

its employees through the Teacher Retirement System of Texas and optional retirement programs.

4.2 Expenses and Allowances. Reimbursement of travel and related expenses shall be allowed employees of the System Administration, in accordance with the *General Appropriations Act*, for the following:

4.21 Attending regular and special meetings of the Board.

4.22 Attending formal meetings of Board committees.

4.23 Visiting a Component on System business.

4.24 Attending conferences, workshops, and/or seminars for continuing professional education with approval of the Chancellor.

4.25 Such other special and limited purposes in accordance with State regulations. Verified expense accounts shall be submitted to the Chancellor for approval, and the same shall be subject to review and control by the Board. The Chancellor shall be reimbursed for expenses incurred as designated by the Legislature in the *General Appropriations Act*.

4.3 Financial Reports. All books, records, ledgers, and accounts of System and Component administrations shall be kept and maintained in conformity with recommendations of the State Auditor and the State Comptroller of Public Accounts subject to approval of the Chancellor and Board. All proposed operating budgets and all biennial appropriation requests shall be first examined, considered, and approved by the Chancellor and presented to the Board for review and approval at an open meeting.

4.31 Annual Operating Budget. The Chancellor shall prepare or cause to be prepared and submit annually to the Board at its May or August meeting, as specified each year by the Board, proposed budgets for the operation of the System and its Components for the next fiscal period. Copies of all proposed operating budgets shall be submitted in writing to all members of the Board at least eight calendar days in advance of such Board meeting. The proposed operating budgets shall reflect all income estimated and itemized by sources, with all expenditures estimated and itemized by fund, project, or department. True and correct copies of the adopted operating budgets of System Components shall be filed in the respective Component President's office and in the System Administrative Office as public documents and conformed copies delivered by the Chancellor to all appropriate agencies. Upon adoption by the Board of the operating budget, all subsequent expenditures shall conform therewith. Each change affecting the current operating budget for each fund group which exceeds \$100,000 for the four-year institutions and \$25,000 for the two-year Components shall be subject to Board approval.