

Fort Bend County Travel Policy

office location of the traveler and the event location. Mileage may not be calculated using the traveler's home. Mileage should be calculated using an employee's vehicle odometer reading or by a readily available online mapping service for travel out of Fort Bend County. If using the mileage of an online mapping service, state which mapping service was used or provide a printout of your route detailing the mileage. For local travel, odometer readings or mapping service details are not required. Departments should develop a mileage guide for employees for local travel points, if a department does not have a mileage guide, the Auditor's Office will determine if the mileage listed is reasonable.

County Vehicle: Fuel purchases when using a County vehicle must be made with the County fuel card. Original receipts must be provided with reimbursement request.

Airfare: Airfare is reimbursable at the lowest available rate based on 14 day advance purchase of a discounted coach/economy full-service seat. The payment confirmation and itinerary must be presented with the travel reimbursement form. Trip insurance is not an allowable expense.

Rental Car: Rental cars are limited to the negotiated TPASS rates listed at: <http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract/vendor-comparison/>. The contact information for Avis is listed here: <http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract/Avis/>. The contact information for Enterprise is listed here: <http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract/Enterprise/>. You will need to make your reservations at least 14 days in advance and provide the County's agency #: C0790. The instructions for reserving with each agency are explained at the individual web sites above. The traveler will not be reimbursed for any amount over the negotiated contract rates if a non-contract company is used at a higher rate. The traveler may use a non-contract vendor at a rate lower than the contract rates with no penalty. The original contract/receipt must be presented with the travel reimbursement form or a copy if a County procurement card is used. Optional rental car fees are not reimbursable such as GPS, prepaid fuel, premium radio, child safety seats and additional insurance.

Other Transportation: Other forms of transit (bus, taxi, train) are reimbursable with an original receipt.

Additional fees: Fees for additional services (tolls, parking...) require justification to be allowable. Optional rental car fees are not reimbursable (GPS, prepaid fuel, premium radio, additional insurance, child safety seats...). Original receipts or documentation are required for allowable fees.

Gratuities: Gratuities are not reimbursable for any transportation services.

Procurement Card: The traveler may use a County procurement card to make transportation reservations for air travel and rental car services. Contact Purchasing to arrange or use the procurement card assigned to the department or traveler.

Documentation: Original receipts are required for all transportation reimbursements paid by the traveler. Transportation services obtained with a County procurement card require a copy of the receipt. Additional requirements are noted within each



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Thanks for Traveling at the speed of Hertz™, Michel Davis!

Your Confirmation Number is: **F6232535015**

If you have prepaid for your rental, don't forget to bring the same credit card you used to PrePay when you pickup your car.

We emailed a copy of this confirmation to davismic@co.fort-bend.tx.us

Your Car



4WD/AWD 5 Passenger Standard SUV, SFAR
Chevrolet Equinox or similar

Included

Unlimited Free Miles Included

Not Included

Taxes

Airport concession fee recovery

Loss Damage Waiver

California Tourism Commission Assessment

Liability Insurance Supplement

Personal Accident Insurance / Personal Effects Coverage

PREMIUM EMERGENCY ROADSIDE SERVICE

Refueling Options

Additional Driver

Payment Method Pay Now

Rate Details

1 week at 255.37 USD

255.37 USD

Airport concession fee recovery

28.37 USD

Loss Damage Waiver

75.00 USD

California Tourism Commission Assessment

7.28 USD

Vehicle Subtotal

291.02 USD

Extras

Protect the Car - Loss Damage Waiver

75.00 USD