

FORT BEND COUNTY

Travel Expense Reimbursement Report/Transmittal

Name: Surendran Pattel **Employee ID or Vendor #** _____ **Department:** 240th District Court

Funding Source #1:	<u>100435100</u>	<u>63200</u>	<u></u>	<u></u>
	(Accounting Unit)	(Account Number)	(Activity) if applicable	(Reporting Category) if applicable

Funding Source #2: (if applicable)	63200		
(Accounting Unit)	(Account Number)	(Activity) if applicable	(Reporting Category) if applicable

Purpose of Travel: 2024 Regional Conference **Destination:** Westin Hotel - Houston, Tx

Date/Time Departure of FBC 4/22/2024 Arrival at FBC 4/24/2024

Means of Transportation ☒ Personal Vehicle ☐ County Vehicle ☐ Airline ☐ Carpool **Rental Car at Destination** ☐ Yes ☒ No

Hotel Prepaid ☐ Yes ☒ No Refund due from Hotel ☐ Yes ☒ No Cash Receipt Deposit # _____

Any expenses reimbursed by another agency? (State) ☒ Yes ☐ No Agency: Texas Center for Judiciary

Any expenses charged on the P-Card? ☒ Yes ☐ No If Yes, list expenditures _____ Registration Fee _____

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

Date(s)	Merchant/Location/Description	For	Mileage	Misc. Expenses
	Per Diem Total (if applicable)			
04/22/24	Mileage from Justice Center, Richmond, Tx to Westin Hotel, Houston, Tx		26.80	
04/22/24	Per Diem - Meals			52.50
04/23/24	Per Diem - Meals			70.00
04/24/24	Per Diem - Meals			52.50
04/24/24	Mileage from Westin Hotel, Houston, Tx to Justice Center, Richmond, Tx		26.80	
		Total Miles	53.60	
		x Mileage Rate	0.700	
		Subtotals	\$37.52	\$175.00
			63200	63200
		Total Reimbursement	\$212.52	

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: Louise Jones Kille

Date: 7/8/2025

Department Head/
Elected Official Signature 

Date: 7/8/2025

FORT BEND COUNTY

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Name: Surendran Pattel Employee ID or Vendor # _____ Department: 240th District Court

Funding Source #1:	<u>100435100</u>	<u>63200</u>	<u></u>	<u></u>
	(Accounting Unit)	(Account Number)	(Activity) if applicable	(Reporting Category) if applicable

Funding Source #2: (if applicable)	(Accounting Unit)	63200 (Account Number)	(Activity) if applicable	(Reporting Category) if applicable

Purpose of Travel: 2024 Criminal Justice Conference **Destination:** Double Tree - Austin, Tx

Date/Time Departure of FBC	2/21/2024	Date/Time Arrival at FBC	2/23/2024
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Means of Transportation ☒ Personal Vehicle ☐ County Vehicle ☐ Airline ☐ Carpool **Rental Car at Destination** ☐ Yes ☒ No

Hotel Prepaid ☐ Yes ☒ No Refund due from Hotel ☐ Yes ☒ No Cash Receipt Deposit # _____

Any expenses reimbursed by another agency? (State) ☒ Yes ☐ No Agency: Texas Center for Judiciary

Any expenses charged on the PCARD?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, list expenditures	Registration Fee
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Proof of payment must be attached for items prepaid by check or on the Procurement Card (hotel, airfare, rental car, conf. registration etc.)

Date(s)	Merchant/Location/Description	For	Mileage	Misc. Expenses
	Per Diem Total (if applicable)			
02/21/24	Mileage from Justice Center, Riehmond, Tx to Double Tree, Austin, Tx		164.00	
02/21/24	Per Diem - Meals			52.50
02/22/24	Per Diem - Meals			70.00
02/23/24	Per Diem - Meals			52.50
02/23/24	Mileage from Double Tree, Austin, Tx to Justice Center, Richmond, Tx		164.00	
	Total Miles		328.00	
	x Mileage Rate		0.700	
	Subtotals		\$229.60	\$175.00
			63200	63200
	Total Reimbursement		\$404.60	

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: 

Date: 7/8/2025

Department Head/
Elected Official Signature 

Date: 7/8/2025