

Reporting Education/Training for University Employees

State of Texas statute requires agencies and institutions of higher education to report spending greater than \$5,000 per person on a training course, education course, or education program taken by an individual employee or administrator for a professional license, certification, or degree. This information is reported to the Legislative Budget Board (LBB) August 31 of each fiscal year, regardless of the funding source used for the training/education.

What expenditures does the requirement include?

The \$5,000 per person eligible expense will include total tuition, fees, travel expenses, training materials, etc. for an employee to participate in a training or education program and paid during the current fiscal year.

The attached spreadsheet provides a template for reporting this information to the Office of Procurement & Payment Services. It includes an example (in italics) on line 2.

- Columns A and B should indicate 714 / University of Texas at Arlington
- Columns C and D should indicate the name and position of the employee or administrator.
- Column E provides a drop-down menu to select the certification or degree that the employee earned or is working toward by completing the training or education program. If the employee earned a professional license or certification, please describe it in Column F
- Column G includes the agency's total expenditure on the employee's behalf for each course or series of related courses, if those expenditures exceeded \$5,000 in the fiscal year. This column should include all related expenditures for the course including travel as noted above.
- Column H provides a drop-down menu to select the primary purpose of the training program. The purposes identified by statute include:
 - Preparing for technological and legal developments;
 - Increasing work capabilities;
 - Increasing the number of qualified employees in areas designated by institutions of higher education as having acute faculty shortages; and
 - Increasing the competence of state employees.
- Column I provides a field for reporting any further comments about the purpose of the training or education course.

Where do I send the report, and by when?

If your department has employees to report, complete the spreadsheet and email it to Joe White, Director of Procurement & Payment Services, at josephsw@uta.edu no later than Friday, August 18, 2023.

If you have questions about the spreadsheet or reporting requirements, please contact Joe White.