraft

An official receipt must be attached to the voucher before a state employee may be reimbursed. He/she may be reimbursed for actual cost of airfare not to exceed the lowest available fare.

When using a travel agency to make airfare reservations, identify the traveler as a "Windham School District employee" not as a "TDCJ employee".

Rental Car

A state employee may claim actual cost of renting a motor vehicle using the current state contract rental agency. Rental of premium cars is not reimbursable. The employee is responsible if charged when your request is upgraded. Due to cost, refuel the car before returning it to the rental company. When renting a car, decline LOSS DAMAGE WAIVER (LDW) and/or COLLISION DAMAGE WAIVER (CDW). Charges for personal accident, safe trip and personal effects insurance are not reimbursable. Receipts are required.

State Vehicles

When conducting official business in a state vehicle, the employee may claim reimbursement for parking and toll fares. These expenses must be itemized daily. Receipts are required.

Out-of-State Travel

7.28-6

All out-of-state travel requires Superintendent approval.

Reimbursement for out-of-state overnight trips may not exceed the rates specified in the Federal Regulations. (Copies available upon request from the Business Office). If neither a municipality nor county is listed, then the lowest lodging rate applies. The name of the city, county and state to which the employee traveled must be listed on the voucher. An official lodging receipt must be attached. Receipts are not required for meals. The first and last day meal allowances are limited to the chart for one-day trips. The occupancy taxes are listed as incidental expense.

Travel Vouchers - Rules and Regulations

7.28-7

The following guidelines should be followed in order to complete travel vouchers in an acceptable manner:

Front Page of Travel Voucher (See 7.28-2, Sample 1)

SECTION

CONTENTS

- 9. Document Amount: The total amount of travel expense claimed.
- 10. Pay to: Name of Employee and mailing address.

11. E-Mail Address: Include claimant's E-Mail address, if available
12. Title: Employee Payroll Title (not just Teacher but Academic Teacher or Vocational teacher, etc.)
13. Designated Headquarters: Headquarters shall be the area within the corporate limits of the city or town in which an employee is required to maintain official headquarters. An employee must specify the actual TDCJ Unit where he/she is headquartered.
14. Payee Identification Number: 14-digit number assigned to each employee.
15. Service Dates: (ex: 1/1/97 to 1/31/97) Beginning Date/Ending Date of Travel.
16. Description: Type of travel (optional)
17. Distribution: Itemized expenses for in-state and out-of-state travel. These expenses should be matched with the corresponding agency (AOBJ). The Index, PCA, AY, and Proj/Phase # will be filled in by the Windham Business Office.
18. Claimant Signature & Date: Employee and Supervisor certify that the Supervisor Signature & Date: expense account shown above is true, correct and unpaid by signing and dating.
19. Contact Name: List the employee to contact (if different from claimant) if auditor has questions regarding voucher.
22. Budget Approved: Authorized approval signature for budget purposes. This will be signed at the Windham Business Office.

Back Page of Travel Voucher (See 7.28-2, Sample 2)

IN-STATE TRAVEL

23. Date: Dates of Travel **NOTE: MUST BE ITEMIZED BY DAY**
24. Leave Headquarters: Time of departure from designated headquarters
25. Arrive Headquarters: Time of return to designated headquarters
26. Actual Meals Not to Exceed \$30.00: Meal expenses for overnight travel
27. Actual Lodging Not to Exceed \$80.00: Actual amount of lodging expense
28. State Tax: Cost of room tax - state tax only. (Exclude Galveston)
29. State Tax: Cost of room tax - state tax only. (Galveston Only)
30. Local tax: Cost of room tax NOT including state tax City and/or county tax

- 31. # Inmates: Not applicable for Windham employees
- 32. Actual Expense - Meals: Not applicable for Windham employees
- 33. Actual Expense - Lodging: Not applicable for Windham employees
- 34. Total: Total meals and lodging (Total of columns 26 & 27)
- 35. Total: Total of state tax (Total of column 28)
- 36. Total: Total of state tax-Galveston only (Total of column 29)
- 37. Total: Total of local tax (Total of column 30)
- 38. Total: Not applicable for Windham employees

**OUT-OF-STATE TRAVEL**

- 39. Date: Dates of Travel **NOTE: MUST BE ITEMIZED BY DAY**
- 40. Leave Headquarters: Time of departure from designated headquarters
- 41. Arrive Headquarters: Time of return to designated headquarters
- 42. Actual Meals Not to Exceed Flat Rate: Meals expenses for overnight travel.
- 43. Actual Lodging Not to Exceed Flat Rate: Actual amount of lodging expense.
- 44. Hotel Tax: Total cost of tax (including state and local tax)
- 45. # Inmates: Not applicable for Windham employees
- 46. Actual Expense - Meals: Not applicable for Windham employees
- 47. Actual Expense - Lodging: Not applicable for Windham employees
- 48. Total: Total meals and lodging (Total of columns 42 & 43)
- 49. Total: Total of hotel tax (Total of column 44)
- 50. Total: Not applicable for Windham employees

**FOR BOTH IN-STATE & OUT-OF-STATE TRAVEL**

- 51. Date: Dates on which travel occurred (on a daily basis)

52. Record of Transportation and Duties Performed: Identifies the following:

- Headquarters (Unit Name and City)
- Duty point(s) to which the employee traveled
- Brief explanation of the exact nature of the official state business conducted at each location
- Mileage claimed with point-to-point breakdown, if state transportation unavailable
- Total mileage and dollar amount

PARTIAL PER DIEM TRAVEL

These vouchers should be submitted to the Business Office **once every three (3) months or once a month if the voucher exceeds \$50.00.**

SECTION

CONTENTS

- 9. Document Amount: The total amount of travel expense claimed.
- 10. Pay to: Name of Employee and mailing address.
- 11. E-Mail Address: Include claimant's E-Mail address, if available
- 12. Title: Employee Payroll Title (not just Teacher but Academic Teacher or Vocational Teacher, etc.)
- 13. Designated Headquarters: Headquarters shall be the area within the corporate limits of the city or town in which an employee is required to maintain official headquarters. An employee must specify the actual TDCJ Unit where he/she is headquartered.
- 14. Payee Identification Number: 14-digit number assigned to each employee
- 15. Service Dates: (ex: 1/1/97 to 1/31/97) Beginning Date/Ending Date of Travel
- 16. Description: Type of travel (optional)
- 17. Distribution: Itemized expenses for in-state and out-of-state travel. These expenses should be matched with the corresponding agency (AOBJ). The Index, PCA, AY, and Proj/Phase # will be filled in by the Windham Business Office.
- 24. Claimant Signature & Date: Employee and Supervisor certify that the Supervisor Signature & Date:expense account shown above is true, correct and unpaid by signing and dating.
- 25. Contact Name:List the employee to contact (if different from claimant) if auditor has questions regarding voucher.

- 28. Budget Approved: Authorized approval signature for budget purposes. This will be signed at the Windham Business Office.

IN-STATE TRAVEL

- 18. Date: Dates of Travel NOTE: MUST BE ITEMIZED BY DAY
- 19. Leave Headquarters: Time of departure from designated headquarters
- 20. Arrive Headquarters: Time of return to designated headquarters.
- 21. Actual Meals Not to Exceed \$25.00: Meal expenses
- 22. Record of Transportation and Duties Performed: Identifies the following:
  - Headquarters (Unit Name and City)
  - Duty point(s) to which the employee traveled
  - Brief explanation of the exact nature of the official state business conducted at each location
- 23. Total (Actual Meals): Total of column 21

OUT-OF-STATE TRAVEL

- 29. Date: Dates of Travel NOTE: MUST BE ITEMIZED BY DAY
- 30. Leave Headquarters: Time of departure from designated headquarters.
- 31. Arrive Headquarters: Time of return to designated headquarters.
- 32. Actual Meals Not to Exceed Flat Rate: Meal expenses for overnight travel.

OUT-OF-STATE TRAVEL

- 33. Record of Transportation and Duties Performed: Identifies the following:
  - Headquarters (Unit Name and City)
  - Duty point(s) to which the employee traveled
  - Brief explanation of the exact nature of the official state business conducted at each location
- 34. Total (Actual Meals): Total of column 32  
Total mileage and dollar amount

## ADVANCE TRAVEL

The same rules that govern travel apply to the employee who travels using advance funds. It is the employee's responsibility to make sure that each trip is approved.

Advance travel must be claimed by an employee who does not or has not had the Corporate credit card. An employee that qualifies for the Corporate Travel Card will not be authorized to use the advance travel fund. This will include an employee who has had the card cancelled for misuse or nonpayment.

Advance travel is limited to overnight travel. Mileage or meals claimed for one day travel will not be approved for advance money.

### Voucher Requirements

To receive an advance, submit a completed travel voucher clearly marked "**ADVANCE TRAVEL**" at the top of the voucher.

The voucher should have the employee, supervisor, and Superintendent signatures. All signatures must be original. The Business Office will not accept fax copies of travel vouchers.

When receiving advance travel for a trip, all expenses (including registration) related to that trip will be paid with advance travel funds.

The travel voucher is maintained in suspense until the employee returns the lodging receipt and/or other necessary receipts to the Business Office. The employee is liable for the claim until the Business Office has processed the voucher for payment.

If the receipts reflect the same expense indicated on the travel voucher, send the appropriate original receipts (and copies) to the Business Office.

Changes, including dates, time and/or money, will require a corrected voucher. The corrected voucher should reflect any changes from the original voucher. The corrected voucher should be clearly marked "CORRECTED ADVANCE TRAVEL" at the top of the voucher.

The advance travel voucher must be cleared within two (2) weeks upon completion of travel (excluding weekends and state observed holidays).

### Overpayments/Underpayments

An overpayment made to the employee is due *Immediately*. Send the refund to the Windham Business Office/Huntsville. Make note that it is a refund and the approximate time frame the corrected advance travel will arrive. The voucher is not considered cleared until all discrepancies in the money or receipts are cleared through the Windham Business Office.

Any underpayment due to the employee is issued at the time the corrected advance travel voucher is received.

Reimbursable Expenditures

7.28-8

1. Taxi or Bus Fare while on state business
2. Gasoline for state owned or rented cars
3. Toll road charges
4. Parking
5. Mandatory service charges for loading and unloading state equipment.
6. Registration fees associated with attending a conference or seminar sponsored by an outside group (proof of payment required).

Non-Reimbursable Expenditures

7.28-9

1. Expenses incidental to the operation of personally owned vehicle (tires, gas, etc.)
2. Additional mileage when other than the shortest route is used.
3. Difference between the lowest available rate and more expensive rate chosen by the traveler.
4. Tips, bar bills, entertainment, personal telephone calls, laundry, and other such miscellaneous expenses.
5. State hotel tax. A "tax exempt certificate" must be furnished to the hotel or motel (see Sample 3). (May be claimed if hotel refuses to accept the certificate-must be stated on the voucher.)
6. Travel expenses and per diem for applicants will not be authorized for the purpose of traveling to a Board interview.

Other

7.28-10

1. Should an employee receive an overpayment for travel expenses, that employee will be required to reimburse the State for such overpayment.
2. Double travel expense payments are prohibited. If an employee's expenses are paid by a non-state agency, he shall not submit a voucher for payment.

3. A per diem allowance will not be allowed when an employee is:
  - a. At his Designated Headquarters.
  - b. Absent from Designated Headquarters for personal reasons.
  - c. Absent from Designated Headquarters for any other reason not connected with official duties.
  - d. Away from Designated Headquarters for a period of less than six (6) consecutive hours.
  
4. When seeking overnight lodging, use of hotels listed in the "Texas State Travel Directory" is encouraged. These hotels have contracted with the state and offer government rates.

Corporate Credit Card

7.28-11

Corporate Travel Credit Cards are issued to individual employees for use in acquiring goods and services specifically related to State business travel.

Criteria for eligibility to apply for the Corporate Travel Credit Card program:

Employees who are required or anticipate traveling three (3) or more times per year for official state business; or

Employees who expect to spend at least \$500 per fiscal year for travel related expenses.

Employees who meet the required criteria outlined above may apply for a TDCJ Corporate Travel card by completing and forwarding the following forms to the Business Office.

An application form provided and required by the credit card provider.

An approval for Application Submission form (to be signed by the employee's Regional Administrator, Department Head, or Superintendent); and

A Travel card use Agreement (available from Business Office)

TRAVEL CARD USE AGREEMENT

Employees who receive a corporate credit are required to sign a travel card use agreement at the time of application. Following is the agreement statement.

I understand that issuance of the card is subject to credit authorization as set forth in the agency's contract with the Card Vendor.

I understand the Card is to be used for State of Texas business travel charges only and is not for personal use. Use of the Card for charges other than official state business is a direct violation of the State's contract with the Card vendor, Ethics Commission Advisory Opinion No. 147, and the STMP's rule [1 TAC & 125.9 (a)] and, therefore, a misapplication of the state issued card. Further, I understand that any misuse will result in cancellation of the Card and will be subject to disciplinary action up to and including termination of employment.

I understand that in order to be eligible for the Card, I must (a) travel overnight three or more times each fiscal year on official state business or (b) on average spend at least \$500 each fiscal year for official state business. I also understand that the Card may be cancelled if the above criteria are not met.

I will be responsible for all charges resulting from use of the card and understand that I am required to pay the account in a timely manner. Further, I understand that if my account goes (60 days' delinquent, the issuing state agency will cancel the card. Cancellation of the Card, for any reason does not relieve me of the responsibility for payment of the charges and the delinquency assessments.

I understand that once I receive the Card, I am ineligible for travel advances unless the establishments at the business destination do not accept the corporate charge card. Further, I understand that if my Card is suspended or cancelled for misuse or nonpayment, I will not be eligible for travel advances for the duration of my employment at this agency.

I understand that if an emergency situation (i.e., lost luggage, automobile repair or personal vehicle) relating to the business of the state agency, while away from designated headquarters, requires use of the Card, I must immediately notify my supervisor and the agency's credit card coordinator in writing of the charges and provide an explanation of the situation.

I understand that the issuing agency may request a copy of my Corporate Card statement and receipts to verify card usage at any time.

I understand that the program or division director, regional administrator, superintendent, and my direct supervisor may be notified in writing of any apparent misuse or delinquency on my individual corporate card account. I also understand that any proven misuse of the card may be placed in my personnel file with this agency.

I agree that upon loss or theft of the Card, I will immediately notify the Card vendor and the TDCJ Credit Card Coordinator.

I understand that a signed agreement becomes legally binding and will be kept on file by the TDCJ Credit Card Coordinator.

TRAVEL TO WASHINGTON, DC

7.28-12

Before traveling to Washington, D.C., the Office of State-Federal relations (OSFR) must be informed regarding the time, purpose of the trip, and contact person. The notification form (Report for State Agency Travel to Washington D.C.) must be received by OSFR seven days in advance of departure. Send the form to:

The Texas Office of State-Federal Relations  
Attn: Travel Recorder  
313 Lorenzo Do Zavala State Archives & Library Building  
Austin, Texas 78701

or

Post Office Box 13005  
Austin, Texas 78711

Fax (512) 463-1984

The legislative intent of notifying the OSFR of travel to Washington, D.C. is to monitor and/or coordinate activities and frequency of trips. A copy of the travel notification form must be attached to the travel voucher. This form is available from the Business Office.

NOTE: This set of Travel Voucher Rules and Regulations is only a clarification of existing TDCJ Travel Policy. These regulations are not meant to supersede any part of that policy and will be amended if/when such a policy is changed.