

STATE OF TEXAS

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COUNTY OF FORT BEND

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SEVENTEENTH ADDENDUM TO SOFTWARE AND MAINTENANCE AGREEMENT
PURSUANT TO RFP 06-101

THIS SEVENTEENTH ADDENDUM is entered into by and between Fort Bend County, (hereinafter "Licensee" or "County"), a body corporate and politic under the laws of the State of Texas, and Trapeze Software Group, Inc., d/b/a TripSpark Technologies (hereinafter "Contractor" or "TripSpark").

THAT, WHEREAS, the parties have executed and accepted that certain Software and Maintenance Agreement on August 28, 2007 (hereinafter the "Agreement"), pursuant to RFP 06-101, incorporated by reference herein for all purposes; and

WHEREAS, the following changes are incorporated as if a part of the original Agreement incorporated by reference in the same as if fully set forth verbatim herein:

NOW, THEREFORE, the parties do mutually agree as follows:

1. Both County and TripSpark agree TripSpark Novus Friendly Fixed Route (FFR) Software product is added as a licensed product to the scope of the Agreement. Therefore, Exhibit A-17, attached hereto, is added to and made a part of the original Exhibit A of the Agreement.
2. Both County and Contractor wish to amend the Agreement in order to replace TripSpark NOVUS FLEX Software, in its entirety, with the TripSpark Novus Friendly (FFR) Software product to the scope of the Agreement.
3. Both County and TripSpark agree TripSpark will provide certain Services for the TripSpark Novus Friendly Fixed Route (FFR) Software product in accordance with the Statement of Work, attached as Exhibit C-17 and incorporated by reference.
4. Notwithstanding any provision to the contrary, including but not limited to the warranty provisions under Section 6 of the Agreement, there is no warranty provided for the TripSpark Novus Friendly Fixed Route (FFR) Software product.
5. The Maximum Compensation for the Services as described in Exhibit A-17 and Exhibit B-17, attached hereto and incorporated by reference, shall be increased by Nine Thousand Nine Hundred and no/100 (\$9,900.00). In no case shall the amount paid by County for the Services described in Exhibit A-17 and Exhibit B-17 exceed the Maximum Compensation without written approval by both parties.

6. As of the effective date of TripSpark NOVUS FLEX Software Acceptance in accordance with Section 5 of the Agreement (“Effective Date”), the parties acknowledge and agree the TripSpark NOVUS FLEX Software product is removed from the scope of the Agreement. For clarity, Licensee and TripSpark shall have no further obligations or liability for the TripSpark NOVUS FLEX Software product as of the date of the Effective Date.
7. Travel and mileage expenses incurred in the performance of required Services will be compensated only when approved in advance by County and provided that expenses comply with the County’s Travel Policy, a copy of which is attached as Exhibit D-17 to this Agreement.
8. Certain State Law Requirements for Contracts:

For purposes of section 2252.152, 2271.002, and 2274.002, Texas Government Code, as amended, Contractor hereby verifies that Contractor and any parent company, wholly owned subsidiary, majority-owned subsidiary, and affiliate:

 - A. Unless affirmatively declared by the United States government to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization, is not identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 806.051, 807.051, or 2252.153 of the Texas Government Code.
 - B. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Contractor does not boycott Israel and is authorized to agree in such contracts not to boycott Israel during the term of such contracts. “Boycott Israel” has the meaning provided in section 808.001 of the Texas Government Code.
 - C. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Contractor does not boycott energy companies and is authorized to agree in such contracts not to boycott energy companies during the term of such contracts. “Boycott energy company” has the meaning provided in section 809.001 of the Texas Government Code.
 - D. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Contractor does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and is authorized to agree in such contracts not to discriminate against a firearm entity or firearm trade association during the term of such contracts. “Discriminate against a firearm entity or firearm trade association” has the meaning provided in section 2274.001(3) of the Texas Government Code. “Firearm entity” and “firearm trade association” have the meanings provided in section 2274.001(6) and (7) of the Texas Government Code.

9. All terms and conditions of the Agreement, including any addenda or amendments, not modified herein shall remain in full force and effect for the term of Agreement. If there is a conflict between this Seventeenth Addendum and the Agreement for Software and Maintenance Agreement including all previous Amendments and or Addendums, the provisions of this Seventeenth Addendum shall prevail with regard to the conflict.

Except as provided herein, all terms and conditions of the Agreement shall remain unchanged.

(Execution Page Follows)

IN WITNESS WHEREOF, the parties put their hands to this Amendment on the dates indicated below.

FORT BEND COUNTY

KP George, County Judge

Date

ATTEST:

Laura Richard, County Clerk

TRAPEZE SOFTWARE GROUP, INC.



Authorized Agent- Signature

Matt Behmer

Authorized Agent- Printed Name

General Manager

Title

June 28, 2024

Date

APPROVED:



Perri D'Armond, Director
Fort Bend Transit

AUDITOR'S CERTIFICATE

I hereby certify that funds in the amount of \$ _____ are available to pay the obligation of Fort Bend County within the foregoing Agreement.

Robert Ed Sturdivant, County Auditor

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Exhibit A-17

(Follows Behind)



Exhibit A-17

Item	Software	Configuration	Gross License Fees	*Year 1 Maintenance Fees	License Date
1.	TripSpark Friendly Fixed Route (FFR)	Server Based	\$ 11,832	\$2,366	Effective date of this Seventeenth Addendum to Agreement

Notes:

1. License is provided to Licensee for operations of up to ten (10) total distinct fixed routes.
2. License is provided for software utilization for Fort Bend County (Richmond, TX)
3. Third party licenses, if required to operate the Software, are not included.
4. Licensee shall continue to maintain its annual TripSpark NOVUS FLEX Software maintenance payment obligations to TripSpark up until Software Acceptance of the TripSpark Friendly Fixed Route (FFR) Software in accordance with Section 5 of the Agreement. *Upon Software Acceptance, first year maintenance fee only shall be invoiced and due on a prorated basis to meet the existing TripSpark NOVUS FLEX Software maintenance anniversary date. For subsequent renewals, annual Software maintenance support Services will be subject to program TripSpark's then current price.
5. *Pricing expires June 30, 2024. Applicable taxes are not included and will be assessed at TripSpark invoicing.

Exhibit B-17

(Follows Behind)



Exhibit B-17

Product	Licenses	Services	Discount	Total
Novus Friendly Fixed Route (FFR)	\$11,832	\$9,900	(-\$11,832)	\$9,900
Total USD				\$9,900

Licensee is responsible for the computer hardware & off-the-shelf software as per TripSpark's most current specifications.

SQL must be used for databases for all TripSpark Software

Payment Schedule

Milestone 1: 50% of Services fee due upon execution of Seventeenth Addendum to the Agreement

Milestone 2: 50% of Services fee due upon TripSpark's completion of installation Services in accordance with the Statement of Work, attached hereto as Exhibit C-17

Pricing expires June 30, 2024. Applicable taxes are not included and will be assessed at TripSpark invoicing.

Exhibit C-17

(Follows Behind)



Exhibit C-17

Statement of Work: NOVUSDR v.7 Friendly Fixed Route

The following information defines the implementation Services to be provided by TripSpark for the NovusDR v.7 Friendly Fixed Route Software as well as the effort that will be required from Fort Bend (Licensee or Customer) staff and resources.

Unless otherwise indicated, TripSpark will provide 'standard' implementation Services (project management, operational review, testing, installation, training, etc.) as defined by TripSpark. Any special requirements will be considered a change request and processed through our standard change request system.

Overview

Novus Friendly Fixed Route is functionality within NovusDR v.7 that adds the ability to create, manage, and schedule to deviated fixed routes. This allows an agency to:

1. Create simple deviated fixed route stop patterns, and also clone the patterns plus set the headway
2. Display the routes side by side with regular paratransit routes
3. Schedule passenger trips to the routes where applicable
4. Track boarding and alighting count at stops, and report on this information

THIS IMPLEMENTATION INVOLVES THE FOLLOWING HIGH LEVEL TASKS:

1. Operational Review / Configuration of Functionality
2. Software Installation
3. End User Training



4. Project Management and Offsite Support

The remainder of this Statement of Work (SOW) provides details concerning the tasks and effort required to support the tasks described above.

In addition, it is assumed this Software will take advantage of existing TripSpark infrastructure, data sources and Software unless otherwise stated.

Timeframe

This implementation can be completed within approx. two (2) months from the kickoff call with Licensee assuming NovusDR v.7 is already in live use.

TripSpark Implementation Services

The implementation Services below will be provided by TripSpark. All implementation Services, materials and training will be provided in English, unless otherwise stated.

Travel expenses (if applicable) have been quoted based on a minimum of 2 weeks' notice for travel dates. Insufficient travel notice will result in additional travel expenses being incurred by Licensee to cover the higher cost of last minute travel.

Operational Review / Configuration of Functionality

This phase will involve a series of meetings and conference calls with Licensee's project team to discuss the following items:

- Current operational environment (policies/procedures) as they relate to fixed route functionality. •
Software configuration (organizational security and workflow, etc.)
- Training requirements.
- Project timeline.

An operational review document will be prepared outlining the understanding gained from the meetings, identifying the deliverables and timing for the implementation as mutually agreed upon by the parties ("Operational Review



Document”). The TripSpark Project Manager (PM) will coordinate a meeting with the Licensee’s project team to review the initial responses to the Operational Review Document within five (5) days of delivery by TripSpark.

Software Installation

TripSpark will install the Software remotely on the Licensee’s network. The Software will be installed once (1) within the test environment. TripSpark will also provide assistance with transitioning the Software to the production environment.

Licensee must have a test environment at their facility that can be used for testing new versions of the Software. It is Licensee’s responsibility to ensure adequate user testing is completed before implementation of the Software in a live environment.

End User Training

Training provided will be based on TripSpark standard training agendas. The training session will occur remotely via Webex and can be attended by up to six (6) employees.

- Up to eight (8) hours of remote training is allocated for NovusDR v.7 Friendly Fixed Route Functionality

In addition to training, TripSpark will provide one (1) hard copy and one (1) digital copy of all available user Documentation. Licensee is free to create copies of the hard copy Documentation for their users. TripSpark will also provide printed and electronic material in the form of ‘quick reference guides’ for certain aspects of the Software.

Users will also have access to recorded training videos and online sessions provided through myTripSpark.com, as described in our standard support Documentation.

Project Management and Off-Site Support

TripSpark will provide Project Management and Off-Site Support Services for up to approx. two (2) months from the kickoff meeting with Licensee. These Services will consist of the following:

- The TripSpark PM will provide bi-weekly reports to Licensee’s PM. These reports will be based on TripSpark standards and will consist of: project team information, current status and next steps.



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- For the duration of the implementation the TripSpark technical product expert will be available for consultation off-site via phone or email.
 - Project management of up to two (2) days.
 - Acceptance testing support of up to eight (8) hours.

Licensee Services

The following tasks will be the responsibility of the Licensee. These items will need to be completed in order to support the introduction of the Software.

Prior to any work being performed by TripSpark, Licensee will be required to execute the TripSpark license and maintenance agreements and as amended and provide an executed purchase order (PO) for the value of the project.

Operational Review

Licensee's staff will be required to participate in the Operational Review. In advance of the conference calls, Licensee's staff may be required to collect information and respond to a simple survey.

Within five (5) days of delivering the operational review, the TripSpark PM will schedule a meeting to review the Operational Review Document. It's encouraged that Licensee review the Operational Review Document internally prior to the meeting.

Training

Licensee's resources are encouraged to participate in all training sessions related to their field, as outlined in the Operational Review.

IDEAL TRAINING ENVIRONMENTS INCLUDE:

- Networked computer for each trainee, connected to the test environment.
- White board and markers
- LCD projector



Acceptance Testing

The final phase of the implementation will be acceptance testing. This involves Licensee utilizing the Software in the test environment to ensure the Software functions according to the Documentation. We estimate the duration of user acceptance for this implementation to be approximately two (2) weeks.

High Level Roles and Responsibilities

TripSpark is responsible for the following key tasks:

- Development, Testing & Delivery of the Software / Services as defined in this Document
- Utilize an Issues Log (in Excel format) if required
- Organize Status Meetings and provide minutes if part of this scope of work
- Prompt delivery of sign off forms for each delivery item
- Prompt invoicing for each delivery item

Customer is responsible for the following key tasks:

- Utilize an Issues Log (in Excel format) provided by TripSpark if required related to this scope of work only. Other issues are to be managed via Customer Care as applicable.
- Attend Status Meetings if part of this scope of work.
- Prompt return of sign off forms and payment of invoices.
- Disseminate project status to the internal project team including project sponsors

Assumptions

- Software will be delivered 'off-the-shelf'.



- The existing network, hardware and Software configuration will be re-used for this implementation.
- NovusDR v.7 must already be in production use
- All work will be done remotely
- Microsoft SQL will be used for the database

Exhibit D-17

(Follows Behind)

Annex B

Fort Bend County Travel Policy

Approved in Commissioners' Court on November 3, 2009

Effective November 4, 2009

Revised September 7, 2010

Revised June 2, 2015, Effective August 1, 2015

Revised July 28, 2015, Effective August 1, 2015

Revised July 26, 2016, Effective August 1, 2016

Revised December 12, 2017, Effective January 1, 2018

Revised September 26, 2023, Effective October 1, 2023

The Commissioners' Court allocates funds annually for the payment of travel expenditures for county employees and officials within the individual departmental budgets. Travel expenditures paid from these budgets must serve a public purpose for Fort Bend County. These expenditures may be paid directly to the vendor or provided as a reimbursement to the employee/official upon completion of their travel. Advance payments to vendors may be accommodated by issuance of a check or use of a County procurement card. Eligible expenditure categories under this policy include: Lodging, meals, transportation, registration fees, and other fees (with justification). Each category is further defined below.

CONTRACT RATES:

Fort Bend County is a 'Cooperative Purchasing Participating Entity' with the State of Texas. This program is also known as TPASS (Texas Procurement and Support Services) State Travel Management Program (STMP). This gives County employees and officials access to the contract rates negotiated by the State for hotels and rental cars. Procurement procedures for these contract services are explained within the categories below.

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.

LODGING (In and Out of State):

Hotel:

Hotel reimbursements are limited to the Federal Travel Regulations set forth by US General Services Administration (GSA) by location not including taxes. The rates are set annually and vary by month and location. The maximum rates for lodging per day can be found at:

http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts based on travelers destination.

Fort Bend County is a 'Cooperative Purchasing Participating Entity' with the State of Texas. This gives County employees and officials access to the contract rates negotiated by the State for hotels. Participating hotels can be found at: https://portal.cpa.state.tx.us/hotel/hotel_directory/index.cfm (be sure to check the correct fiscal year). [REDACTED]

Traveler must verify confirmed rate matches the negotiated contract rates found on the State's website listed above and does not exceed the GSA daily allowance.

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.

If all rooms are booked at the host hotel and no accommodation is available at or below the GSA rate, you may book a room at another hotel at a rate equal to or lower than the conference/seminar rate.

If all rooms are booked at the host hotel and no accommodation is available at or below the GSA rate or at the conference/seminar rate, you may provide three (3) 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 similar hotel class.

The traveler will be responsible for the excess charge over the GSA per diem rate for the city/county even if using the State rate. The Auditor's Office will deduct from the travelers' reimbursement any excess charges over the GSA per diem rate.

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).

Travel websites including but not limited to Expedia and Travelocity shall not be used to book lodging.

In order to qualify for any of the above-mentioned exceptions, a lodging reservation must be made 14 days prior to travel. If travel is required without 14-day notice, the traveler must provide back-up which explains why the 14-day advance booking was not possible.

Travel Days: If the traveler must leave before 7:00AM to arrive at the start of the event and/or return to the County after 6:00PM after the event concludes, an additional night's lodging is allowable before and/or after the event.

Additional fees allowable: Self-parking

Additional fees allowable with justification: Valet parking is allowable if an extreme hardship exists due to physical disability of the traveler or if no self-parking is available.

Fees not allowable: Internet, phone charges, laundry, safe fees

Gratuities: Gratuities are not reimbursable for any lodging services.

Overpayments by County: Any lodging overpayment by the County must be reimbursed by the hotel before processing a reimbursement to the traveler for any of the categories addressed in this policy. Prepaid lodging services should be accurately calculated or underestimated by excluding the taxes to prevent delays in processing travel reimbursements.

Procurement Card: The traveler may use the procurement card to make lodging reservations. Contact Purchasing to arrange or use the procurement card assigned to the department or traveler.

Documentation: A final settled hotel bill with a zero balance from the front desk is required even if lodging is paid by the procurement card. The hotel bill left under the door is not acceptable. The hotel bill should be scrutinized before traveler departs to make sure all charges are valid and notify hotel of any invalid charges and resolve issues before departing. Make sure all parking has been added to your bill and all personal incidentals have been paid by traveler. Any invalid charges will be the responsibility of the traveler. A copy of the itemized hotel statement must be submitted with the travel reimbursement claim if the traveler used a County procurement card to purchase lodging services or prepaid by County check. Event agenda/documentation or a letter from the traveler describing the event/meeting is required. If utilizing conference negotiated hotel rates, documentation of rates is required.

Changes/Modifications to Reservation – Any modifications including cancellation of reservation, the traveler must obtain a confirmation number and note the name of the person they spoke with in case the hotel charges the traveler. If the traveler does not obtain a confirmation number then any expenses incurred will be the responsibility of the traveler. Expenses resulting from changes or modifications to travel reservations will be paid by the County if the traveler produces documentation that a family emergency exists.

County Exemption Status – Fort Bend County Employees traveling on County Business are not exempt from State and local hotel taxes, state taxes, etc. with the exception of District Judges and the District Attorney.

MEALS:

Meals including in-state and out-of-state will be reimbursed to the traveler at a flat rate of \$70 (full day). The travelers per diem on the departure day and final day will be at 75% of the per diem, which is \$52.50. The amount reimbursed will be paid through payroll and is subject to federal taxation.

Late Night Arrival – If a traveler arrives in Fort Bend County between midnight and 6am the traveler will receive a full day per diem for the previous day.

Day trips: Prior to 01/01/2024 – Meals will not be reimbursed for trips that do not require an overnight stay. Effective 01/01/2024 - The traveler is subject to per diem reimbursement. Day trip includes a trip outside the County that requires a traveler to leave Fort Bend before 7:00 AM and/or return to the County after 6:00 PM will be eligible for reimbursement at 75% of the per diem, which is \$52.50. Amount reimbursed for day trips will be paid through payroll and are subject to federal taxation.

Procurement Card: No meal purchases are allowed on any County procurement card.

Documentation: No meal receipts are required for reimbursement. Event agenda/documentation or a letter from the traveler describing the event/meeting is required.

TRANSPORTATION:

Personal Vehicle: Use of personal vehicle will be reimbursed at the current rate/mile set by Commissioners' Court. Mileage should be calculated using the County office location of the traveler and the event location. Mileage may not be calculated using the traveler's home. Mileage should be calculated using an employees vehicle odometer reading or by

a readily available online mapping service for travel out of Fort Bend County. If using the mileage of an online mapping service, state which mapping service was used or provide a printout of your route detailing the mileage. For local travel, odometer readings or mapping service details are not required. Departments should develop a mileage guide for employees for local travel points, if a department does not have a mileage guide, the Auditor's Office will determine if the mileage listed is reasonable.

Allowable expenses: Parking and tolls with documentation.

County Vehicle: Fuel purchases when using a County vehicle should be made with the County Procurement card if available. Original receipts will accompany the Procurement Card statement but a copy must be provided with the travel reimbursement request.

Allowable expenses: Parking and tolls with documentation required.

Airfare: The County will only reimburse direct travel to and from a location where County-related business is being conducted. Airfare is reimbursable at the lowest available rate based on 14 day advance purchase of a discounted coach/economy full-service seat based on the required arrival time for the event. The payment confirmation and itinerary must be presented with the travel reimbursement form. The traveler will be responsible for the excess charges of an airline ticket purchase other than a coach/economy seat. When using Southwest Airlines a traveler should choose the "wanna get away" flight category.

Allowable Expenses: Bag fees. Fare changes are allowable if business related or due to family emergency.

Unallowable Expenses/Fees: Trip insurance, Early Bird Check In, Front of the line, Leg Room, Fare changes for personal reasons.

Rental Car: Rental cars are limited to the negotiated TPASS rates listed at: <http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract/vendor-comparison/>. The contact information for Enterprise for the State Travel Management Program is listed here: <https://comptroller.texas.gov/purchasing/programs/travel-management/rental/enterprise.php>

When making a reservation traveler should provide the County's agency # [REDACTED]. The traveler will not be reimbursed for any amount over the negotiated contract rates if a non-contract company is used at a higher rate. The traveler should select a vehicle size comparable to the number of County travelers. The traveler may use a non-contract vendor at an overall rate lower than the contract rates with no penalty. The original contract/receipt must be presented with the travel reimbursement form or a copy if a County procurement card is used. . The traveler will be responsible for any excess charges not included in the TPASS rates or for choosing a vehicle size not comparable with the number of travelers on the trip. Insurance is included in the negotiated TPASS rates, if a traveler chooses to take out additional insurance the cost is on the traveler.

Enterprise:

- Optional Customer, Coupon or Corporate number is [REDACTED]
- Please enter the first 3 characters of your company's name or PIN number [REDACTED]
- Enterprise will automatically bill FBC when you reserve your vehicle so you need to have a purchase order before your departure.

Unallowable Fees/Charges: GPS, prepaid fuel, premium radio, child safety seats, additional insurance, one way rentals.

Allowable expenses: Parking and tolls allowed with documentation.

Other Transportation: Other forms of transit (bus, taxi, train) are reimbursable with an original receipt.

Gratuities: Gratuities are permitted if original receipt includes gratuity (20% maximum allowed) for any transportation services.

Procurement Card: The traveler may use a County procurement card to make transportation reservations for air travel and rental car services. Contact Purchasing to arrange or use the procurement card assigned to the department or traveler.

Documentation: Original receipts are required for all transportation reimbursements paid by the traveler. Transportation services obtained with a County procurement card require a copy of the receipt. Additional requirements are noted within each category above. Event agenda/documentation or a letter from the traveler describing the event/meeting is required.

REGISTRATION:

Registration fees: Registration fees are reimbursable for events that serve a Fort Bend County purpose. Registration fees for golf tournaments, tours, guest fees and other recreational events are not reimbursable.

Procurement Card: The traveler may use a County procurement card to register for an event. Contact Purchasing to arrange or use the procurement card assigned to the department or traveler.

Documentation: An original receipt must be obtained upon registration and submitted with the reimbursement request if paid by the traveler. A copy of the receipt must be provided if registration is paid on a County procurement card. Event agenda/documentation or a letter from the traveler describing the event/meeting is required.

GRANTS:

Travel expenditures from Federal and State grants must also conform to the granting agency's funding requirements.

TRAVEL REIMBURSEMENT FORM:

The traveler must use the current travel reimbursement form <https://econnect.fortbendcountytx.gov/documents-forms/auditors-office-forms> for all travel related services addressed in this policy. No other expenditures may be submitted for reimbursement on the travel reimbursement form. After completing all required information, the travel form must be signed/dated by the traveler and the department head/elected official. Travel reimbursement request should be submitted within 30 days from when traveler returns from trip. Mileage reimbursement request should be submitted no less frequently than quarterly. Mileage reimbursement request for the fourth quarter should be submitted no later than October 30th for yearend processing.

EXCLUSIONS:

If the traveler has custody of a person pursuant to statute or court order or if the traveler is required by court or legal entity to appear at a particular time and place the traveler will not be penalized for accommodations that require a 14 day advance purchase ticket if travel is required with less than 14 days' notice.

If the traveler has custody of a person pursuant to statute to court order the traveler will not be held to the 75% per diem on the departure and final day of travel.