

## Travel Definitions

### As used in WD Letter 19-11, applicable to travel costs only:

“Chief administrator of a state agency” means:

- the executive director of a state agency that is governed by a part-time board;
- an elected state official, including a member of a board whose membership is elected by a vote of the people, but excluding a member of the legislature;
- an appointed state official, including an individual whose appointment as a state official has not yet been confirmed by the senate;
- a first assistant, chief deputy, chief clerk, or similar individual employed by a state agency who is specifically authorized by law to act for the individual’s superior;
- the director of a legislative interim committee or board;
- the chief administrator of an institution of higher education; and
- the chief administrator of a state hospital or special school.

It includes the executive director of a Local Workforce Development Board (Board). It does not include Board members.

“Contiguous United States” means the 48 mainland states, including Washington, DC.

“Continental United States” means contiguous United States.

“Designated headquarters” means the area within the boundaries of the city in which a state employee’s place of employment is located. If an employee’s place of employment is located within an unincorporated area, then the area within a five-mile radius of the place of employment is the employee’s designated headquarters. If an incorporated municipality or an unincorporated area is completely surrounded by the incorporated municipality in which an employee’s place of employment is located, then the employee’s designated headquarters includes the surrounded municipality or area.

“Duty point” means the destination, other than a place of employment, to which a state employee travels to conduct official state business. If the destination is outside the employee’s designated headquarters, then the duty point is either the incorporated municipality in which the destination is located or the unincorporated area within a five-mile radius of the destination.

“Federal cost principles” means:

- [Office of Management and Budget \(OMB\) Circular A-21](#), Cost Principles for Educational Institutions
- [OMB Circular A-87](#), Cost Principles for State, Local, and Indian Tribal Governments
- [OMB Circular A-122](#), Cost Principles for Non-Profit Organizations
- [Title 48, Part 31, Code of Federal Regulations](#), Cost Principles for For-Profits

“Grant award contract” means a grant award contract awarded to a Board or Agency Grantee by the Texas Workforce Commission.

“Lower-tier subrecipient” means a subrecipient—as defined by [OMB Circular A-133](#), as supplemented by the rules promulgated by the Office of the Governor under the Uniform Grant

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Management Standards—that receives a subcontract from a Board or Agency Grantee, or from another lower-tier subrecipient.

“Merit staff” means individuals for which the Texas Workforce Commission is the employer of record, but who are assigned to local workforce development areas to provide specific services pursuant to program statute, regulations, and contract provisions, e.g., state merit staff for Trade Adjustment Assistance and Wagner-Peyser Employment Service.

“Place of employment” means the office or other location at which a state employee most frequently conducts official state business.

“State agency” means:

- Boards
- Councils of government, regional planning commissions, and regional planning agencies created under [Chapter 391, Texas Local Government Code](#)
- State agencies as defined by [Chapter 660, Texas Government Code](#), which includes institutions of higher education, as defined by [Texas Education Code §61.003](#)
- Mental Health and Mental Retardation community centers

It includes Agency Grantees and lower-tier subrecipients that fall within this definition. Not all Agency Grantees and lower-tier subrecipients are state agencies.

“State-appropriated funds” includes federal and state general revenue funds provided by a grant award contract, and subcontracts (to the extent that the subcontract is funded by monies from a grant award contract).

“State employee” means an employee of any of the four groups of entities included in the definition of state agency, as well as state merit staff, and Board members.

“State travel regulations” means:

- the [General Appropriations Act](#) for the respective biennium;
- State Travel Regulations Act, Chapter 660, Texas Government Code;
- State Travel Rules, [Title 34, Part 1, Chapter 20, Subchapter F, Texas Administrative Code](#); and
- State travel information and rates on the [Travel page](#) of the Texas Comptroller of Public Accounts Website, including [Textravel](#) and the State Travel Management Program.

“Subcontract” means a subcontract that a Board or Agency Grantee awards to a lower-tier subrecipient and funds with monies provided by a grant award contract. It also includes subcontracts between lower-tier subrecipients if funded with monies from a grant award contract.

“Travel cost” means a travel cost of a Board or Agency Grantee employee that the Board or Agency Grantee funds under a grant award contract. It also includes travel costs of a lower-tier subrecipient’s employees if funded under a grant award contract or subcontract.