

**SUBJECT:** Revising requirements for processing travel vouchers and reimbursements

**COMMITTEE:** State Affairs — favorable, without amendment

**VOTE:** 13 ayes — Solomons, Menendez, Cook, Craddick, Farabee, Gallego, Harless, Jones, Lucio, Maldonado, Oliveira, Swinford, S. Turner

0 nays

2 absent — Geren, Hilderbran

**SENATE VOTE:** On final passage, March 24 — 31-0

**WITNESSES:** None

**BACKGROUND:** Government Code, ch. 660 governs travel expenses and reimbursements for state employees. The comptroller can initiate an electronic funds transfer to pay or reimburse a travel expense only if a state agency submits a voucher that requests the payment or reimbursement. The current voucher system contains standard accounting information not specific to the requested travel reimbursement.

**DIGEST:** SB 745 would revise procedures associated with processing a travel voucher for reimbursement by the comptroller. The bill would replace required submissions of “vouchers” and “receipts” with the “description, information, and documentation” of the proposed expense. The comptroller could require documentation relating to a travel expense be maintained in paper form or electronically. An employee’s approval of a voucher would not be necessary if another person was required in law to provide the approval. The comptroller could determine which documentation was necessary to support a travel voucher. An advance written approval for expenses for international travel outside North America could be submitted electronically.

The bill would take effect September 1, 2009.