



Transmittal Memo

TO: TJJJ Staff
FROM: Office of the General Counsel, Policy and Standards Section
SUBJECT: GAP Transmittal
DATE: October 21, 2022

Please be advised that changes have been made to the General Administrative Policy (GAP) Manual. These changes will go into effect on **November 1, 2022**.

Summary of Changes

GAP.09.65 Witness Costs and Related Expenses

- Deleted that the agency may pay certain hearing-related expenses such as the costs subpoenas, depositions, and commissions.
- Added that, in accordance with statute, if TJJJ issues a subpoena requiring the attendance of a witness, TJJJ shall pay witness fees and mileage the same as in civil cases in the district court in the county where the witness is called and that such fees and mileage are payable from funds appropriated for that purpose.
- Added that if a proceeding is one in which Chapter 2001, Government Code, applies, TJJJ shall pay the fees and travel expenses for the witness who was subpoenaed.
- Deleted that the agency:
 - may pay \$10 for each day or partial day that a witness or deponent must be present for an agency hearing; and
 - may also pay \$0.10/mile for mileage driven using a personal automobile in excess of 25 miles each way from the person's home to the hearing site.
- Deleted that fees and mileage under this rule are payable from funds appropriated for that purpose.
- Added that a CAPPs requisition is required if TJJJ will make a direct payment to a commercial transportation or lodging vendor.
- Deleted that, if the staff member conducting a 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.
- Deleted that costs related to litigation where the agency is represented by the attorney general's office are normally paid by the attorney general's office.