

Townsend, Vickie

From: Edwards, Barbara
Sent: Tuesday, May 21, 2024 3:10 PM
To: Townsend, Vickie
Subject: FW: [MARKETING] You're going to Denver on 06/02 (2CJUDJ)!

Vickie,

Please see below my itinerary and receipt for the flight booked. Let me know if anything else is needed for reconciling.

Thanks,

Barbara

From: Southwest Airlines <southwestairlines@ifly.southwest.com>
Sent: Tuesday, May 21, 2024 3:08 PM
To: Edwards, Barbara <Barbara.Edwards@fortbendcountytexas.gov>
Subject: [MARKETING] You're going to Denver on 06/02 (2CJUDJ)!

Here's your itinerary & receipt. See ya soon!
[View our mobile site](#) | [View in browser](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)



Hi Barbara A,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

JUNE 2 - JUNE 6

HOU ✈ DEN

Houston (Hobby) to Denver

Confirmation # **2CJUDJ**

Confirmation date: 05/21/2024

PASSENGER	Barbara A Edwards
RAPID REWARDS #	Join or Log in
TICKET #	5262296327743
EST. POINTS EARNED	2,556

Rapid Rewards® points are only estimations. Cash + Points bookings will not earn Rapid Rewards points, tier qualifying points for A-List or A-List preferred status or Companion Pass qualifying points.

Your itinerary

Flight 1: Sunday, 06/02/2024 Est. Travel Time: 2h 35m [Wanna Get Away®](#)

FLIGHT # 5524	DEPARTS		ARRIVES
	HOU 03:45PM Houston (Hobby)		DEN 05:20PM Denver

Flight 2: Thursday, 06/06/2024 Est. Travel Time: 2h 20m [Wanna Get Away®](#)

FLIGHT # 3866	DEPARTS		ARRIVES
	DEN 01:15PM Denver		HOU 04:35PM Houston (Hobby)

Payment information

Total cost

Air - 2CJUDJ

Base Fare	\$	425.82
U.S. Transportation Tax	\$	31.94
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	10.00
U.S. Passenger Facility Chg	\$	9.00
Total	\$	487.96

Payment

Mastercard ending in 6725
Date: May 21, 2024

Payment Amount: \$487.96

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number : 5262296327743

All your perks, all in one place. (Plus a few reminders.)



Wanna Get Away® fare: Your two bags fly free®, no change or cancel fees, and 6X Rapid Rewards® points. **NEW** – Free same-day standby (taxes and fees may apply). [Learn more.](#)



Make sure you know [when to arrive at your airport](#). Times vary by city.



If your plans change, cancel your reservation at least 10 minutes before the original scheduled departure time of your flight to receive a flight credit. If you don't cancel your reservation in time, your funds will be forfeited.

Prepare for takeoff

HOU ✈ DEN

Houston (Hobby) to Denver

Confirmation # **2CF6D4**

Confirmation date: 05/21/2024

PASSENGER Shannon Gore
RAPID REWARDS # [Join](#) or [Log in](#)
TICKET # 5262296309942
EST. POINTS EARNED 2,556

Rapid Rewards® points are only estimations. Cash + Points bookings will not earn Rapid Rewards points, tier qualifying points for A-List or A-List preferred status or Companion Pass qualifying points.

Your itinerary

Flight 1: Sunday, 06/02/2024 Est. Travel Time: 2h 35m [Wanna Get Away®](#)

FLIGHT # 5524	DEPARTS	✈	ARRIVES
	HOU 03:45PM		DEN 05:20PM
	Houston (Hobby)		Denver

Flight 2: Thursday, 06/06/2024 Est. Travel Time: 2h 20m [Wanna Get Away®](#)

FLIGHT # 3866	DEPARTS	✈	ARRIVES
	DEN 01:15PM		HOU 04:35PM
	Denver		Houston (Hobby)

Payment information

Total cost

Air - 2CF6D4		
Base Fare	\$	425.82
U.S. Transportation Tax	\$	31.94
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	10.00
U.S. Passenger Facility Chg	\$	9.00
Total	\$	487.96

Payment

Mastercard ending in 0214
Date: May 21, 2024
Payment Amount: \$487.96

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number : 5262296309942

All your perks, all in one place. (Plus a few reminders.)

Townsend, Vickie

From: Saucedo, Estefania
Sent: Thursday, July 18, 2024 9:12 AM
To: Townsend, Vickie
Cc: Payero, Olga
Subject: RE: Please Advise - FW: B EDWARDS - GORE 060224 EXPENSE REPORT

Good morning Vickie,

Yes, Agenda request form,

The deadline has passed so if you can please add it to the August 13 meeting and I can move it over to this upcoming Commissioners Court meeting,

Sincerely,

Estefania Saucedo

Assistant Court Services Manager
Fort Bend County Judge's Office
401 Jackson Street
Richmond, TX 77469
Direct: (281)-341-8607



From: Townsend, Vickie <Vickie.Townsend@fortbendcountytexas.gov>
Sent: Wednesday, July 17, 2024 2:38 PM
To: Saucedo, Estefania <Estefania.Saucedo@fortbendcountytexas.gov>
Cc: Payero, Olga <Olga.Payero@fortbendcountytexas.gov>
Subject: RE: Please Advise - FW: B EDWARDS - GORE 060224 EXPENSE REPORT

Good afternoon, Estefania – Following up on below inquiry please.

Thank you,



Vickie Townsend | Administrative Assistant
Fort Bend County Health & Human Services
Social Services Office | Suite A-900
Phone: 281-344-6117 | Cell: 832-520-3781 | Fax: 281-342-0557
Vickie.Townsend@fortbendcountytexas.gov

4520 Reading Rd | Rosenberg, TX 77471

www.fbchhs.org

"Kindness is Free. Sprinkle that stuff everywhere!"

From: Townsend, Vickie
Sent: Monday, July 15, 2024 4:01 PM
To: Saucedo, Estefania <Estefania.Saucedo@fortbendcountytexas.gov>
Cc: Payero, Olga <Olga.Payero@fortbendcountytexas.gov>
Subject: Please Advise - FW: B EDWARDS - GORE 060224 EXPENSE REPORT
Importance: High

Good afternoon Estefania,

Please see the email correspondence below regarding the Social Services Division Manager and Mental Health Manager expense reimbursement. We were advised the issue needs to be placed on the CC agenda to approve.

A couple of questions:

- Should this be placed on the Agenda Request form ?
- Should this be a closed session?

Please advise. Thank you,

From: Stavinoha, Melissa <Melissa.Stavinoha@fortbendcountytexas.gov>
Sent: Wednesday, July 3, 2024 11:58 AM
To: Townsend, Vickie <Vickie.Townsend@fortbendcountytexas.gov>
Cc: Gore, Shannon <Shannon.Gore@fortbendcountytexas.gov>
Subject: RE: B EDWARDS - GORE 060224 EXPENSE REPORT

So sorry Vickie, this will need Commissioners court action to approve the variance to the procurement card policy.

Thank you,

Melissa Stavinoha

Fort Bend County | Purchasing | Senior Buyer
301 Jackson St, Suite 201 | Richmond, TX 77469
P: 281-341-8640 | D: 281.341.8648
Melissa.Stavinoha@fortbendcountytexas.gov



From: Townsend, Vickie <Vickie.Townsend@fortbendcountytexas.gov>
Sent: Wednesday, July 3, 2024 11:19 AM

To: Stavinoha, Melissa <Melissa.Stavinoha@fortbendcountytx.gov>
Cc: Gore, Shannon <Shannon.Gore@fortbendcountytx.gov>
Subject: RE: B EDWARDS - GORE 060224 EXPENSE REPORT

Good morning, Melissa – Following up on the below please.



Vickie Townsend| Administrative Assistant
Fort Bend County Health & Human Services
Social Services Office | Suite A-900
Phone: 281-344-6117| Cell: 832-520-3781 |Fax: 281-342-0557
Vickie.Townsend@fortbendcountytx.gov

4520 Reading Rd| Rosenberg, TX 77471

From: Townsend, Vickie
Sent: Thursday, June 27, 2024 4:31 PM
To: Stavinoha, Melissa <Melissa.Stavinoha@fortbendcountytx.gov>
Cc: Gore, Shannon <Shannon.Gore@fortbendcountytx.gov>
Subject: RE: B EDWARDS - GORE 060224 EXPENSE REPORT

Good afternoon, Melissa,

Please see the attached email correspondence below regarding request to refund the county \$61.03.

The airline tickets to attend this conference were purchased 12 days in advance. The items had to be placed on the Commissioner's court agenda for approval which took time as well. Of course, arrangements cannot be made prior to CC approval. In these circumstances, is there any recourse in having to refund the county \$61.03?

Please advise.

Thanks,



Vickie Townsend| Administrative Assistant
Fort Bend County Health & Human Services
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Vickie.Townsend@fortbendcountytx.gov

4520 Reading Rd| Rosenberg, TX 77471

www.fbchhs.org

"Kindness is Free. Sprinkle that stuff everywhere!"

From: Simonton, Monica <Monica.Simonton@fortbendcountytx.gov>
Sent: Monday, June 24, 2024 1:12 PM
To: Townsend, Vickie <Vickie.Townsend@fortbendcountytx.gov>
Subject: Re: B EDWARDS - GORE 060224 EXPENSE REPORT

Thank you for the additional information.

I reviewed the ticket. Unfortunately, the ticket was not purchased 14 day in advance of travel. Per the FBC policy, flights must be purchased 14 days prior to travel. The flight was purchased 5/21 with a travel date of 6/2/24. The ticket was purchased 12 days prior to travel. I have pulled a "simulated flight" and the cost would have been approximately \$426.93 instead of the \$487.96 charged. The difference \$61.03. This amount can be deducted from the expense reimbursement. Please let me know how you would like to proceed.

From: Townsend, Vickie <Vickie.Townsend@fortbendcountytexas.gov>
Sent: Monday, June 24, 2024 11:42 AM
To: Simonton, Monica <Monica.Simonton@fortbendcountytexas.gov>
Subject: RE: B EDWARDS 060224 EXPENSE REPORT

Monica,

Please see the attached.

Thanks,



Vickie Townsend | Administrative Assistant
Fort Bend County Health & Human Services
Social Services Office | Suite A-900
Phone: 281-344-6117 | Cell: 832-520-3781 | Fax: 281-342-0557
Vickie.Townsend@fortbendcountytexas.gov
4520 Reading Rd | Rosenberg, TX 77471
www.fbchhs.org
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From: Simonton, Monica <Monica.Simonton@fortbendcountytexas.gov>
Sent: Monday, June 24, 2024 10:47 AM
To: Townsend, Vickie <Vickie.Townsend@fortbendcountytexas.gov>
Subject: Re: B EDWARDS 060224 EXPENSE REPORT

I have the lodging information. Needed is the Airfare and Registration for the trip. This will apply to Shannon Gore's trip also.

From: Townsend, Vickie <Vickie.Townsend@fortbendcountytexas.gov>
Sent: Monday, June 24, 2024 9:53 AM
To: Simonton, Monica <Monica.Simonton@fortbendcountytexas.gov>
Subject: RE: B EDWARDS 060224 EXPENSE REPORT

Good morning, Monica.

Please see the attached.

Thanks,



Vickie Townsend | Administrative Assistant
Fort Bend County Health & Human Services
Social Services Office | Suite A-900
Phone: 281-344-6117 | Cell: 832-520-3781 | Fax: 281-342-0557
Vickie.Townsend@fortbendcountytexas.gov
4520 Reading Rd | Rosenberg, TX 77471
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From: Simonton, Monica <Monica.Simonton@fortbendcountytexas.gov>
Sent: Monday, June 24, 2024 8:55 AM
To: Townsend, Vickie <Vickie.Townsend@fortbendcountytexas.gov>
Subject: B EDWARDS 060224 EXPENSE REPORT

Good morning Vickie

I have reviewed the expense reimbursement packet for Barbara Edwards.
Please provide airfare information for Barbara's trip to Denver, Colorado.

Kindest Regards,

Monica L Simonton

Accounts Payable Auditor | Fort Bend County Auditor's Office

301 Jackson | Richmond, TX 77469

281-344-3974

Confidentiality Statement:

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