

From: [Rouse, Kristen](#)
To: [Ospina, Donna](#)
Subject: FW: Question
Date: Thursday, April 07, 2016 9:27:52 AM

From: Rangel, Michelle
Sent: Tuesday, April 05, 2016 4:05 PM
To: Rouse, Kristen
Cc: Hartman, Amy
Subject: RE: Question

Kristen,

It appears that the issue is that the Court was not able to approve the travel prior to the departure, simply due to the timing of events. This requirement is a **policy** requirement and not a **state law** requirement. Therefore, Commissioners Court has the authority to ratify this exception because they set the policy. It's clear from our office to place on the agenda for consideration.

--Michelle

OUT OF STATE TRAVEL:

Authorization: The traveler must obtain Commissioners' Court approval for out-of-state travel before departure. The duration must include travel days along with the event scheduled days. To prevent delays in processing travel reimbursement, ensure that the travel duration is accurately defined when submitting the agenda request.

Documentation: The traveler must provide an excerpt from the Commissioners' Court minutes (<http://www.fortbendcountytexas.gov/index.aspx?page=55>) with the travel reimbursement form.

From: Rouse, Kristen
Sent: Tuesday, April 05, 2016 3:50 PM
To: Rangel, Michelle
Subject: RE: Question

They are going to Brighton, CO

From: Rangel, Michelle
Sent: Tuesday, April 05, 2016 3:44 PM
To: Rouse, Kristen
Subject: RE: Question

I'll take a look at it.
