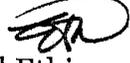


# TCEQ Interoffice Memorandum

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**To:** Commissioners  
Richard A. Hyde, P.E., 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:** March 7, 2014

**Caption:** **Docket No. 2014-0286-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



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. 2014-0286-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 \_\_\_\_\_, \_\_\_\_\_.

TEXAS COMMISSION ON  
ENVIRONMENTAL QUALITY

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Bryan W. Shaw, Ph.D., P.E., 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**

December 2013 through February 2014

Over \$500.00

REIMBURSING ORGANIZATION	TRAVELERS NAME	DATES OF TRAVEL	DESTINATION	PURPOSE OF TRIP	REIMBURSED	REIMBURSED TOTAL
Association of State Drinking Water Administrators	Diehl, Alicia	11/11-11/15/13	Oklahoma City, OK	To attend the quarterly EPA Region 6 Area-Wide Optimization Program (AWOP) meeting.	Airfare: \$347.00 Lodging: \$297.24	\$644.24
Association of State and Territorial Solid Waste Management Officials (ASTSWMO)	Barker, Sharon	10/28-10/30/13	Washington, D.C.	Attend the Association of State and Territorial Waste Management Organizations fall meeting.	Airfare: \$323.80 Cab, Bus, Train \$4.85 Mileage: \$18.08 Parking: \$21.00 Lodging: \$501.52 Meals: \$65.16	\$934.41
Association of State and Territorial Solid Waste Management Officials (ASTSWMO)	Bergren, Christine	10/28-10/30/13	Washington, D.C.	Attend the annual meeting and Task Force representation.	Airfare: \$511.60 Cab, Bus, Train: \$63.40 Mileage: \$22.04 Parking: \$33.00 Lodging: \$501.52 Meals: \$148.88	\$1,280.44

Association of State and Territorial Solid Waste Management Officials (ASTSWMO)	Valdez, Omar	1/21-1/24/14	Washington, D.C.	The listed employee participated in work sessions as part of a project of the Removals Focus Group of ASTSWMO.	Airfare: \$582.00 Cab, Bus, Train: \$50.00 Mileage: \$24.86 Parking: \$24.00 Lodging: \$421.36 Meals: \$213.00	\$1,315.22
Council of Industrial Boiler Owners	Honeycutt, Michael	10/16-10/18/13	Stowe, Vermont	To make a presentation on EPA's Cost Benefit Analysis.	Airfare: \$425.60 Rental Car: \$253.53 Gas: \$22.63 Parking: \$35.55 Lodging: \$407.00 Meals: \$44.47 Tolls: \$5.91 Tips: \$4.00	\$1,198.69
Environmental Council of States (ECOS)	Koch, Jurgen	12/9-12/11/13	Washington, D.C.	Attend Exchange Network governance, Network Technology Board, meeting.	Airfare: \$377.80 Cab, Bus, Train: \$35.39 Lodging: \$421.36 Meals: \$146.00	\$980.55
EPA-Criminal Investigation Division	Hodo, Randall	12/1-12/13/13	Glynco, GA	To attend the EPA Advanced Environmental Crimes Training Program (AECTP).	Airfare: \$1,146.80 Lodging: \$462.56 Meals: \$84.00 Incidentals: \$55.00 Internet: \$29.95 Meals During Trg: \$273.60	\$2,051.91

Los Alamos National Laboratory (Dept. of Energy)	Broussard, Brad	12/9-12/12/13	Salt Lake City, UT	To participate in the Disused Sources Working Group as the representative from Texas.	\$1,178.36
				Airfare:	\$552.60
				Cab, Bus, Train:	\$40.00
				Mileage:	\$22.60
				Parking:	\$28.00
				Lodging:	\$321.66
				Meals:	\$213.50
US Nuclear Regulatory Commission	Havelka, Michelle	11/17-11/22/13	Chattanooga, TN	To attend the Introductory to Health Physics Training Course.	\$1,929.65
				Airfare:	\$930.10
				Mileage:	\$56.60
				Parking:	\$42.00
				Baggage Fees:	\$50.00
				Lodging:	\$556.95
				Meals:	\$280.50
				Tolls:	\$13.50
US Environmental Protection Agency (EPA)	Gandee, Elijah	1/27-2/8/14	Glynco, GA	To attend the EPA Advanced Environmental Crimes Training Program (AECTP).	\$1,367.46
				Airfare:	\$492.30
				Lodging:	\$462.56
				Meals:	\$84.00
				Incidentals:	\$55.00
				Meals During Trg:	\$273.60
				<b>Totals:</b>	<b>\$12,880.93</b>
					<b>\$12,880.93</b>

**Exhibit "C"**

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

# DECLARATION OF THIRD-PARTY REIMBURSEMENT

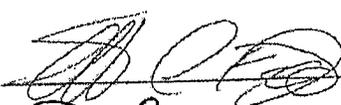
After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed 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:	Alicia Diehl
Travel Dates:	November 11 through November 15, 2013
Destination:	Oklahoma City, Oklahoma
Reimbursing Organization:	Association of State Drinking Water Administrators

**Purpose of the Trip:**

*To attend the quarterly EPA Region 6 Area-Wide Optimization Program (AWOP) meeting.*

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$347.00	Please refer to ASDWA policy for least-cost flight when using
Rental Car		
Cab, Bus, Train		
Mileage		
Gas		
Parking		
Baggage Fees		
Lodging	\$297.24	
Meals		
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
<b>Total Reimbursement:</b>	<b>\$644.24</b>	

ASC or Travel Coordinator:	Elizabeth Nichols	Phone:	512-239-2528
Employee Signature:		Date Signed:	12/18/13
Supervisor Signature:		Date Signed:	12/18/13

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:	Sharon Barker
Travel Dates:	10/28-10/30
Destination:	Washington, DC
Reimbursing Organization:	ASTSWMO

**Purpose of the Trip:**

Attend the Association of State and Territorial Waste Management Organizations fall meeting

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$323.80	
Rental Car		
Cab, Bus, Train	\$4.85	
Mileage	\$18.08	
Gas		
Parking	\$21.00	
Baggage Fees		
Lodging	\$501.52	
Meals	\$65.16	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
<b>Total Reimbursement:</b>	<b>\$934.41</b> ✓	

ASC or Travel Coordinator: Helen Moreno

Phone: x4199

Employee Signature: *Sharon Barker*

Date Signed: 12/9/13

Supervisor Signature: *Monica J. Davis*

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 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.

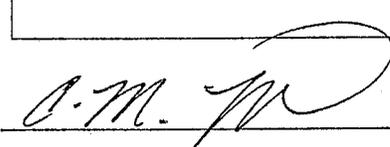
# DECLARATION OF THIRD-PARTY REIMBURSEMENT

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:	October 28-30, 2013
Destination:	Washington DC
Reimbursing Organization:	ASTSWMO

**Purpose of the Trip:**  
 Attend the annual meeting and Task Force representation.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$511.60	
Rental Car		
Cab, Bus, Train	\$63.40	
Mileage	\$22.04	
Gas		
Parking	\$33.00	
Baggage Fees		
Lodging	\$501.52	
Meals	\$148.88	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
<b>Total Reimbursement:</b>	<b>\$1,280.44</b>	

ASC or Travel Coordinator:		Phone:	
Employee Signature:		Date Signed:	2/20/14
Supervisor Signature:		Date Signed:	2/20/14

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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 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:	Omar Valdez
Travel Dates:	January 21-24, 2014
Destination:	Washington DC
Reimbursing Organization:	ASTSWMO

**Purpose of the Trip:**

The listed employee participated in work sessions as part of a project of the Removals Focus Group of ASTSWMO.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$582.00	
Rental Car	\$0.00	
Cab, Bus, Train	\$50.00	
Mileage	\$24.86	
Gas	\$0.00	
Parking	\$24.00	
Baggage Fees	\$0.00	
Lodging	\$421.36	
Meals	\$213.00	
Event Registration	\$0.00	
Other (Describe)	\$0.00	
Other (Describe)	\$0.00	
Other (Describe)	\$0.00	
<b>Total Reimbursement:</b>	<b>\$1,315.22</b> ✓	

ASC or Travel Coordinator:  Phone:

Employee Signature:  Date Signed: 2/19/14

Supervisor Signature:  Date Signed: 2/20/14

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 575.

# DECLARATION OF THIRD-PARTY REIMBURSEMENT

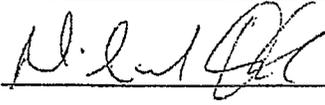
After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed 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:	Michael Honeycutt
Travel Dates:	October 16-18, 2013
Destination:	Stowe, Vermont
Reimbursing Organization:	Council of Industrial Boiler Owners

**Purpose of the Trip:**

To make a presentation on EPA's Cost Benefit Analysis

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$425.60	
Rental Car	\$253.53	
Cab, Bus, Train		
Mileage		
Gas	\$22.63	
Parking	\$35.55	
Baggage Fees		
Lodging	\$407.00	
Meals	\$44.47	
Event Registration		
Other (Describe)	\$5.91	Tolls
Other (Describe)	\$4.00	Tips
Other (Describe)		
<b>Total Reimbursement:</b>	<b>\$1,198.69</b> ✓	

ASC or Travel Coordinator:	Kerry Howard	Phone:	Ext. 0556
Employee Signature:		Date Signed:	2-20-14
Supervisor Signature:	Richard A. Hyde / YW	Date Signed:	2-20-14

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:	Jurgen Koch
Travel Dates:	Dec 9 - Dec 11, 2013
Destination:	Washington DC
Reimbursing Organization:	ECOS

**Purpose of the Trip:**

attend Exchange Network governance, Network Technology Board, meeting

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$377.80	
Rental Car		
Cab, Bus, Train	\$35.39	
Mileage		
Gas		
Parking		
Baggage Fees		
Lodging	\$421.36	
Meals	\$146.00	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
<b>Total Reimbursement:</b>	<b>\$980.55</b> ✓	

ASC or Travel Coordinator:  Phone:

Employee Signature:  Date Signed: 27 JAN 2014

Supervisor Signature:  Date Signed: 1/27/14

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. 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:	Randall Hodo
Travel Dates:	12/1/13 - 12/13/13
Destination:	Glynco, GA
Reimbursing Organization:	EPA - Criminal Investigation Division

**Purpose of the Trip:**  
 TO ATTEND THE EPA ADVANCED ENVIRONMENTAL CRIMES TRAINING PROGRAM (AECTP)

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$1,146.80	Not paid directly to traveler
Rental Car		
Cab, Bus, Train		
Mileage		
Gas		
Parking		
Baggage Fees		
Lodging	\$462.56	Not paid directly to traveler
Meals	\$84.00	Per Diem paid to traveler for travel days
Event Registration		
Other (Describe)	\$55.00	Per Diem Incidentals paid to traveler
Other (Describe)	\$29.95	Internet Service
Other (Describe)	\$273.60	Meals during training not paid directly to traveler
<b>Total Reimbursement:</b>	<b>\$2,051.91</b>	

ASC or Travel Coordinator: Dawn Higgins Phone: 512-239-6867

Employee Signature: *Randall Hodo* Date Signed: 1-21-14

Supervisor Signature: *Danny Mc Reynolds* Date Signed: Jan 22 2014

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 reimbursable 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-184 within 90 days following the end of travel or reimbursement from the reimbursing organization.

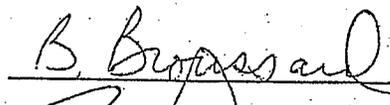
Employee Name:	Brad Broussard
Travel Dates:	12/9/13 - 12/12/13
Destination:	Salt Lake City, Utah
Reimbursing Organization:	Los Alamos National Laboratory

**Purpose of the Trip:**

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

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$552.60	
Rental Car		
Cab, Bus, Train	\$40.00	
Mileage	\$22.60	
Gas		
Parking	\$28.00	
Baggage Fees		
Lodging	\$321.66	
Meals	\$213.50	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
<b>Total Reimbursement:</b>	<b>\$1,178.36</b> ✓	

ASC or Travel Coordinator: Rose Ernst Phone: x6481

Employee Signature:  Date Signed: 1/9/14

Supervisor Signature:  Date Signed: 1/9/14

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 Executive Order Chapter 25.

# 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:	Michelle Havelka
Travel Dates:	11/17-11/22/2013
Destination	Chattanooga, TN
Reimbursing Organization:	US Nuclear Regulatory Commission

**Purpose of the Trip:**

To attend the Introductory to Health Physics Training Course

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$930.10	
Rental Car		
Cab, Bus, Train		
Mileage	\$56.60	
Gas		
Parking	\$42.00	
Baggage Fees	\$50.00	
Lodging	\$556.95	
Meals	\$280.50	
Event Registration		
Other (Describe)	\$13.50	Toll Fees
Other (Describe)		
Other (Describe)		
<b>Total Reimbursement:</b>	<b>\$1,929.65</b>	

ASC or Travel Coordinator:  Phone:

Employee Signature: Michelle Havelka Date Signed: 12/16/13

Supervisor Signature: Deed L Eades Date Signed: 12/16/13

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

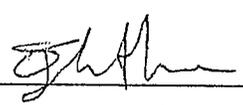
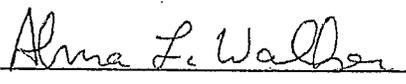
After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed 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:	Elijah Gandee
Travel Dates:	01/27/2014 - 02/08/2014
Destination:	Glynco, Georgia
Reimbursing Organization:	U.S. Environmental Protection Agency (EPA)

**Purpose of the Trip:**

To attend the EPA Advanced Environmental Crimes Training Program (AECTP)

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$492.30	Not paid directly to traveler
Rental Car		
Cab, Bus, Train		
Mileage		
Gas		
Parking		
Baggage Fees		
Lodging	\$462.56	Not paid directly to traveler
Meals	\$84.00	Per diem incidentals paid to traveler for travel days
Event Registration		
Other (Describe)	\$55.00	Per diem incidentals paid to traveler
Other (Describe)	\$273.60	Meals during training not paid directly to traveler
Other (Describe)		
<b>Total Reimbursement:</b>	<b>\$1,367.46</b>	

ASC or Travel Coordinator:	Chaundra Davis-Tatum	Phone:	713-767-3514
Employee Signature:		Date Signed:	2/20/2014
Supervisor Signature:		Date Signed:	02/20/2014

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:** Richard A. Hyde, P.E. *RAH*  
Executive Director

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

David Timberger, Director *DT*  
General Law Division

Caroline M. Sweeney, Deputy Director *CS*  
Office of Legal Services

**Date:** March 7, 2014

**Caption:** **Docket No. 2014-0286-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.

  
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Richard A. Hyde, P.E.  
Executive Director

Date: 3/7/14

