

Chapter: General Financial Provisions
Rule: Witness Costs and Related Expenses

Effective Date: 10/01/97, T-41

Page: 1 of 1

Replaces: GOP.25.01

Dated: 3/1/89, T-25

ACA Standard(s):

(a) **Policy.**

The Texas Youth Commission (TYC) will pay allowances and travel expenses to people other than employees whom it subpoenas or compels to attend hearings. TYC may also pay for other hearing related expenses such as costs of subpoenas, depositions, and commissions.

(b) **Rules.**

- (1) TYC may pay \$10 for each day or partial day that a witness or deponent must be present for an agency hearing.
 - (2) TYC may also pay \$.10 per mile for mileage driven by personal automobile in excess of 25 miles each way from the person's home to the hearing site. Mileage is based on the state mileage guide.
 - (3) Claims for reimbursement must be submitted on the witness allowance form for attachment to the purchase voucher.
 - (4) If the staff member conducting the hearing needs to incur expenses for subpoenas depositions or other costs payable to an individual the staff member must follow the agency purchasing procedures for encumbering funds documenting expenditures and submitting purchase vouchers.
 - (5) Costs related to litigation where TYC is represented by the attorney general's office are normally paid by the attorney general's office.
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