FORT BEND COUNTY Travel Expense Reimbursement Report/Transmittal

Name: Surendran Pattel Funding Source #1:		el Employee ID or Vendor#	Employee ID or Vendor#		240th District Court		
		100435100 (Accounting Unit)	63200 (Account Number)	(Activity) if applicable	(Reporting C	(Reporting Category) if applicable	
Funding Source #2: (if applicable) Purpose of Travel: Date/Time Departure of FBC		able)	(Accounting Unit) (Account Number) 2024 Regional Conference			(Reporting Category) if applicable	
					(Reporting C		
		2024 Regional Conferen			Westin Hotel - Houston, Tx		
		4/22/2024			4/24/2024		
	Transportation 🔽		Airline	Carpool Rental C	ar at Destination	☐Yes ☑No	
	oaid □Yes ☑No	- -	Yes No	Cash Receipt Deposit #			
Any expenses reimbursed by another		another agency? (State)	agency? (State)		Texas Center for Judiciary		
Any expenses charged on the PCAB		PCARD? Yes	□No If Yes, list	expenditures	Registration Fee		
Proof	of payment must be	e attached for items prepaid by ch	eck or on the Procurer	nent Card (hotel, airfare,	rental car, conf.	registration etc.)	
		Merchant/Location/Desc		For			
	Date(s)	Mileage Reimbursemen	nt list starting and end	ling destination	Mileage	Misc. Expenses	
]	Per Diem Total (if applicable)	 				
04/22/2	24	Mileage from Justice Center, Richmo	ond, Tx to Westin Hotel	, Houston, Tx	26,80		
04/22/2	24]	Per Diem - Meals				52.50	
04/23/2	24	Per Diem - Meals				70.00	
04/24/2		Per Diem - Meals				52.50	
04/24/2		Mileage from Westin Hotel, Houston	Tx to Justice Center, 1	Richmond, Tx	26.80		
					52.00		
				Total Mile			
0	out of State Approval I	Date by Commissioners' Court		x Mileage Rat Subtota		\$175.00	
	copy of minutes with re	63200	63200				
				Total Reimbursemen	t \$212.52		
	dersigned hereby cert been received for any	tifies that mileage and expenses listed y part thereof.	l above were incurred or	n official county business o	nly, and that reimb	ursement	
Emplo	yee Signature:	Land Su almo Pal	Hel	Dat	te:	/8/2025	
Depart	tment Head/	Ange almost all	Z,	Day	to: 7	/8/2025	
Elected	d Official Signature	omam /ry)		Dat		UILULU	

FORT BEND COUNTY Travel Expense Reimbursement Report/Transmittal

Name: Surendra	n Pattel	_ Employee ID or Vendor#		Department:	240th Distri	ct Court	
Funding Source #1:		100435100 63200		(A 4' '') 'C - 1' - 11	(David's C.4) 'f		
(Accounting Unit)			(Account Number)	(Activity) if applicable	(Reporting C	(Reporting Category) if applicable	
Funding Source #2: (if applicable) (Accounting U			(Account Number) (Activity) if applicable		(Reporting Category) if applicable		
Purpose of Travel:		2024 Criminal Justice Confe			Double Tree - Austin, Tx		
urpose of Travel.		2021 Cilimia vacace Come		Destination: Date/Time	Doddie Tree	1430111, 17	
Date/Time Departure of FBC 2/21/2024				Arrival at FBC	2/23/2024		
Means of Transportation	on 🗸 Perso	onal Vehicle County Vehicle	Airline	Carpool Rental Ca	ar at Destination	Yes No	
Hotel Prepaid Yes	√ No	Refund due from Hotel	Yes No	Cash Receipt Deposit #			
Any expenses reimburs	ed by anoth	er agency? (State)	✓ Yes No	Agency:	Texas Center for Judiciary		
Any expenses charged o	on the PCAF	₹D ? ✓ Yes	□No If Yes, list	expenditures	Registratio	n Fee	
Proof of payment n	nust be attac	ched for items prepaid by che	eck or on the Procuren	nent Card (hotel, airfare,	rental car, conf. 1	registration etc.)	
		Merchant/Location/Desc	•	For			
Date(s)		Mileage Reimbursemer	nt list starting and end	ling destination	Mileage	Misc. Expenses	
	Per Di	em Total (if applicable)				·	
02/21/24	Mileag	ge from Justice Center, Richmo	ond, Tx to Double Tree,	Austin, Tx	164.00		
02/21/24	Per Di	em - Meals			_	52.50	
02/22/24	Per Di	em - Meals				70.00	
02/23/24	Per Di	em - Meals				52.50	
02/23/24		ge from Double Tree, Austin, T	x to Justice Center. Ric	hmond. Tx	164.00		
O							

			ethin near version de trans torrent en bore en riva de production de la compansion de				
				Total Miles	328.00		
				x Mileage Rate			
Out of State Apr	roval Date by	y Commissioners' Court		Subtotals		\$175.00	
(Attach copy of minutes	63200	63200					
				Total Reimbursement	\$404.60	_	
The undersigned here has not been received		at mileage and expenses listed hereof.	above were incurred on	official county business on	aly, and that reimbu	ursement	
Employee Signature	: 7/8/2025						
Department Head/		,	- 11 1				
Elected Official Signature Date:						:7/8/2025	