

STANDARDS OF CONDUCT

State law requires that all individuals who are responsible to the State in the performance of their official duties must observe certain standards of conduct and disclosure requirements.

Employees and officers may not:

- accepts or solicits any gift, favor, or service that might reasonably tend to influence the employee in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence the employee's official conduct;
- accepts other employment or engages in a business or professional activity that the employee might reasonably expect would require or induce the employee to disclose confidential information acquired by reason of the official position;
- accepts other employment or compensation that could reasonably be expected to impair the employee's independence of judgment in the performance of the employee's official duties;
- makes personal investments that could reasonably be expected to create a substantial conflict between the employee's private interest and the public interest; or
- intentionally or knowingly solicits, accepts, or agrees to accept any benefit for having exercised the employee's official powers or performed the employee's official duties in favor of another.

TRAVEL EXPENSES AND ALLOWANCES

Transportation, Meals, and Lodging

Employees of Lamar State College - Port Arthur are entitled to receive the following when traveling to conduct official business:

1. Actual costs of lodging and meals for in-state travel, except that such reimbursements may not exceed the current maximum established by law.
2. For out-of-state travel, employees may receive actual costs for lodging and a per diem for meals not to exceed the locality-based allowance provided by the Federal Travel Regulations for lodging and meals unless the State Comptroller determines in advance of the travel that local conditions warrant a change in the lodging rate for a particular location.

Purpose of Travel

To qualify for travel reimbursements the purpose of a trip must be "state business" or "official business" of the College. State or official business is the accomplishment of a governmental function directly entrusted to Lamar State College - Port Arthur, including the reasonably necessary means and methods to accomplish that function.

Improper Travel Reimbursement

When an employee engages in travel for which compensation is to be received from any source other than Lamar State College - Port Arthur funds, he or she shall not submit a claim under the provisions of the Lamar State College - Port Arthur travel regulations. An employee who receives an overpayment for a travel expense shall reimburse Lamar State College - Port Arthur for the overpayment.

Travel Bonus (Frequent Flyer) Awards

Employees who earn credit with airlines, hotels, car rental companies, etc. for official travel are not required to account for such credit or to use such for official travel only.

Official Travel by Spouses and Relatives of Employees

Spouses and other relatives of employees may qualify to have travel expenses paid by Lamar State College - Port Arthur if their presence at a function or on a trip is for an official purpose benefiting Lamar State College - Port Arthur and/or the State of Texas. In making a determination of whether the presence of a spouse or relative is for an official purpose, the factors to be considered are the nature and duties of the employee's office, the traditional role, if any, of the spouse or relative, the purpose of the particular trip, and the spouse or relative's connection with that purpose.

Foreign Travel

A request by an employee for travel outside of the United States, excluding Mexico or Canada, must be approved by the Chancellor and the Governor's office 30 days in advance. Forms and procedures prescribed by the Governor's office shall be utilized.

Reimbursement of Expense

Verified expense accounts shall be submitted to the appropriate college official for processing and the same shall be subject to review.

TRAINING

The System Administrative Office shall conduct, in even numbered years, training sessions for the personnel of each component institution responsible for ethics training in the various departments of such institutions. These training sessions will provide the trainees with the methods, policies and materials necessary to allow them to train each employee within their supervision or responsibility. Each component institution is responsible for training each employee each biennium. The President will notify the Chancellor upon completion of the ethics training each biennium.