

TCEQ Interoffice Memorandum

To: Commissioners 
Zak Covar, Executive Director

From: Elizabeth West, Senior Attorney 
Contracts, Employment Law and Ethics
General Law Division

David Timberger, Director 
General Law Division

Caroline M. Sweeney, Deputy Director 
Office of Legal Services

CHIEF CLERKS OFFICE

2013 JUL -9 AM 8:52

TEXAS
COMMISSION
ON ENVIRONMENTAL
QUALITY

DATE: July 1, 2013

Caption: **Docket No. 2013-1166-MIS.** Consideration of gifts and donations of \$500.00 or more in value given to the TCEQ, submitted for approval in accordance with Chapter 575 of the Government Code, concerning acceptance of gifts and donations by certain agencies.

Chapter 575 of the Government Code gives some specific direction to state agencies regarding the acceptance of gifts and donations. Chapter 575 of the Government Code provides that the Commission must acknowledge the acceptance of all gifts of money or property with a value of \$500 or more in an open meeting no later than the 90th day after the date the gift is accepted. Chapter 575 of the Government Code further states the name of the donor, a description of the gift or donation, and a statement of the purpose of the gift or donation must be recorded in the minutes. Chapter 575 of the Government Code is attached as Exhibit "A."

A list of gifts and donations is attached as Exhibit "B." A Declaration of Third Party Reimbursement form is submitted for each gift or donation listed in Exhibit "B." The Declaration of Third Party Reimbursement forms are attached as Exhibit "C." The Executive Director's approval memorandum is attached as Exhibit "D."

Attachments

**Texas Commission on Environmental Quality
AGENDA ITEM REQUEST**

AGENDA REQUESTED: July 26, 2013
DATE OF REQUEST: July 1, 2013
NAME & NUMBER OF PERSON TO CONTACT REGARDING CHANGES TO THIS REQUEST, IF NEEDED: Sara Taubman at 239-3664

CAPTION: Docket No. 2013-1166-MIS. Consideration of gifts and donations of \$500.00 or more in value given to the TCEQ, submitted for approval in accordance with Chapter 575 of the Government Code, concerning acceptance of gifts by certain state agencies. [Elizabeth West]

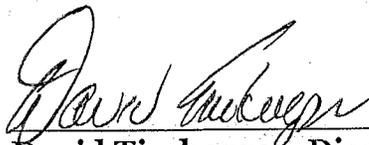
Chief Clerk must send Notice of Application/Hearing:

Type of Matter:

County:

Uncontested:

Contested:



**David Timberger, Director
General Law Division**

A RESOLUTION Regarding acceptance of gifts and donations in accordance with Chapter 575 of the Government Code concerning acceptance of gifts and donations by certain state agencies;
TCEQ Docket No. 2013-1166-MIS.

WHEREAS, Chapter 575 of the Government Code provides that a majority of the Commission must acknowledge the acceptance of all gifts of money or property with a value of \$500.00 or more in an open meeting no later than the 90th day after the date the gift is accepted.

WHEREAS, a list of gifts and donations submitted for acknowledgment is attached as Exhibit "A." The gifts have been accepted by the Executive Director. The list includes a description and amount of each gift or donation with a value of \$500.00 or more, the donor's name, and a statement regarding the purpose of each gift or donation in accordance with Section 575.004 of Chapter 575.

NOW, THEREFORE BE IT RESOLVED BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY that the Commission acknowledges acceptance of the gifts and donations listed in Exhibit "A" in accordance with Chapter 575 of the Government Code.

Issued this the _____ day of _____, 2013

TEXAS COMMISSION ON
ENVIRONMENTAL QUALITY

Bryan W. Shaw, Ph.D., Chairman

Exhibit "A"

Chapter 575 of the Government Code

CHAPTER 575. ACCEPTANCE OF GIFT BY STATE AGENCY

§ 575.001. Definitions

In this chapter:

(1) "Gift" means a donation of money or property.

(2) "State agency" means a board, commission, council, committee, department, office, agency, or other governmental entity in the executive or judicial branch of state government. The term does not include an institution of higher education as defined by Section 61.003, Education Code.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

§ 575.002. Gifts of \$500 or More

This chapter applies only to a gift that has a value of \$500 or more.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

§ 575.003. Acceptance of Gift by State Agency Governing Board

A state agency that has a governing board may accept a gift only if the agency has the authority to accept the gift and a majority of the board, in an open meeting, acknowledges the acceptance of the gift not later than the 90th day after the date the gift is accepted.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 143, § 1, eff. Sept. 1, 1999.

§ 575.004. Record of Gift

A state agency that accepts a gift must record the name of the donor, a description of the gift, and a statement of the purpose of the gift in:

(1) the minutes of the governing board of the agency; or

(2) appropriate agency records, if the agency does not have a governing board.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

§ 575.005. Acceptance of Gift From Party to Contested Case Prohibited

A state agency may not accept a gift from a person who is a party to a contested case before the agency until the 30th day after the date the decision in the case becomes final under Section 2001.144. In this section, "contested case" has the meaning assigned by Section 2001.003.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

Exhibit "B"

List of Gifts and Donations

**TEXAS NATURAL RESOURCE CONSERVATION COMMISSION
DECLARATION OF THIRD PARTY REIMBURSEMENT**

March 2013 through June 2013

Over \$500.00

REIMBURSING ORGANIZATION	TRAVELERS NAME	DATES OF TRAVEL	DESTINATION	PURPOSE OF TRIP	REIMBURSED	REIMBURSED TOTAL
Association of State Drinking Water Administrators (ASDW)	Johnson, Noble	05/06-05/10/13	Des Moines, IA	Area Wide Optimization Program Training and Planning Meeting	Mileage: \$113.00 Parking: \$45.00 Lodging: \$376.32 Meals: \$112.06	\$646.38
ASTSWMO-Association of State & Territorial Solid Waste Management Officials	Bergren, Christine	04/23-04/25/13	Billings, MO	Attend the Mid-Year Meeting and Represent Region 6 States on the Beneficial Use Task Force	Airfare: \$1,032.10 Mileage: \$70.95 Parking: \$33.06 Baggage Fees: \$50.00 Lodging: \$166.78 Meals: \$110.24	\$1,463.13
ASTSWMO-Association of State & Territorial Solid Waste Management Officials	Shaftord, William J.	04/23-04/25/13	Billings, MT	Attend the Association of State and Territorial Solid Waste Management Officials (ASTSWMO) Mid-Year Meeting	Airfare: \$714.10 Parking: \$21.00 Lodging: \$166.78 Meals: \$67.74	\$969.62

ASTSWMO-Association
of State & Territorial Solid
Waste Management
Officials

Thompson, Todd

04/23-04/25/13

Billings, MT

I attended the ASTSWMO Mid-Year Meeting and participated in the Underground Storage Tanks (UST) Breakout discussions with State, Territorial, and EPA representatives.

\$885.46

Airfare: \$564.50
Baggage Fees: \$50.00
Lodging: \$166.78
Meals: \$104.18

ASTSWMO-Association
of State & Territorial Solid
Waste Management
Officials

Wehner, Eleanor

04/23-04/25/13

Billings, MT

Travel to attend Mid-Year Meetings on April 24-25, 2013 associated with Association of State and Territorial Solid Waste Management Officials (ASTSWMO). Attendance at the event ensures TCEQ remains up to date on and participates in discussion regarding emerging issues with other states.

\$1,620.88

Airfare: \$1,302.10
Milence: \$26.00
Lodging: \$168.78
Meals: \$92.00
Parking: \$32.00

ASTSWMO-Association
of State & Territorial Solid
Waste Management
Officials

Whitney, Christine

03/18-03/21/13

Washington, DC

ASTSWMO Task Force Meeting to discuss current project.

\$1,731.01

Airfare: \$517.80
Public Transport: \$65.62
Milence: \$16.95
Parking: \$88.00
Lodging: \$769.44
Meals: \$273.20

ASTSWMO-Association of State & Territorial Solid Waste Management Officials
 Whitney, Christine
 05/14-05/17/13
 Atlanta, GA
 Christine Whitney traveled to the Brownfields 2013 National Conference to participate in presentations and attend seminars in order to meet Brownfields 12/8(a) Grant commitments.
 \$1,446.01

Airfare: \$715.20
 Mileage: \$16.95
 Parking: \$28.00
 Lodging: \$462.84
 Meals: \$223.02

Environmental Law Institute
 Sullivan, Andrew
 04/01-04/04/13
 Shepherdstown, WV
 Attend the 2013 State CWA 303(d) Listing and TMDL Training Workshop and participate in a discussion concerning ideas for overcoming the major challenges facing listing efforts, TMDL development, and TMDL implementation. Discussed implementing the Long-Term Vision for Assessment, Restoration, and Protection under the Clean Water Act Section 303(d).
 \$574.60

Airfare: \$546.60
 Parking: \$28.00

Florida Department of Environmental Protection
 Seaton, Evie Beth
 04/30-05/03/13
 Tallahassee, FL
 Provide information regarding the Texas PST program.
 \$1,394.61

Airfare: \$557.60
 Rental Car: \$334.01
 Parking: \$36.00
 Lodging: \$387.00
 Meals: \$80.00

Los Alamos National Laboratory Broussard, Brad 05/14-05/17/13 Alexandria, VA Attend the Disused Sources Working Group meeting. \$1,563.44

Airfare: \$428.80
 Cab, Bus, Train \$50.00
 Mileage: \$55.86
 Parking: \$28.00
 Lodging: \$752.28
 Meals: \$248.50

Southern Environmental Enforcement Network McKeynolds, Danny 05/10-05/12/13 Colorado Springs, CO Attend the Planning Committee for 2014 Spring Membership Training Conference- SEEN representative. \$761.28

Airfare: \$349.10
 Meals: \$112.00
 Lodging: \$184.18
 Parking: \$66.00
 Baggage Fees: \$50.00

U.S. Nuclear Regulatory Commission Abbaszadeh, Muhammadali 04/15-04/18/13 Spokane, WA To assist the NRC with the review of the Washington State Radiation Control Program (WA State Inspectors Accompaniment). \$1,447.06

Airfare: \$870.60
 Baggage Fees: \$50.00
 Lodging: \$327.96
 Meals: \$198.50

U.S. Nuclear Regulatory Commission Abbaszadeh, Muhammadali 05/05-05/10/13 Olympia, WA To assist the NRC with the review of the Washington State Radiation Control Program (Record Review). \$1,526.00

Airfare: \$653.00
 Baggage Fees: \$50.00
 Lodging: \$487.50
 Meals: \$335.50

U.S. Nuclear Regulatory Commission
Line, Lee

03/03-03/08/13

Chattanooga, TN

Travel to attend the Nuclear Regulatory Commission (NRC) Inspection Procedures Course (G-108).

\$2,084.69

Airfare: \$1,225.59
Lodging: \$551.10
Meals: \$308.00

Totals: \$18,114.17 \$18,114.17

Exhibit "C"

**Declaration of Third Party Reimbursement Forms for
Supporting Documentation**

DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:	Noble E. Johnson
Travel Dates:	5/6/13 to 5/10/13
Destination	Des Moines, IA
Reimbursing Organization:	Association of State Drinking Water Administrators (ASDW)

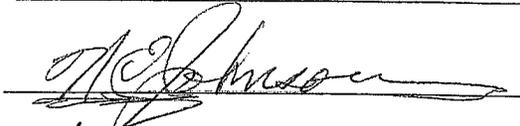
Purpose of the Trip:

Area Wide Optimization Program Training and Planning Meeting

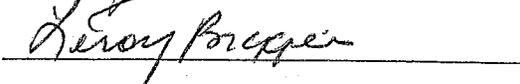
Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare		
Rental Car		
Cab, Bus, Train		
Mileage	\$113.00	
Gas		
Parking	\$45.00	
Baggage Fees		
Lodging	\$376.32	
Meals	\$112.06	Meals plus gratuity
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	\$646.38	

ASC or Travel Coordinator: Karen Stone

Phone: 903-535-5110

Employee Signature: 

Date Signed: 05/21/2013

Supervisor Signature: 

Date Signed: 5/21/13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. **Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Gov't Code, Chapter 575.**

DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC 181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:	CHRISTINE BERGREN
Travel Dates:	4/23/13 - 4/25/13
Destination:	BILLINGS, MONTANA
Reimbursing Organization:	ASTSWMO

Purpose of the Trip:
 ATTEND THE MID-YEAR MEETING AND REPRESENT REGION 6 STATES ON THE BENEFICIAL USE TASK FORCE

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$1,032.10	
Rental Car		
Cab, Bus, Train		
Mileage	\$70.95	
Gas		
Parking	\$33.06	
Baggage Fees	\$50.00	
Lodging	\$166.78	
Meals	\$110.24	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	\$1,463.13	

ASC or Travel Coordinator: Kim Slaaek Phone: 512-239-1588

Employee Signature: *C.M. Bergren* Date Signed: 6/26/13

Supervisor Signature: *J. Wade* Date Signed: 6/27/2013

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Gov't Code Chapter 575.

DECLARATION OF THIRD-PARTY REIMBURSEMENT

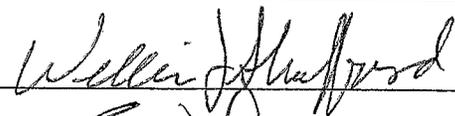
After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:	William J. Shafford
Travel Dates:	4/23-4/25/2013
Destination:	Billings, MT
Reimbursing Organization:	Assn. of State & Territorial Solid Waste Mgmt. Officials

Purpose of the Trip:

Attend the Association of State and Territorial Solid Waste Management Officials (ASTSWMO) Mid-Year Meeting.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$714.10	round trip airfare
Rental Car		
Cab, Bus, Train		
Mileage		
Gas		
Parking	\$21.00	parking personal vehicle at ABIA
Baggage Fees		
Lodging	\$166.78	\$83.39/night x2
Meals	\$67.74	4/23 - 22.73, 4/24 - 35.90, 4/25 - 9.11
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	\$969.62	

ASC or Travel Coordinator:	Rachel Kradjel	Phone:	239-0609
Employee Signature:		Date Signed:	5/17/2013
Supervisor Signature:		Date Signed:	5/22/13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Gov't Code Chapter 575.

DECLARATION OF THIRD-PARTY REIMBURSEMENT

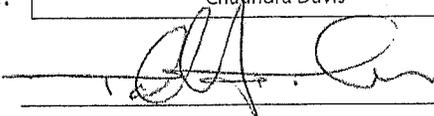
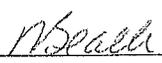
After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:	Todd Thompson
Travel Dates:	April 23, 2013 to April 25, 2013
Destination	Billings, MT
Reimbursing Organization:	Association of State and Territorial Solid Waste Management

Purpose of the Trip:

I attended the ASTSWMO mid-year meeting and participated in the Underground Storage Tanks (UST) Breakout discussions with State, Territorial, and EPA representatives.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$564.50	
Rental Car		
Cab, Bus, Train		
Mileage		
Gas		
Parking		
Baggage Fees	\$50.00	
Lodging	\$166.78	
Meals	\$104.18	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	\$885.46	

ASC or Travel Coordinator:	Chaundra Davis	Phone:	713-767-3514
Employee Signature:		Date Signed:	5/2/2013
Supervisor Signature:		Date Signed:	5/2/13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Gov't Code Chapter 575.

DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:	Eleanor Wehner
Travel Dates:	April 23-25, 2013
Destination	Billings, MT
Reimbursing Organization:	ASTSWMO

STATE OF MONTANA TCEQ/FAD

Purpose of the Trip:

Travel to attend Mid-Year Meetings on April 24-25, 2013 associated with Association of State and Territorial Solid Waste Management Officials (ASTSWMO). Attendance at the event ensures TCEQ remains up to date on and participates in discussion regarding emerging issues with other states.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$1,302.10	Refundable airfare
Rental Car		
Cab, Bus, Train		
Mileage	\$26.00	Travel to and from ABIA with personal vehicle
Gas		
Parking		
Baggage Fees		
Lodging	\$168.78	Hotel (2 nights, including taxes)
Meals	\$92.00	
Event Registration		
Other (Describe)	\$32.00	Parking fees
Other (Describe)		
Other (Describe)		
Total Reimbursement:	\$1,620.88	

ASC or Travel Coordinator: Linda Bolding

Phone: 512-239-4982

Employee Signature: Eleanor T. Wehner

Date Signed: 4/26/13

Supervisor Signature: Suzanne Kasper

Date Signed: 5/1/13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. **Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Gov't Code Chapter 575.**

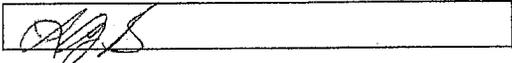
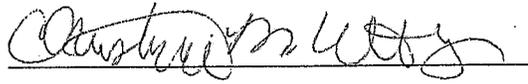
DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:	Christine Whitney
Travel Dates:	March 18-21
Destination:	Washington, DC
Reimbursing Organization:	ASTSWMO

Purpose of the Trip:
 ASTSWMO Task Force Meeting to discuss current project.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$517.80	
Rental Car		
Cab, Bus, Train	\$65.62	
Mileage	\$16.95	
Gas		
Parking	\$88.00	
Baggage Fees		
Lodging	\$769.44	
Meals	\$273.20	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	\$1,731.01	

ASC or Travel Coordinator:		Phone:	4982
Employee Signature:		Date Signed:	3/25/13
Supervisor Signature:		Date Signed:	3/25/13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Gov't Code Chapter 575.

DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:	Christine Whitney
Travel Dates:	May 14- May17, 2013
Destination	Atlanta, Georgia
Reimbursing Organization:	ASTSWMO

Purpose of the Trip:

Christine Whitney traveled to the Brownfields 2013 National Conference to participate in presentations and attend seminars in order to meet Brownfields 128(a) Grant commitments.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$715.20	
Rental Car		
Cab, Bus, Train		
Mileage	\$16.95	
Gas		
Parking	\$28.00	
Baggage Fees		
Lodging	\$462.84	
Meals	\$223.02	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	\$1,446.01	

OFFICE OF THE COMPTROLLER

ASC or Travel Coordinator: Phone:

Employee Signature: Date Signed: 5/19/13

Supervisor Signature: Date Signed: 5/20/13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Govt Code Chapter 575.

DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:	Andrew Sullivan
Travel Dates:	April 1-4 2013
Destination:	Shepherdstown, West Virginia
Reimbursing Organization:	Environmental Law Institute

Purpose of the Trip:

Attend the 2013 State CWA 303(d) Listing and TMDL Training Workshop and participate in a discussion concerning ideas for overcoming the major challenges facing listing efforts, TMDL development, and TMDL implementation. Discussed implementing the Long-Term Vision for Assessment, Restoration, and Protection under the Clean Water Act Section 303(d).

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$546.60	
Rental Car		
Cab, Bus, Train		
Mileage		
Gas		
Parking	\$28.00	
Baggage Fees		
Lodging		
Meals		
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:		
	\$574.60	

ASC or Travel Coordinator: Debbie Peters Phone: 239-1678

Employee Signature: *J. Andrew Sullivan* Date Signed: 6/26/13

Supervisor Signature: *Jamie Cuna* Date Signed: 6/26/2013

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Gov't Code Chapter 575.

DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:	Evie Beth Seaton
Travel Dates:	4/30/13 - 5/3/13
Destination	Tallahassee, FL
Reimbursing Organization:	Florida Department of Environmental Protection

Purpose of the Trip:

Provide information regarding the Texas PST program.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$557.60	paid for by Third Party
Rental Car	\$334.01	
Cab, Bus, Train		
Mileage		
Gas		
Parking	\$36.00	
Baggage Fees		
Lodging	\$387.00	paid for by Third Party
Meals	\$80.00	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	\$1,394.61	

TCEQ-10051 (REVISED 12/2012)

ASC or Travel Coordinator: Melissa Sebek **Phone:** 239-4677

Employee Signature: *Beth Seaton* **Date Signed:** 5/21/13

Supervisor Signature: *[Signature]* **Date Signed:** 5/22/13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. **Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Gov't Code Chapter 575.**

DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

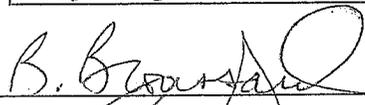
Employee Name:	Brad Broussard
Travel Dates:	5/14/13 - 5/17/13
Destination:	Alexandria, VA
Reimbursing Organization:	Los Alamos National Laboratory

Purpose of the Trip:

Attend the Disused Sources Working Group meeting.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$428.80	
Rental Car		
Cab, Bus, Train	\$50.00	
Mileage	\$55.86	
Gas		
Parking	\$28.00	
Baggage Fees		
Lodging	\$752.28	
Meals	\$248.50	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	\$1,563.44	

DATE FOR REIMBURSEMENT SENT TO

ASC or Travel Coordinator:	ROSC ERNST	Phone:	239-6481
Employee Signature:		Date Signed:	6/26/13
Supervisor Signature:		Date Signed:	6/26/13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. **Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Gov't Code Chapter 575.**

DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the reimbursing organization. Upon receipt of payment from the Third Party, this form is to be completed and forwarded to the Travel Unit, MC-181 or fax to 239-6768.

1. Employee's Name: Danny McReynolds
2. Dates of Travel: 12/1/2013 May 10-12, 2013 *DM*
3. Destination: Colorado Springs, Colorado
4. Purpose: Attend the Planning Committee for 2014 Spring Meeting Conference - SEEN representative
5. Reimbursing Organization: Southern Environmental Enforcement

employee should correct of initial changes to date

6. Itemized Expenses:

Description	Total	Additional
Fares:		
Public Transportation	_____	_____
Rental Car	_____	_____
Air	<u>\$349.10</u>	_____
Meals	<u>\$112.00</u>	_____
Lodging	<u>\$184.18</u>	_____
Parking	<u>\$66.00</u>	_____
Other:		
Business Telephone Calls	_____	_____
Personal Vehicle Mileage	_____	_____
Seminar Registration/Fees	_____	_____
Misc. (Describe under comments)	<u>\$50.00</u>	<u>Baggage Fees</u>
Grand Total	<u>\$761.28</u>	

Approval Signatures:

7. *Danny McReynolds* *June 17 2013*
Employee Signature/Date
8. *Max* *6-17-2013*
Supervisor Signature/Date

The employee/supervisor signatures certify that the information provided is true and correct and the amount shown on the form is the (total) amount received from the reimbursing source.

DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:	Muhammadali Abbaszadeh
Travel Dates:	5/5-10/2013
Destination:	Olympia, WA
Reimbursing Organization:	Nuclear Regulatory Commission(NRC)

Purpose of the Trip:

To assist the NRC with the review of the Washington State Radiation Control Program (Record Review).

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$653.00	
Rental Car	\$0.00	
Cab, Bus, Train	\$0.00	
Mileage	\$0.00	
Gas	\$0.00	
Parking	\$0.00	
Baggage Fees	\$50.00	
Lodging	\$487.50	
Meals	\$335.50	
Event Registration	\$0.00	
Other (Describe)	\$0.00	
Other (Describe)	\$0.00	
Other (Describe)	\$0.00	
Total Reimbursement:	\$1,526.00	

ASC or Travel Coordinator:

Phone:

Employee Signature: *M. Abbaszadeh*

Date Signed: 6/26/13

Supervisor Signature: *Debra L. Eades*

Date Signed: 6/26/13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on this form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Gov't Code Chapter 523.

DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-161 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:	Muhammadall Abbaszadeh
Travel Dates:	4/15-18/2013
Destination:	Spokane, WA
Reimbursing Organization:	Nuclear Regulatory Commission(NRC)

Purpose of the Trip:

To assist the NRC with the review of the Washington State Radiation Control Program (WA State Inspectors Accompaniment)

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$870.60	
Rental Car	\$0.00	
Cab, Bus, Train	\$0.00	
Mileage	\$0.00	
Gas	\$0.00	
Parking	\$0.00	
Baggage Fees	\$50.00	
Lodging	\$327.96	
Meals	\$198.50	
Event Registration	\$0.00	
Other (Describe)	\$0.00	
Other (Describe)	\$0.00	
Other (Describe)	\$0.00	
Total Reimbursement:	\$1,447.06	

ASC or Travel Coordinator:

Phone:

Employee Signature: *M. Abbaszadeh*

Date Signed: 6/26/13

Supervisor Signature: *Deborah Eider*

Date Signed: 6/26/13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tax Code Chapter 82.

DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:	Lee Line
Travel Dates:	March 3-8, 2013
Destination:	Chattanooga, TN
Reimbursing Organization:	U.S. Nuclear Regulatory Commission

Purpose of the Trip:

Travel to attend the Nuclear Regulatory Commission (NRC) Inspection Procedures Course (G-108).

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare ✓	\$1,225.59	Round trip air fare to Chattanooga, TN purchased by NRC
Rental Car		
Cab, Bus, Train		
Mileage		
Gas		
Parking		
Baggage Fees		
Lodging	\$551.10	Five nights @ Staybridge Suites, Chattanooga, TN
Meals	\$308.00	Per diem, 5.5 days @ \$56 per day
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	\$2,084.69	<i>\$859.10 WAS ACTUALLY Reimbursed,</i>

ASC or Travel Coordinator:

Rose Ernst

Phone:

239-6481

Employee Signature:

Lee E. Line

Date Signed:

4/2/13

Supervisor Signature:

Mural A. [Signature]

Date Signed:

4-3-13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Gov't Code Chapter 575.

Exhibit "D"

Executive Director's Approval Memorandum

TCEQ Interoffice Memorandum

To: Zak Covar
Executive Director

From: Elizabeth West, Senior Attorney
Contracts, Employment Law and Ethics
General Law Division

David Timberger, Director
General Law Division

Caroline M. Sweeney, Deputy Director
Office of Legal Services

Date: July 1, 2013

Caption: **Docket No. 2013-1166-MIS.** Consideration of gifts and donations of \$500.00 or more in value given to the TCEQ, submitted for approval in accordance with Chapter 575 of the Government Code, concerning acceptance of gifts and donations by certain agencies.

Chapter 575 of the Government Code gives some specific direction to state agencies regarding the acceptance of gifts and donations. Chapter 575 provides that the Commission must acknowledge the acceptance of all gifts of money or property with a value of \$500 or more in an open meeting no later than the 90th day after the date the gift is accepted. Chapter 575 further states the name of the donor, a description of the gift or donation, and a statement of the purpose of the gift or donation must be recorded in the minutes. Chapter 575 of the Government Code is attached as Exhibit "A."

Before the Commission can acknowledge the acceptance of gifts and donations with a value of \$500 or more listed in Exhibit "B," the gifts must be accepted by the agency.

A list of gifts and donations is attached as Exhibit "B." A Declaration of Third Party Reimbursement form is submitted for each gift or donation listed in Exhibit "B." The Declaration of Third Party Reimbursement forms are attached as Exhibit "C." Your signature below is needed to accept the aforementioned and referenced exhibits. We recommend you sign this form and accept the gifts.

I acknowledge and accept the gifts listed in Exhibit "B," on behalf of the Texas Commission on Environmental Quality.



Zak Covar
Executive Director

Date: 7/8/13