

# FORT BEND COUNTY

# Travel Expense Reimbursement Report/Transmittal

<b>Name:</b>	Gwendolyn Climmons	<b>SSN or Vendor #</b>	xxx-xx-xxxx	<b>Department:</b>	Parks
<b>Funding Source #1:</b>	100660100 <small>(Accounting Unit)</small>	63200 <small>(Account Number)</small>		<small>(Activity) if applicable</small>	<small>(Reporting Category) if applicable</small>
<b>Funding Source #2: (if applicable)</b>		63200 <small>(Account Number)</small>		<small>(Activity) if applicable</small>	<small>(Reporting Category) if applicable</small>
<b>Purpose of Travel:</b>	NACO Conference		<b>Destination:</b>	Austin, Texas	
<b>Date/Time Departure of FBC</b>	7/21/2023 17:30		<b>Date/Time Arrival at FBC</b>	7/24/2023 20:45	
<b>Means of Transportation</b>	<input type="checkbox"/> Personal Vehicle <input type="checkbox"/> County Vehicle <input checked="" type="checkbox"/> Airline <input type="checkbox"/> Carpool			<b>Rental Car at Destination</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Hotel Prepaid</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Refund due from Hotel</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Cash Receipt Deposit #</b>	
<b>Any expenses reimbursed by another agency? (State)</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			<b>Agency:</b>	
<b>Any expenses charged on the PCARD?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, list expenditures</b>	\$125.16		

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

[illegible]

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: \_\_\_\_\_  
 Department Head/  
 Elected Official Signature \_\_\_\_\_

Date: Sept. 12, 2023

Date: 9/12/23