

## POLICY ON AUTHORIZED TRAVEL BY BOARD MEMBERS

The Board has an annual budget for travel funds available for state agency purposes. As a result, Board members are pre-approved to attend:

- meetings held under Chapter 551 of the Government Code;
- legislative or judicial hearings, if requested by the Board Chair or Executive Director;
- training events or meetings with other agencies or government officials, if requested by the Board Chair or Executive Director; and
- annual meetings of regulatory associations (e.g., ARBO/TOA) of which the Board is a voting member. Reimbursement for board member attendance is limited to one member per meeting, unless approved in writing by the Board Chair.

However, no other agency-related travel expenses will be pre-approved or paid by direct payment by the agency. Members wanting to request reimbursement for other agency-related travel expenses must submit their requests to the Board Chair. The Board Chair may designate the Executive Director to receive any such requests on his or her behalf.

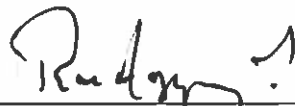
All requests for reimbursement must be submitted with appropriate supporting documentation. For example, the member must demonstrate each of the following:


- the travel expenses are reasonable and necessary;
- the purpose of the travel clearly involves state business and is consistent with the agency's legal authority; and
- if more than one board member will be attending this same event, the number of individuals traveling for the same or similar purpose are necessary to perform state business.

Subject to any applicable limitations, travel expenses may be approved for reimbursement either in whole or in part by the Board Chair. An approval in part or denial by the Board Chair is final and may not be appealed to the Board.

All agency travel arrangements and reimbursements must comply with the Travel Regulations Act (Chapter 660 of the Government Code), comptroller rules, travel provisions of the General Appropriations Act, the comptroller's Statewide Procurement Division contract requirements, and the policies and procedures adopted by the comptroller's office as well as the travel reimbursement guidelines promulgated by agency staff. These resources are intended to ensure the Board minimizes the amount of travel expenses paid or reimbursed by the agency and that each travel arrangement is the most cost effective considering all relevant circumstances.

Approved:

  
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Ron Hopping, O.D., M.P.H.  
Chair  
5/9/2025  
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Date

  
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Janice S. McCoy  
Executive Director  
5-9-2025  
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Date