



**FORT BEND COUNTY
INDIGENT HEALTH CARE**

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Memo

October 6, 2014

TO: Commissioners Court

FROM: Martha Hernandez, Indigent Health Care Manager

RE: Agenda item #28-C

Indigent Health Care: Take all appropriate action for variance to the Fort Bend County Travel Policy for flight not purchased within the 14 day advance purchase requirement. (Fund: Indigent Health Care, Travel)

Out of state travel was passed in Commissioners Court on 7.22.2014 for a conference with employees leaving on 8.2.14. The tickets were not purchased within the 14 day advance purchase requirement therefore I need a variance in order for the employees to be reimbursed their per diem meals and travel expenses. The out of state travel was not put on the agenda sooner because we were unsure which employees were going to attend due to scheduling.

Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Martha Hernandez". The signature is fluid and includes a long, sweeping underline.