FORT BEND COUNTY
Travel Expense Reimbursement Report/Transmittal

Name: Jamie Reyna   **SSN or Vendor #** ▬▬▬   **Department:** District Attorney

Funding Source #1: 10048010   63200
(Accounting Unit)   (Account Number)   (Activity) if applicable   (Reporting Category) if applicable

Funding Source #2: (if applicable)   63200
(Accounting Unit)   (Account Number)   (Activity) if applicable   (Reporting Category) if applicable

Purpose of Travel: Training -Juvenile Law Conference   **Destination:** San Antonio

Date/Time Departure of FBC 2/27/2022   **Date/Time Arrival at FBC** 3/2/2022

Means of Transportation ☑ Personal Vehicle ☐ County Vehicle ☐ Airline ☐ Carpool   **Rental Car at Destination** ☐ Yes ☑ No

Hotel Prepaid ☐ Yes ☑ No   **Refund due from Hotel** ☐ Yes ☑ No   **Cash Receipt Deposit #** _____

Any expenses reimbursed by another agency? (State) ☐ Yes ☑ No   **Agency:** _____

Any expenses charged on the PCARD? ☐ Yes ☑ No   **If Yes, list expenditures** _____

Proof of payment must be attached for items prepaid by check or on the Procurement Card (hotel, airfare, rental car, conf. registration etc.)

Date(s)	Merchant/Location/Description For Mileage Reimbursement list starting and ending destination	Mileage	Misc. Expenses
02/27/2022-03/02/2022	Per Diem Total (if applicable)		126.00
02/27/22	Justice Center to Sonesta ES Suites San Antonio Northwest	186.00	
02/27/2022-03/02/2022	Hotel - Sonesta ES Suites San Antonio Northwest		328.56
03/02/22	Sonesta ES Suites San Antonio Northwest to Justice Center	186.00	

Total Miles	372.00	
x Mileage Rate	0.585	
Subtotals	$217.62	$454.56
	63200	63200
Total Reimbursement	**$672.18**	

Out of State Approval Date by Commissioners' Court
(Attach copy of minutes with reimbursement)

The undersigned hereby certifies that mileage and expenses listed above were incurred on official county business only, and that reimbursement has not been received for any part thereof.

Employee Signature: _____ **Date:** 3/8/22

Department Head/ Elected Official Signature _____ **Date:** 03/07/22