



# OFFICE OF COURT ADMINISTRATION

Megan LaVoie  
Administrative Director

Today's Date: 9/07/22

Address:

301 Jackson Street  
Richmond, TX  
77469

RE: Letter Agreement for Reimbursement of Travel Costs

Dear Ms./Mr: LaVoie

This letter will serve as the agreement between Fort Bend County and the Office of Court Administration (OCA) regarding reimbursement of travel costs incurred for the following individuals:

- Stephanie Collier
- Lisa Gonzalez, Associate Judge
- Alicia Bentancourt
- Lewis White, Associate Judge
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who are attending and participating in OCA's Caseflow Management Training. The event/workshop is hosted by OCA and sponsored by a grant from the Office of the Governor using FY22 Coronavirus State Fiscal Recovery Funds (CSFR). The 2022 Caseflow Management Training will be held in Austin, TX, from September 14-15, 2022.

The training will focus on tools and docket management to help reduce the court backlog. The concept for this initiative is that the attendees from your court will act as delegates to attend the training in Austin and return to their jurisdictions to relay information and implement the practices learned.

OCA will reimburse you up to one thousand dollars (\$1,000.00) per person for travel expenses you incur in attending the workshop. Travel expenses must follow guidelines set by the OCA to qualify for reimbursement and travel arrangements must be the most cost-effective means considering all relevant circumstances. A summary of allowable travel costs titled "At a Glance – Allowable Travel Costs" is attached for your reference.

By signing this letter, you agree:

- 1) to submit only those eligible travel expenses to OCA that have not and will not be reimbursed by another person or entity (including OCA reimbursement made directly to the attendee);
- 2) that acceptance of funds under this agreement acts as acceptance of the authority of the State Auditor’s Office, or any successor agency, to conduct an audit or investigation in connection with those funds;
- 3) to cooperate fully with the State Auditor’s Office or its successor in the conduct of the audit or investigation, including providing all records requested; and
- 4) to use the dispute resolution process provided by Government Code Chapter 2260 to attempt to resolve any dispute arising under this contract.

To receive reimbursement for travel, you agree that you will complete the Application for Texas Identification Number form, submit required receipts and the OCA’s “Travel Expense Information Form – 2022 Caseflow Management Training” no later than November 17, 2022. The Application can be found at the following web address: [https://gov.texas.gov/uploads/files/film/ap\\_152.pdf](https://gov.texas.gov/uploads/files/film/ap_152.pdf). Reimbursement requests should be mailed to:

Office of Court Administration  
 ATTN: Mary Alvarado  
 P.O. Box 12066  
 Austin, Texas 78711-2066

This agreement is effective September 13, 2022, and expires December 31, 2022. By signing below, both parties agree to the terms set out in this letter.

Office of Court Administration

*Megan LaVoie*

8/10/2022

Megan LaVoie  
 Administrative Director

Date

County or Organization:

Signature

Date

Name

KP George

Title

County Judge

