FORT BEND COUNTY
Travel Expense Reimbursement Report/Transmittal

Name: William Brewster **SSN or Vendor #** _____ **Department:** Medical Examiner

Funding Source #1: 100565200 (Accounting Unit) 63200 (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: Sudden Infant Death Training @ Sulpur City PD **Destination:** 500 N Huntington St, Sulpur LA

Date/Time Departure of FBC 08/10/25 1700 **Date/Time Arrival at FBC** 08/11/25 1900

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:** _____

Any expenses charged on the PCARD? ☐ Yes ☑ No **If Yes, list expenditures** _____

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 Reimbursement list starting and ending destination	Mileage	Misc. Expenses
	Per Diem Total (if applicable)		
08/10/25	Per Diem		52.50
08/11/25	Per Diem		52.50
	Total Miles	-	
	x Mileage Rate	0.655	
	Subtotals	$0.00 63200	$105.00 63200
	Total Reimbursement	**$105.00**	

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:** 8/13/25

Department Head/ Elected Official Signature _____ **Date:** 8/25/25

Infant and Child Death Investigation with Instructors Dr. Mary Case & MDI Kathleen Hargrave

August 11 & 12, 2025

8:00–5:00 each day

Where:

Sulphur Police Department
500 N Huntington St.
Sulphur, LA 70663

Course Fee: $250

GULF COAST FORENSIC SOLUTIONS

POLICE OFFICER SULPHUR LA

Hosted by: Gulf Coast Forensic Solutions and Sulphur Police Department