



**COUNTY AUDITOR**  
Fort Bend County, Texas

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County Auditor

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July 6, 2023

RE: Proposed Fort Bend County Travel Policy Modifications

Dear Commissioner's Court:

The Auditor's Office would like to propose the following modifications to the current County Travel Policy:

1. Meals – Combine the in-state and out-of-state sections to list a single per diem rate of \$70(full day). The traveler's per diem on the departure day and final day will be at 75% of the per diem which is \$52.50.
2. Day Trips – Modify the day trips section to include per diem reimbursements. This would include trips outside the County that require a traveler to leave Fort Bend before 7:00 AM and/or return to the County after 6:00 PM. An overnight stay will no longer be required.

**NOTE: If accepted, these reimbursements would be subject to taxes and would need to be paid via payroll.**

3. Lodging – Modify the policy to include exceptions to the current GSA rate requirement.
  - a. (existing exception) If the organizer of a conference/seminar has negotiated discount rates with a hotel(s), the traveler may choose these lodging services without penalty, but the traveler must reserve the room at the group rate and provide documentation of the group rate with the reimbursement request.
  - b. (new exception) If all rooms are booked at the host hotel and no accommodation is available at the GSA rate, you may book a room at another hotel at a rate equal to or lower than the conference/seminar rate.
  - c. (new exception) If all rooms are booked at the host hotel and no accommodation is available at the GSA or at the conference/seminar rate you may provide three comps to support the higher rate. This will serve as the justification for the higher

rate. The comparable hotels should be within five miles of the host event and should be of a similar hotel class.

- d. If a traveler cannot find a traditional hotel, a direct rental (Airbnb, VRBO, etc.) is allowable. All previous maximum daily rates still apply. Any fees incurred through a direct rental must also be included in the daily rate calculation and remain below the limits. Fees may include, but are not limited, to cleaning fees, extra guest fees, or service fees. (Taxes are not included in this calculation, as they are charged to hotel stays as well.)
4. In order to qualify for any of the mentioned exceptions a lodging reservation must be made 14 days prior to travel. If travel is required without 14-day notice, the traveler must show provide back-up which explains why the 14-day advance booking was not possible.
5. All non-county employee travel/training reimbursement must be approved through Commissioner's Court prior to submission to the Auditor's Office.

Sincerely,

Fort Bend County Auditor's Office