

ACCOUNTING
EXPENSE REIMBURSEMENT

CFC
(LOCAL)

	Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.
REIMBURSEMENT OF TRAVEL EXPENSES	Board members and employees shall be reimbursed for reasonable, allowable ESC business travel expenditures according to the current schedule and subject to state guidelines and IRS regulations. Board members' actual expenditures incurred in the conduct of official ESC business shall be reimbursed when supported by receipts. Employees' expenditures that are not supported by receipts shall be reimbursed at a per diem maximum as outlined in administrative procedure.
MEMBERSHIP FEES	The ESC shall not reimburse employees for individual membership fees.

EDUCATION SERVICE CENTER LEGAL STATUS
LOBBYING RESTRICTIONS

AAA
(LEGAL)

	<p>contract with an individual who is required by Government Code Chapter 305 to register as a lobbyist.</p> <p>An ESC that violates this provision is subject to a reduction of amounts appropriated for administration by the General Appropriations Act for the biennium following the biennium in which the violation occurs in an amount not to exceed \$100,000 for each violation.</p> <p><i>Gov't Code 556.005(a), (c)</i></p>
PAYMENT OF MEMBERSHIP DUES	<p>An ESC may not use appropriated money to pay, on behalf of the ESC or an officer or employee of the ESC, membership dues to an organization that pays part or all of the salary of a person who is required by Government Code Chapter 305 to register as a lobbyist. This provision does not apply to the payment by the ESC of membership fees under Government Code Chapter 81 (State Bar Act). <i>Gov't Code 556.005(b)</i></p>
LEGISLATIVE LOBBYING	<p>An ESC may not use appropriated money to attempt to influence the passage or defeat of a legislative measure. This provision does not prohibit an ESC Board member or employee from using state resources to provide public information or to provide information responsive to a request. <i>Gov't Code 556.006</i></p>
TERMINATION OF EMPLOYMENT	<p>An ESC employee who causes an employee to be discharged, demoted, or otherwise discriminated against for providing information under Government Code 556.006(b), or who violates Government Code 556.004(c) or (d), is subject to immediate termination of employment. <i>Gov't Code 556.007</i></p>
COMPENSATION PROHIBITION	<p>An ESC may not use appropriated money to compensate an ESC employee who violates Government Code 556.004 (a)–(c), Section 556.005, or Section 556.006(a), or who is subject to termination under Section 556.007. <i>Gov't Code 556.008</i></p>
NOTICE OF PROHIBITIONS	<p>An ESC shall provide each ESC Board member and ESC employee a copy of Government Code 556.004, 556.005, 556.006, 556.007, and 556.008, and require a signed receipt on delivery. A new copy and receipt are required if one of those provisions is changed. The ESC shall maintain receipts collected from current Board members and employees under this section in a manner accessible for public inspection. <i>Gov't Code 556.009</i></p>
TOBACCO EDUCATION GRANT FUNDS	<p>The ESC may not spend grant funds it receives from the Permanent Fund for Tobacco Education and Enforcement to pay:</p> <ol style="list-style-type: none">1. Lobbying expenses incurred by the ESC.2. A person or entity that is required under Government Code Chapter 305 to register as a lobbyist with the Texas Ethics Commission.