

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

DATE: December 16, 2013

Caption: **Docket No. 2013-2131-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

2013 DEC 19 PM 4:40
CHIEF CLERKS OFFICE

TEXAS
COMMISSION
ON ENVIRONMENTAL
QUALITY

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY



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. 2013-2131-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**

September 2013 through December 2013

Over \$500.00

REIMBURSING ORGANIZATION	TRAVELERS NAME	DATES OF TRAVEL	DESTINATION	PURPOSE OF TRIP	REIMBURSED	REIMBURSED TOTAL
American Coal Council	Honeycutt, Michael	8/19-8/20/13	Truckee, CA	To make presentation at the 2013 Coal Market Strategies Conference	Airfare: \$487.60 Rental Car: \$275.85 Gas: \$19.23 Parking: \$14.00 Meals: \$50.74 Tolls: \$5.91 Tips: \$10.00	\$863.33
Association of State and Territorial Solid Waste Mgmt. Officials	Posnick, Allan	10/27-10/30/13	Washington, D.C.	Participate in the ASTSWMO Federal Facilities All-States Meeting as well as the ASTSWMO Annual Meeting.	Airfare: \$439.60 Cab, Bus, Train: \$6.00 Mileage: \$19.21 Parking: \$28.00 Lodging: \$752.28 Meals: \$99.80	\$1,344.89
Association of State and Territorial Solid Waste Mgmt. Officials	Reske, Doug	10/28-10/30/13	Washington, D.C.	Attend the 2013 Association of State and Territorial Solid Waste Management Officials (ASTSWMO) Annual Meeting.	Airfare: \$876.80 Cab, Bus, Train: \$33.80 Parking: \$60.00 Baggage Fees: \$50.00 Lodging: \$501.52 Meals: \$159.09	\$1,681.21

\$1,216.96

Los Alamos National Laboratory
Broussard, Brad
08/26-08/29/13
Portland, OR
To participate in the Disused Sources Working Group meeting as the representative from the State of Texas.

Airfare: \$441.50
Mileage: \$55.86
Parking: \$28.00
Lodging: \$485.60
Meals: \$206.00

\$822.16

NASA
Dornblaser, Bright
08/27-08/29/13
Huntsville, AL
Bright Dornblaser was an invited speaker at a UAH atmospheric science department seminar.

Airfare: \$403.60
Rental Car: \$138.88
Cab, Bus, Train: \$35.00
Lodging: \$197.36
Meals: \$47.32

\$1,543.24

New England Interstate Water Pollution Control Commission
Davis, Kenneth E.
09/16/13-09/18/13
Denver, Co.
To participate in the 24th annual Tanks Conference and Expo.

Airfare: \$595.20
Cab, Bus, Train: \$70.10
Parking: \$28.00
Lodging: \$512.94
Meals: \$162.00
Registration: \$175.00

\$1,091.94

New England Interstate Water Pollution Control Commission
Hendrix, Loren Kyle
09/15-09/18/13
Denver, CO
Mr. Hendrix attended the 24th Annual National Tanks Conference and Exposition. The purpose of the travel was to learn and network with federal, state, and tribal colleagues in the underground storage community, with a focus on the pursuit to find new and better ways to work together to protect human health and the environment from tank releases.

Airfare: \$203.00
Baggage Fees: \$50.00
Lodging: \$512.94
Meals: \$186.00
Registration: \$100.00
Shuttle: \$40.00

\$1,605.14

New England Interstate Water Pollution Control Commission
Modak, Victoria K.
09/15-09/18/13
Denver, CO
Attend the 2013 National Tanks Conference & Expo

Airfare: \$595.20
Cab, Bus, Train: \$55.00
Parking: \$44.00
Lodging: \$512.94
Meals: \$223.00
Registration: \$175.00

\$813.88

Nuclear Regulatory Commission
Evans, Kayla
08/18-08/22/13
Reno, NV
Attend the Organization of Agreement State annual meeting.

Airfare: \$551.61
Milage: \$7.77
Baggage Fees: \$25.00
Meals: \$229.50

Nuclear Regulatory Commission	Weger, Hans	09/22-09/27/13	Sugar Land, TX	Attend a training course on well logging.	\$1,070.24
				Mileage:	\$200.74
				Lodging:	\$545.00
				Meals:	\$324.50
				Totals:	\$12,052.99
					\$12,052.99

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.

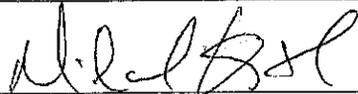
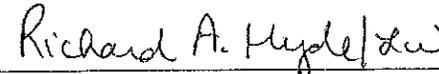
Employee Name:	Michael Honeycutt
Travel Dates:	August 19-20, 2013
Destination	Truckee, CA
Reimbursing Organization:	American Coal Council

Purpose of the Trip:

To make a presentation at the 2013 Coal Market Strategies Conference

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$487.60	
Rental Car	\$275.85	
Cab, Bus, Train		
Mileage		
Gas	\$19.23	
Parking	\$14.00	
Baggage Fees		
Lodging		
Meals	\$50.74	
Event Registration		
Other (Describe)	\$5.91	Tolls
Other (Describe)	\$10.00	Tips
Other (Describe)		
Total Reimbursement:	\$863.33	

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ASC or Travel Coordinator:	Kerry Howard	Phone:	0556
Employee Signature:		Date Signed:	9-16-13
Supervisor Signature:		Date Signed:	9-16-13

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 975.**

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, ME-11 within 90 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:	Allan Posnick
Travel Dates:	10/27-30/2013
Destination:	Washington, D.C.
Reimbursing Organization:	Association of State and Territorial Solid Waste Mgmt Offic

Purpose of the Trip:

Participate in the ASTSWMO Federal Facilities All-States Meeting as well as the ASTSWMO Annual Meeting

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$439.60	
Rental Car		
Cab, Bus, Train	\$6.00	
Mileage	\$19.21	
Gas		
Parking	\$28.00	
Baggage Fees		
Lodging	\$752.28	
Meals	\$99.80	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	\$1,344.89	

ASC or Travel Coordinator: Helen Moreno **Phone:** 512-239-4199

Employee Signature: *Allan Posnick* **Date Signed:** 12/20/13

Supervisor Signature: *[Signature]* **Date Signed:** 12/11/13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount(s) 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 16.04 Civ. Sec. Chapter 376.

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-1801 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:	Doug Reske
Travel Dates:	10/28/13 - 10/30/13
Destination:	Washington D.C.
Reimbursing Organization:	ASTSWMO

Purpose of the Trip:

Attend the 2013 Association of State and Territorial Solid Waste Management Officials (ASTSWMO) Annual Meeting

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$876.80	
Rental Car		
Cab, Bus, Train	\$33.80	
Mileage		
Gas		
Parking	\$60.00	
Baggage Fees	\$50.00	
Lodging	\$501.52	
Meals	\$159.09	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	\$1,681.21	

ASC or Travel Coordinator:	<i>Kyra S. Truval</i>	Phone:	817-588-5920
Employee Signature:	<i>[Signature]</i>	Date Signed:	12/11/13
Supervisor Signature:	<i>[Signature]</i>	Date Signed:	12/13/13

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:	August 26-29, 2013
Destination	Portland, Oregon
Reimbursing Organization:	Los Alamos National Laboratory

Purpose of the Trip:

To participate in the Disused Sources Working Group meeting as the representative from the State of Texas.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$441.50	
Rental Car		
Cab, Bus, Train		
Mileage	\$55.86	
Gas		
Parking	\$28.00	
Baggage Fees		
Lodging	\$485.60	
Meals	\$206.00	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	\$1,216.96	

ASC or Travel Coordinator: Rose Ernst

Phone: x6481

Employee Signature: 

Date Signed: 9/24/13

Supervisor Signature: 

Date Signed: 9/25/13

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:	Bright Dornblaser
Travel Dates:	8/27/13 - 8/29/13
Destination	The University of Alabama at Huntsville (UAH)
Reimbursing Organization:	NASA

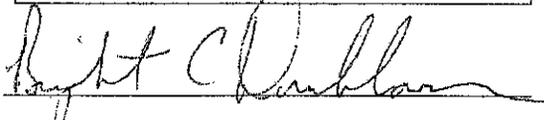
Purpose of the Trip:

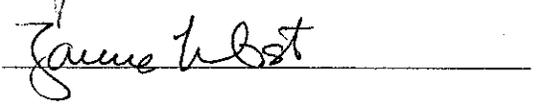
Bright Dornblaser was an invited speaker at a UAH atmospheric science department seminar.

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Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$403.60	
Rental Car	\$138.88	
Cab, Bus, Train	\$35.00	
Mileage		
Gas		
Parking		
Baggage Fees		
Lodging	\$197.36	
Meals	\$47.32	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	\$822.16	

ASC or Travel Coordinator: Val Stewart **Phone:**

Employee Signature:  **Date Signed:** 10/16/13

Supervisor Signature:  **Date Signed:** 10/16/13

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:	Kenneth E. Davis
Travel Dates:	9/16/2013 - 9/18/2013
Destination	Denver, CO
Reimbursing Organization:	New England Interstate Water Pollution Control Commissi

Purpose of the Trip:

To participate in the 24th annual Tanks Conference and Expo

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$595.20	
Rental Car		
Cab, Bus, Train	\$70.10	
Mileage		
Gas		
Parking	\$28.00	
Baggage Fees		
Lodging	\$512.94	
Meals	\$162.00	
Event Registration	\$175.00	
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	\$1,543.24	

ASC or Travel Coordinator:	Helen Moreno	Phone:	(512) 239-4199
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Employee Signature:	<i>Kenneth E. Davis</i>	Date Signed:	12/9/13
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Supervisor Signature:	<i>Kelly Perkins for EBS</i>	Date Signed:	12/9/13
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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 573.

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:	Loren Kyle Hendrix
Travel Dates:	9/15/2013 - 9/18-2013
Destination	Denver, CO - National Tanks Conference
Reimbursing Organization:	New England Interstate Water Pollution Control Commissi

Purpose of the Trip:

Mr. Hendrix attended the 24th Annual National Tanks Conference and Exposition. The purpose of the travel was to learn and network with federal, state, and tribal colleagues in the underground storage community, with a focus on the pursuit to find new and better ways to work together to protect human health and the environment from tank releases.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$203.00	
Rental Car		
Cab, Bus, Train		
Mileage		
Gas		
Parking		
Baggage Fees	\$50.00	
Lodging	\$512.94	
Meals	\$186.00	
Event Registration	\$100.00	
Other (Describe)	\$40.00	airport shuttle round trip
Other (Describe)		
Other (Describe)		
Total Reimbursement:	\$1,091.94	

ASC or Travel Coordinator: Cheril Mohler

Phone: 512-239-0432

Employee Signature:

Date Signed: 10-21-2013

Supervisor Signature:

Date Signed: 10/21/13

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. 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 MGS-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:	Victoria K. Modak
Travel Dates:	September 15 - 18, 2013
Destination:	Denver, Colorado
Reimbursing Organization:	NEIWPCC (New England Interstate Water Pollution Control)

Purpose of the Trip:
 Attend the 2013 National Tanks Conference & Expo

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$595.20	
Rental Car	\$0.00	
Cab, Bus, Train	\$55.00	
Mileage	\$0.00	
Gas	\$0.00	
Parking	\$44.00	
Baggage Fees	\$0.00	
Lodging	\$512.94	
Meals	\$223.00	
Event Registration	\$175.00	
Other (Describe)	\$0.00	
Other (Describe)	\$0.00	
Other (Describe)	\$0.00	
Total Reimbursement:	\$1,605.14	

ASC or Travel Coordinator: Helen Moreno **Phone:** 239-4199

Employee Signature: Victoria K Modak **Date Signed:** 12/9/13

Supervisor Signature: Kenneth E. Davis **Date Signed:** 12/19/13

The employee and supervisor certify the truthfulness of the information provided herein and declare that the amount shown hereon forms the total amount received from the reimbursing organization for reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to 38 C.F.R. Code Chapter 225.

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.

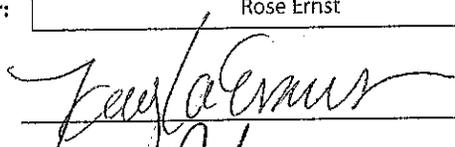
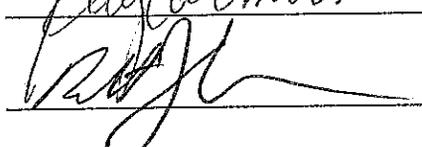
Employee Name:	Kayla Evans
Travel Dates:	August 18-22, 2013
Destination:	Reno, NV
Reimbursing Organization:	Nuclear Regulatory Commission

Purpose of the Trip:

Attend the Organization of Agreement State annual meeting.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$551.61	
Rental Car		
Cab, Bus, Train		
Mileage	\$7.77	
Gas		
Parking		
Baggage Fees	\$25.00	
Lodging		
Meals	\$229.50	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:		\$813.88

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ASC or Travel Coordinator:	Rose Ernst	Phone:	239-6481
Employee Signature:		Date Signed:	9/27/13
Supervisor Signature:		Date Signed:	10/4/13

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.**

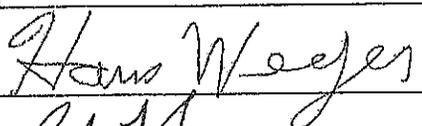
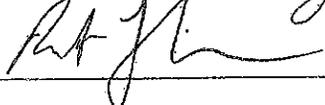
DECLARATION OF THIRD-PARTY REIMBURSEMENT

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, 3 MC-181 within 7 days following the end of travel for reimbursement from the reimbursing organization.

Employee Name:	Hans Weger
Travel Dates:	September 22-27, 2013
Destination:	Sugar Land, Texas
Reimbursing Organization:	Nuclear Regulatory Commission

Purpose of the Trip:
 Attend a training course on well logging.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare		
Rental Car		
Cab, Bus, Train		
Mileage	\$200.74	
Gas		
Parking		
Baggage Fees		
Lodging	\$545.00	
Meals	\$324.50	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	\$1,070.24	

ASC or Travel Coordinator:	Rose Marie Ernst	Phone:	239-6481
Employee Signature:		Date Signed:	12/09/13
Supervisor Signature:		Date Signed:	12/9/13

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. Code Chapter 157.

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: December 16, 2013

Caption: **Docket No. 2013-2131-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: 12/19/13