

Instructions for complying with Government Code Section 656.047(c)
SB255 85R Reporting Requirement

Summary

Statute requires agencies and institutions of higher education to report spending greater than \$5,000 per person on a training course or education course or education program taken by an individual employee or administrator to the Legislative Budget Board (LBB). The report is due August 31 of each fiscal year.

Background

Government Code Section 656.047(a) authorizes state agencies to spend public funds to pay expenses related to their administrators or employees attending professional trainings or academic courses. Expenses eligible under this section include the tuition, other fees, travel expenses, expense of training materials, and other necessary expenses of an instructor, student, or other participant in a training or education program.

As established by SB255 by the Eighty-Fifth Legislature, Section 656.047(c) requires state agencies and institutions of higher education that spend more than \$5,000 in a fiscal year for any individual administrator or employee to attend a training or educational program to submit a report to the LBB. The report to the LBB is due on or by August 31 of that fiscal year and must include:

1. A list of the administrators and employees participating in a training or educational program;
2. The amount spent on each administrator or employee; and
3. The certification earned by each administrator or employee through the training or education program.

What expenditures does the requirement include?

The reporting requirement applies when an agency or institution spends more than \$5,000 per person on an educational course, professional training, or series of related courses or trainings. This includes costs related to:

- Tuition or registration;
- Travel expenses (including transportation, lodging, and meals);
- Training material; and
- Other fees and expenses related to being an instructor, student, or other participant in a training or course.

What does not get included in the report?

- Spending on education or training courses that is less than \$5,000 per person;

- For instance, an agency that spends \$7,000 on a training attended by 15 employees does not need to include that as part of its report.
- Unrelated trainings or courses whose cumulative value exceeds \$5,000 per person.
 - For instance, an agency does not need to report having spent \$3,000 on two separate, unrelated trainings for a single employee.
- Trainings or courses with a value greater than \$5,000 per person but for which the agency did not spend money.
 - For instance, if the registration or tuition was complimentary.

How should the report look?

The attached spreadsheet provides a template for reporting this information to the LBB. It includes an example (in italics) on line 2. In this example, the Department of Information Resources reports spending \$5,100 for an employee's professional certification.

- Columns A and B should indicate the agency or IHE code and name.
- Columns C and D should indicate the name and position of the employee or administrator.
- Column E provides a drop-down menu from which to select the certification or degree that the employee earned or is working toward by completing the training or education program. If the employee earned a professional license or certification, please describe it in column F
- Column G includes the agency's total expenditure on the employee's behalf for each course or series of related courses, if those expenditures exceeded \$5,000 in the fiscal year. This column should include all related expenditures for the course including travel as noted above.
- Column H provides a drop-down menu from which to select the primary purpose of the education or training program. The purposes identified by statute include:
 - Preparing for technological and legal developments;
 - Increasing work capabilities;
 - Increasing the number of qualified employees in areas designated by institutions of higher education as having acute faculty shortages; and
 - Increasing the competence of state employees.
- Column I provides a field for reporting any further comments about the purpose of the training or education course.

Where do I send the report?

The completed spreadsheet, including reports of having no relevant spending, may be emailed to the LBB at EmployeeTrainingReporting@lbb.texas.gov.

If you have questions about the spreadsheet or reporting requirements, please contact Bryan Hadley at 512-463-2929 or bryan.hadley@lbb.texas.gov