

Name: Justin Foster SSN or Vendor # [REDACTED] 2019 Department: District Attorney's Office

Funding Source #1: 100480100 63200 (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: TDCAA Annual Criminal & Civil Law Conference Destination: Round Rock, Texas

Date/Time Departure of FBC 9/19/2023 at 9:00 A.M. Date/Time Arrival at FBC 9/22/2023 at 4:00 P.M.

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 # N/A

Any expenses reimbursed by another agency? (State) ☐ Yes ☒ No Agency: N/A

Any expenses charged on the PCARD? ☐ Yes ☒ No If Yes, list expenditures N/A

[illegible]

Total Miles	-	
x Mileage Rate	0.655	
Subtotals	\$0.00	
	63200	126.00
Reimbursement	\$126.00	63200

Employee Signature: _____
 Department Head/
 Elected Official Signature B. J. W. / Th

Date: 8/14/21



Annual Criminal & Civil Law Conference 2023

Registration Open

Dates: Sep. 20 - Sep. 22, 2023

Location: Kalahari Resort 3001 Kalahari Blvd. Round Rock, TX

Register

This year's Annual Conference will be held at Kalahari in Round Rock. Please read the below information very carefully.

The usual board meetings will be held on Tuesday, September 19.

Free Domestic Violence training will be held on Tuesday, September 19 from 1:00pm-3:00pm.

The **Legislative Update** will be held on Tuesday, September 19 from 1:30pm-5:00pm.

The Annual Conference begins Wednesday, September 20 and will adjourn Friday, September 22.



TDCAA Rate: The group rate of \$149.00 is valid for one to four people. Any additional person after that is \$50.00 per person per day (3 years old and up). Although the double queen rooms can sleep up to six, adding additional people will cause your rate to fluctuate higher than the TDCAA rate. If you book a room outside of the TDCAA block at a higher rate, you will not be able to transfer that room into the TDCAA block later nor will TDCAA be able to lower this rate for you. **Resort fees of more than \$40.00 per night per room apply to reservations booked outside of the block. Resort fees are waived for all rooms booked inside the block (including upgraded rooms).**

Hotel Cancellation Policy: A \$30.00 processing fee will be charged to the credit card used to guarantee for any canceled reservation. If the room is canceled less than 72-hours, a charge of **one-night's room and tax** will be applied to the credit card on file. This means that for each reservation that you make, you will **immediately** pay \$30.00 if you cancel it. This fee will not be waived at any time so please be cautious when booking multiple rooms. TDCAA will not be able to waive this fee; this is the hotel's policy and will not be altered at any time before, during, or after the conference. The only way to avoid paying this fee is for you to personally find another attendee to take over the reservation.

Reservations: TDCAA is only using **one** hotel this year, so it is extremely important that you do not overbook rooms. Please be considerate of other offices. **You can book up to 5 rooms at one time under one name; you will be able to send individual names to the hotel as we get closer to the date.** Rates will be available until August 29 or until the block is sold out, whichever comes first. If the hotel is sold out, check back periodically as rooms may become available. **Only a certain amount of the \$149 rooms will be available at this time. Once the rooms have filled, the second wave of the \$149 rooms will be available when the brochure comes out. This is being done so that when the brochure is published and mailed, the host hotel is not already sold out and attendees still have an opportunity to book rooms. Please note that upgraded rooms have higher rates. If you book an upgraded room now and want to cancel it later because you were able to get a \$149 room, you will still be charged a \$30.00 cancellation fee.**

If you have multiple rooms under one name, call the Reservations Desk at 877-525-2427 to give them individual names for each room before August 18, 2023.

If your office needs to send a credit card authorization form to the hotel prior to your arrival (because you will NOT have the card upon check-in), please complete the form below and send it back to the hotel.

When booking online, you will have an option to choose Tax Exempt, Purchase Order, or Letter of Agreement. If you don't need either to make your hotel reservation, you can skip this step. If you are using either of these options, the hotel must receive your documentation seven (7) days prior to your arrival.

Check-in time is 4pm and check-out time is 11am. If you would like to get into your room early, there is an additional charge of **\$149**. If you don't want to pay the fee, you can simply leave your luggage with the concierge until your room is ready. If you would like to get into your room early **and** checkout later than 11am, there is an additional charge of **\$189**. You can select these options at the time that you make your reservation, or you can go back and modify your reservation to include these options later. Late check-out fees (any time after 11am) will apply; to avoid paying them, you may want to check-out of your room before the last break.

When booking rooms using a mobile device, you may encounter a step where you cannot proceed. Simply select the grey FULL SITE button and you will be routed to the desktop version. This will pick up where you left off and you will be able to complete your reservation from there.

Payment: For attendees paying via check, payment must be received by the hotel before September 5, 2023, and it must be a county/business check (personal checks will not be accepted). If you bring a check with you, you will run the risk of paying out of pocket. To pay for multiple rooms with one form of payment, please contact the hotel directly for details (anytime after January 1).

Only a certain amount of the \$149 rooms will be available at this time. Once the rooms have filled, the second wave of the \$149 rooms will be available when the brochure comes out. This is being done so that when the brochure is published and mailed, the host hotel is not already sold out and attendees still have an opportunity to book rooms. Please note that upgraded rooms have higher rates. If you book an upgraded room now and want to cancel it later because you were able to get a \$149 room, you will still be charged a \$30 cancellation fee.

Please read the above information carefully prior to booking your hotel rooms.

The 2023 TDCAA Annual Conference will be held at the Kalahari Resort located at 3001 Kalahari Blvd in Round Rock, TX. The group rate of \$149.00 is valid for one to four people and includes waterpark wristbands for up to four people per room. For a description of general room types, click [here](#). For the hotel's frequently asked questions, click [here](#). To book your hotel room, click [here](#) or call 877-525-2427 and mention TDCAA. As of 2/6/2023, the first rollout of rooms at Kalahari have been booked. The second rollout of the \$149 rooms at Kalahari will be available when registration opens (which is typically 90 days before the event). You can still book regular and upgraded rooms within the block, but they are at a higher rate. Additional rooms at \$149 will be available when registration opens.

Overflow rooms are available at the **LaQuinta Inn & Suites near Kalahari**. The discounted rate is \$149 and you can book online by [clicking this private reservation link](#). Rates are available until September 4 or until the block is full, whichever comes first. This hotel is 4 minutes from Kalahari and includes free breakfast, free internet, and free parking. Reservation cancellations must be made 24 hours in advance. Day passes to the Kalahari waterpark are not included with this hotel; you will have to purchase tickets separately.

Deposits are not required at Kalahari, and this is a glitch in the hotel's system. If you were charged a deposit, please email the first and last name under the reservation and confirmation number to TXGroups@kalahariresorts.com. They will issue refunds upon requests.

A link to access materials will be sent to registered attendees one week prior to the event.

A link to evaluate each talk will be live during the conference. You may also use the QR codes located on the agenda.

Standard Reimbursement Policy: TDCAA will reimburse only eligible prosecutors and prosecutor office employees up to the GSA rate per night for two nights' stay at a hotel. Due to the increase in hotel reimbursement, TDCAA will no longer reimburse for meals. Additionally, TDCAA will not reimburse for travel, registration fees, hotel tax, parking, taxi costs, or other extraordinary expenses. All other expenses are your own.

Sponsors & Exhibitors: This registration is for attendees only. **Exhibit and sponsorship opportunities are currently full**, please email Andrea.Peters@tdcaa.com for more information or to be placed on the waitlist.

Kalahari Credit Card Form

PDF 

Annual brochure 2023 for website

PDF 



[Support our work through the Foundation.](#)

Texas District & County Attorneys Association

[505 W. 12th St., Ste 100](#) [512/474-2436](#) [Contact](#) [Legal](#)
[Austin, TX 78701](#)

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Fort Bend County Procurement Card

Documentation Submission Form

Amount \$ 514.05

Department DISTRICT ATTORNEY

Cardholder TENTRA RANDOLPH

Accounting Distribution 100480100

63200

(for multiple accounts)

Accounting Unit

Account #

Activity

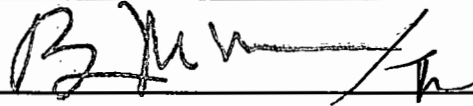
Acct Cat.

Kalahari JF

(please give details) TDCAA Annual Criminal & Civil Law Conference

Coordinator/Dept. Head

Signature



Date 10/4/2023

Affix Original Receipt here (please no tape)



Guest Name: Justin* Foster
Texas District and County Attorneys Association (
301 Jackson
Richmond, TX 77469 US

Room #: DNCO
Conf #: R040F68F
Group #: 3754
Guests: 3
C/O Clerk:

Arrived: 09/19/23 Arrival Time: 12:27

Depart Date: 09/22/23

Printed 12:25:36

Status: FOL

Date	Description	Reference	Comment	Charges	Credits
09/18/2023	DEP MASTERCARD	09188040	*****3584 020879		(\$514.05)
09/19/2023	ROOM REVENUE	7228		\$149.00	
09/19/2023	OCC STATE TAX	7228t	OCCUPANCY STATE TAX	\$8.94	
09/19/2023	OCC LOCAL TAX	7228t	OCCUPANCY LOCAL TAX	\$13.41	
09/22/2023	PAY VISA	09229537348	*****5451	\$342.70	

Folio Balance:	\$0.00
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Guest Signature: _____

I agree that I am personally liable for the payment of this account and if the person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association. 09/22/2023

Thank you for choosing Kalahari Resort Round Rock! We hope to see you again in the near future. The charges on this statement are as of the printed date and time listed above. Any charges not posted to your account as of this time will be charged to your method of payment on file on your day of departure.

3001 Kalahari Blvd
Round Rock, TX 78665
Telephone 512-651-1000



KALAHARI RESORTS and Convention Center Texas - Credit Card Authorization Form

INSTRUCTIONS

1. Complete this form entirely, all fields are required.
2. This form must be completed and delivered to txreservationssupport@kalahariresorts.com no less than seven (7) days prior to the scheduled arrival date.
3. In addition to this form, you are required to provide a copy of the front and back of the credit card to be used as well as a copy of the card holder's government issued photo ID.*

Send only the last four (4) digits of the credit card number and card holder's name. Nothing else should be visible. For security purposes, please black out all but the last four (4) numbers of the account on the copy of the credit card sent to us. This form will be invalid if the CVV/CSC number is not blacked out. All copies must be clear and legible to be accepted. Additionally, signatures on the card, ID, and form should all reasonably match. If they fail to match, or are difficult or unable to be read, you will be asked to submit additional copies.

I Tentra Randolph affirm that I am the owner and cardholder for the credit/debit card ending with the last four digits 3584 with an expiration date of 02/26 and a billing ZIP CODE of 77469.

By submitting this form, I acknowledge that this card will be charged in advance, for the full amount of the room and all applicable taxes and fees.

The name of the person I am authorizing is Justin Foster.

I am authorizing Kalahari Resorts and Convention Center located in Round Rock, Texas to use my:

☐ VISA ☒ Master Card ☐ Discover ☐ American Express

CONFIRMATION NUMBER

R040F68F

SCHEDULED ARRIVAL DATE

Month September Day 19 Year 2023

SCHEDULED DEPARTURE DATE

Month September Day 22 Year 2023

AVERAGE NIGHTLY ROOM RATE

\$171.35 w/taxes (\$149.00 w/o taxes)

Place an 'X' in the box that accurately represents the purpose of your authorization. My card may be used for the following purchases.

Room and Taxes Only ☒

In addition to Room and Tax charges, this card may be used for the following:

Food and Beverage ☐

Retail Purchases ☐

Telephone ☐

Spa Services ☐

Valet ☐

Other ☐

Movie Rentals ☐

If you choose to allow your credit card to be used for these additional services, the amount will be authorized to reflect a minimum of an additional 50% above the total amount of the stay. The credit or debit card will only be billed for the exact amount of the items indicated above. In addition, debit cards ARE NOT to be used for additional charging.

CARD HOLDER SIGNATURE:

Tentra Randolph

DATE:

9/13/23

EMAIL ADDRESS:

tentra.randolph@fbctx.gov


TELEPHONE:

281-341-4460


Foster, Justin

From: LaToya Scott <LaToya.Scott@tdcaa.com>
Sent: Friday, September 8, 2023 8:49 AM
To: Foster, Justin
Subject: Kalahari Resorts and Conventions - Round Rock Reservation Confirmation

RESERVATION



CONFIRMATION



Kalahari

RESORTS & CONVENTIONS

ROUND ROCK, TX

Texas District & County Attorneys Association ~ Sep 18, 2023 - Sep 22, 2023 ~ TX Kalahari Resorts and Conventions

Your reservation at the TX Kalahari Resorts and Conventions has been changed. You will find details of your reservation below.

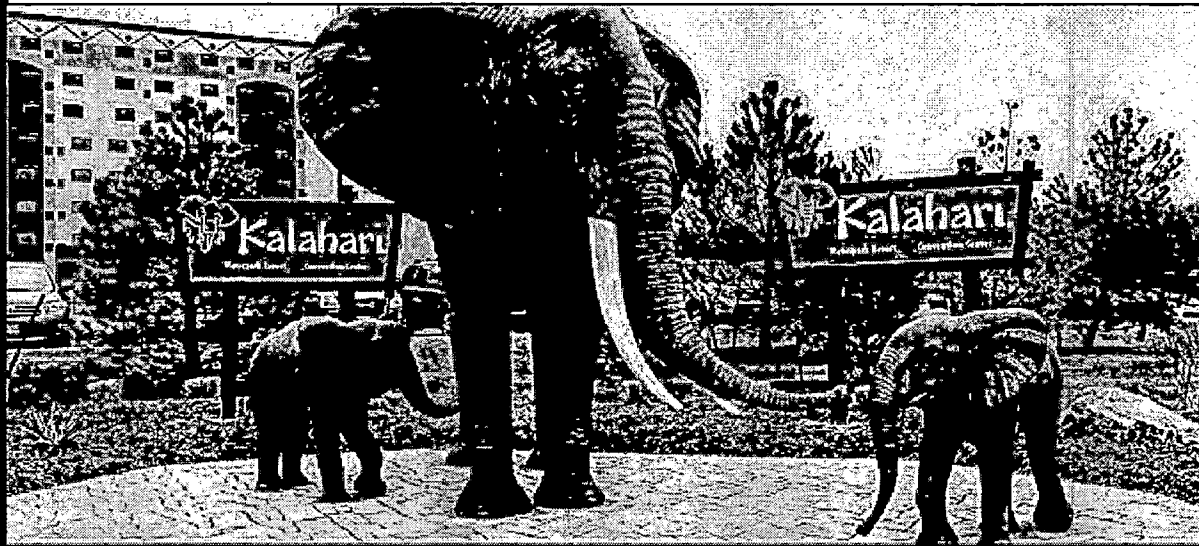
We look forward to welcoming you to the TX Kalahari Resorts and Conventions.

- The Staff of the TX Kalahari Resorts and Conventions

Reservation Details

Hotel Confirmation:	R040F68F			
Reservation Name:	Justin Foster			
Arrival Date:	Sep 19, 2023			
Departure Date:	Sep 22, 2023			
Number of Rooms:	1			
Number of Guests:	1			
Night by Night Rate:	Date Sep 19, 2023	Guests 1	Status Confirmed	Rate 149.00

	Sep 20, 2023	1	Confirmed	149.00
	Sep 21, 2023	1	Confirmed	149.00
	Additional Guest Rate			
	Second Guest	0.00		
	Third Guest	0.00		
	Fourth Guest	0.00		
	Fifth Guest	50.00		
Taxes Per Night	22.35			
Total Per Night:	171.35			
Room Total:	514.05			
Tax Disclosure:	Please note the following taxes are not included into rates: <ul style="list-style-type: none"> • 6% State Tax Per Night. • 9% City Tax Per Night. 			
Cancellation Policy:	Reservations canceled 72 hours or more prior to the date of arrival receive a refund of the deposit, minus a \$30 cancellation fee. Reservations canceled within 72 hours of the date of arrival forfeit the entire deposit of the first night's room and tax.			
Additional:	Please contact the hotel directly if you need to cancel your reservation for any reason. The hotel will ask for a credit/debit card at check-in.			



www.KALAHARIMEETINGS.com

LaToya Scott Robinson, CMP | Meeting Planner
TEXAS DISTRICT & COUNTY ATTORNEYS ASSOCIATION
 505 W. 12th Street, Suite 100 ~ Austin, Texas 78701
 Telephone: (512) 474-2436 | Fax: (512) 478-4112
www.tdcaa.com



U.S. / Canada: 800-316-6056 | Int'l: 847-488-3748

[Handwritten Signature]

Authorized Signature
Not Valid Unless Signed



Issued by JPMorgan Chase Bank, N.A. pursuant to license from Mastercard International.
Use of this card is subject to the Cardholder Agreement.

**FORT BEND COUNTY
DISTRICT ATTORNEY'S OFFICE**



RANDOLPH, TENDRA



2022-09-12

Fort Bend County Procurement Card

Documentation Submission Form

Amount \$ 150.00

Department DISTRICT ATTORNEY

Cardholder Tentra Randolph

Accounting Distribution 100480100 63200
(for multiple accounts)

Accounting Unit

Account #

Activity

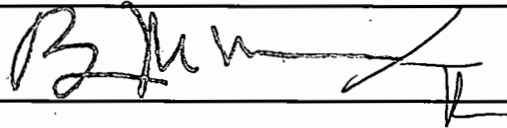
Acct Cat.

TDCAA 2023 Legislative Update

(please give details) Roundrock

Justin Foster

Coordinator/Dept. Head
Signature



Date

2/17/24

Affix Original Receipt here (please no tape)

Invoice #**234187**

Registered By: Justin Foster (justin.foster@fortbendcountytexas.gov)

Registration Date 9/27/2023 12:45:51 PM

Registration Amount \$150.00

Confirmation Date 9/27/2023

Amount Paid \$150.00

Amount Due \$0.00

Paid Date 2/17/2024

TDCAA

**Texas District & County
Attorneys Association**

505 W. 12th St., Ste 100 • Austin, TX 78701 • 512-474-2436

To ensure that you receive credit **PLEASE ENTER YOUR
BAR NUMBER and or PID NUMBER.**

Contact Information: If any pre-populated information
needs to be updated, please contact Kaylene Braden at
kaylene.braden@tdcaa.com.

Title: Mr.

Badge Name: Justin

First Name: Justin

Last Name: Foster

Suffix:

Position: Asst. District Attorney

BAR Number: 24090892

PID Number:

Employer: Fort Bend County - DA

Office Address 1: 301 Jackson St.

Office Address 2:

Office City: Richmond

Office State: TX

Office Zip: 77469

Office Phone:

2023 Legislative Update - Round Rock

Event Date: 9/19/2023 1:30 PM

Location: Kalahari Resort

3001 Kalahari Blvd

Round Rock, TX 78665

Payment Method:

By Credit Card

*****3584

**Select here if you are a paid member or a non member of
TDCAA.**

If you are unsure of your membership status please contact
Kaylene Braden at kaylene.braden@tdcaa.com or by contacting her
at 512-474-2436.

-Onsite Registration \$150.00

281.341.4460

Office Fax:

281.238.3366

Cell Phone:

Office Email:

justin.foster@fortbendcountytexas.gov



Annual Criminal & Civil Law Conference 2023

Registration Open

Dates: Sep. 20 - Sep. 22, 2023

Location: Kalahari Resort 3001 Kalahari Blvd. Round Rock, TX

Register

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If you have multiple rooms under one name, call the Reservations Desk at 877-525-2427 to give them individual names for each room before August 18, 2023.

Randolphm, Tentra

From: Thompson, Charann
Sent: Friday, August 18, 2023 11:39 AM
To: LaToya Scott; Mitchell, Sunni
Cc: Randolphm, Tentra
Subject: RE: Annual Conference Reminder- ACTION REQUIRED!

Awesome! Thank you so much.

From: LaToya Scott <LaToya.Scott@tdcaa.com>
Sent: Friday, August 18, 2023 11:38 AM
To: Thompson, Charann <Charann.Thompson@fortbendcountytexas.gov>; Mitchell, Sunni <Sunni.Mitchell@fortbendcountytexas.gov>
Cc: Randolphm, Tentra <Tentra.Randolphm@fortbendcountytexas.gov>
Subject: RE: Annual Conference Reminder- ACTION REQUIRED!

Gotcha!

LaToya Scott Robinson, CMP | TDCAA Meeting Planner
Telephone: (512) 474-2436

From: Thompson, Charann <Charann.Thompson@fortbendcountytexas.gov>
Sent: Friday, August 18, 2023 11:35 AM
To: LaToya Scott <LaToya.Scott@tdcaa.com>; Mitchell, Sunni <Sunni.Mitchell@fortbendcountytexas.gov>
Cc: Randolphm, Tentra <Tentra.Randolphm@fortbendcountytexas.gov>
Subject: RE: Annual Conference Reminder- ACTION REQUIRED!

Sept. 19 – 21.

From: LaToya Scott <LaToya.Scott@tdcaa.com>
Sent: Friday, August 18, 2023 11:12 AM
To: Mitchell, Sunni <Sunni.Mitchell@fortbendcountytexas.gov>
Cc: Thompson, Charann <Charann.Thompson@fortbendcountytexas.gov>; Randolphm, Tentra <Tentra.Randolphm@fortbendcountytexas.gov>
Subject: RE: Annual Conference Reminder- ACTION REQUIRED!

Hey Charann,

Please let me which three nights you're staying and how many people will be staying with you. The rate is \$149 for up to four wristbands. Once I have your information, I'll send you a confirmation number in about two weeks.

Thanks!

LaToya Scott Robinson, CMP | TDCAA Meeting Planner
Telephone: (512) 474-2436

From: Mitchell, Sunni <Sunni.Mitchell@fortbendcountytexas.gov>
Sent: Friday, August 18, 2023 11:10 AM
To: LaToya Scott <LaToya.Scott@tdcaa.com>

Cc: Thompson, Charann <Charann.Thompson@fortbendcountytx.gov>; Randolphm, Tentra
<Tentra.Randolphm@fortbendcountytx.gov>

Subject: RE: Annual Conference Reminder- ACTION REQUIRED!

Thank you LaToya! It's for Charann Thompson, copied on here.

Sunni Mitchell
Chief - Domestic Violence Division
Fort Bend County District Attorney's Office
1422 Eugene Heimann Circle, Richmond, TX 77469 (physical)
301 Jackson St., Richmond, TX 77469 (mailing)
281-341-4460 (office)
sunni.mitchell@fbctx.gov



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From: LaToya Scott <LaToya.Scott@tdcaa.com>
Sent: Friday, August 18, 2023 11:04 AM
To: Mitchell, Sunni <Sunni.Mitchell@fortbendcountytx.gov>
Subject: RE: Annual Conference Reminder- ACTION REQUIRED!

Sure. I can get her a room.

LaToya Scott Robinson, CMP | TDCAA Meeting Planner
Telephone: (512) 474-2436

From: Mitchell, Sunni <Sunni.Mitchell@fortbendcountytx.gov>
Sent: Friday, August 18, 2023 9:01 AM
To: LaToya Scott <LaToya.Scott@tdcaa.com>
Subject: RE: Annual Conference Reminder- ACTION REQUIRED!

Good morning,

We are looking for one more room if you have it. For one person for three nights. Totally understand if you don't, but I told her I would check. It's our Public integrity chief.

Thanks LaToya!

Sunni Mitchell
Chief - Domestic Violence Division
Fort Bend County District Attorney's Office
1422 Eugene Heimann Circle, Richmond, TX 77469 (physical)
301 Jackson St., Richmond, TX 77469 (mailing)
281-341-4460 (office)
sunni.mitchell@fbctx.gov



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THIS EMAIL IS COVERED by the Electronics Communications Privacy Act, 18 U.S.C. §2510-2521 and is legally privileged. This transmission may also be protected under the attorney-client privilege, the attorney work product doctrine and/or other protective orders.

From: LaToya Scott <LaToya.Scott@tdcaa.com>
Sent: Thursday, August 17, 2023 5:37 PM
To: Foster, Justin <Justin.Foster@fortbendcountytexas.gov>; Mitchell, Sunni <Sunni.Mitchell@fortbendcountytexas.gov>
Cc: Ulak, Michael <Michael.Ulak@fortbendcountytexas.gov>
Subject: Re: Annual Conference Reminder- ACTION REQUIRED!

For wristband purposes, how many people will be in each room? Also remember, once the reservations are made, there is a \$30 cancellation fee should you need to cancel it later.

LaToya

Sent from my T-Mobile 5G Device
Get [Outlook for Android](#)

From: Foster, Justin <Justin.Foster@fortbendcountytexas.gov>
Sent: Thursday, August 17, 2023 5:26:17 PM
To: LaToya Scott <LaToya.Scott@tdcaa.com>; Mitchell, Sunni <Sunni.Mitchell@fortbendcountytexas.gov>
Cc: Ulak, Michael <Michael.Ulak@fortbendcountytexas.gov>
Subject: RE: Annual Conference Reminder- ACTION REQUIRED!

Good Afternoon,

Michael Ulak and I would like two separate rooms for Check-in Tuesday 9/19, Checkout Friday 9/22, one person per room. Please let us know if you need any additional information.

Regards,

Justin Foster

Justin Foster

Assistant District Attorney

Fort Bend County District Attorney's Office

Justin.Foster@fortbendcountytexas.gov

+++++CONFIDENTIALITY NOTICE+++++

The information in this email may be confidential and/or privileged. This email is intended to be reviewed by only the individual or organization named above. If you are not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any review, dissemination or copying of this email and its attachments, if any, or the information contained herein, is prohibited. If you have received this email in error, please immediately notify the sender by return email and delete this email from your system. Thank you in advance for your assistance.

From: LaToya Scott <LaToya.Scott@tdcaa.com>

Sent: Thursday, August 17, 2023 5:18 PM

To: Mitchell, Sunni <Sunni.Mitchell@fortbendcountytexas.gov>

Cc: Foster, Justin <Justin.Foster@fortbendcountytexas.gov>; Ulak, Michael <Michael.Ulak@fortbendcountytexas.gov>

Subject: Re: Annual Conference Reminder- ACTION REQUIRED!

Hi Sunni,

I can spare two rooms.

Please let me know your arrival date, departure date, and the number of people that will be in your room.

LaToya

Sent from my T-Mobile 5G Device

Get [Outlook for Android](#)

From: Mitchell, Sunni <Sunni.Mitchell@fortbendcountytexas.gov>

Sent: Thursday, August 17, 2023 5:11:34 PM

To: LaToya Scott <LaToya.Scott@tdcaa.com>

Cc: Foster, Justin <Justin.Foster@fortbendcountytexas.gov>; Ulak, Michael <Michael.Ulak@fortbendcountytexas.gov>

Subject: RE: Annual Conference Reminder- ACTION REQUIRED!

Hi LaToya,

Do you know if there are any rooms still left? Two people from my office want to go. I have them copied on here.

Thanks!

Sunni

Sunni Mitchell

Chief - Domestic Violence Division

Fort Bend County District Attorney's Office

1422 Eugene Heimann Circle, Richmond, TX 77469 (physical)

301 Jackson St., Richmond, TX 77469 (mailing)

281-341-4460 (office)

sunni.mitchell@fbctx.gov



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THIS EMAIL IS COVERED by the Electronics Communications Privacy Act, 18 U.S.C. §2510-2521 and is legally privileged. This transmission may also be protected under the attorney-client privilege, the attorney work product doctrine and/or other protective orders.

From: LaToya Scott <LaToya.Scott@tdcaa.com>
Sent: Monday, August 7, 2023 8:12 PM
To: LaToya Scott <LaToya.Scott@tdcaa.com>
Subject: Annual Conference Reminder- ACTION REQUIRED!
Importance: High

Good Evening Annual Conference Speakers!

This is a friendly reminder to:

1. Send in your headshot as soon as possible (missing 13). Even if its not professional, please send me your best pic.
2. Send in your speaker data form as soon as possible (missing 2).
3. Send in your bio as soon as possible (missing 10). This is only for new speakers or if it has been one year since your last TDCAA talk.
4. Send in your PowerPoint and/or materials by September 1st. There are a total of 49 talks so please be kind to me (Lol 😊).

Also, if you have anyone in your office staying at the LaQuinta, there are some rooms left at Kalahari at \$149. You can also send them my way and I'll help them.

If there's anything you need, you know where to find me 😊. Enjoy your evening!

LaToya Scott Robinson, CMP | Meeting Planner
TEXAS DISTRICT & COUNTY ATTORNEYS ASSOCIATION
505 W. 12th Street, Suite 100 ~ Austin, Texas 78701
Telephone: (512) 474-2436 | Fax: (512) 478-4112
www.tdcaa.com

CAUTION:	This email originated from outside of the organization. ' LaToya.Scott@tdcaa.com ' Do not click links, open attachments, or respond unless you recognize the sender and know the content is safe. Please forward suspicious emails to the IT Service Desk .
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Name: Michael A. Ulak SSN or Vendor # 100430100 Department: D.A's Office

Funding Source #1: 63200 (Accounting Unit) 63200 (Account Number) (Activity) if applicable (Reporting Category) if applicable

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

Purpose of Travel: Training/TDCAA Annual Conference Destination: Round Rock, Texas

Date/Time Departure of FBC 09.19.23 at 9:00AM Date/Time Arrival at FBC 09.22.23 at 4:00PM

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: N/A

Any expenses charged on the PCARD? ☐ Yes ☒ No If Yes, list expenditures N/A

[illegible]

Total Miles	<u>330.00</u>	
x Mileage Rate	<u>0.655</u>	
Subtotals	<u>\$216.15</u>	<u>126.00</u>
	63200	63200
Reimbursement	<u>342.15</u>	

Employee Signature: Medina # 1111
 Department Head/
 Elected Official Signature B. J. ...

Date: 12.20.23
Date: 2/14/23

Fort Bend County Procurement Card

Documentation Submission Form

Amount \$ 514.05

Department DISTRICT ATTORNEY

Cardholder TENTRA RANDOLPH

Accounting Distribution 100480100

63200

(for multiple accounts)

Accounting Unit

Account #

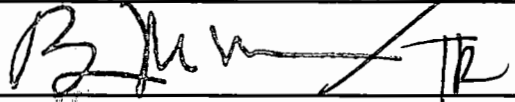
Activity

Acct Cat.

Kalahari MU

(please give details) TDCAA Annual Criminal & Civil Law Conference

Coordinator/Dept. Head
Signature



Date 10/4/2023

Affix Original Receipt here (please no tape)



Guest Name: Michael* Ulak
Texas District and County Attorneys Association (
301 Jackson
Richmond, TX 77469 US

Room #: DNCO
Conf #: R040F690
Group #: 3754
Guests: 1
C/O Clerk:

Arrived: 09/19/23 Arrival Time: 12:23

Depart Date: 09/22/23

Printed 12:24:27

Status: FOL

Date	Description	Reference	Comment	Charges	Credits
09/18/2023	DEP MASTERCARD	09188040	*****3584 090674		(\$514.05)
09/19/2023	ROOM REVENUE	7224		\$149.00	
09/19/2023	OCC STATE TAX	7224t	OCCUPANCY STATE TAX	\$8.94	
09/19/2023	OCC LOCAL TAX	7224t	OCCUPANCY LOCAL TAX	\$13.41	
09/22/2023	PAY VISA	09229537352	*****8909	\$342.70	

Folio Balance:	\$0.00
----------------	--------

Guest Signature: _____

I agree that I am personally liable for the payment of this account and if the person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association. 09/22/2023

Thank you for choosing Kalahari Resort Round Rock! We hope to see you again in the near future. The charges on this statement are as of the printed date and time listed above. Any charges not posted to your account as of this time will be charged to your method of payment on file on your day of departure.

3001 Kalahari Blvd
Round Rock, TX 78665
Telephone 512-651-1000



KALAHARI RESORTS and Convention Center Texas - Credit Card Authorization Form

INSTRUCTIONS

1. Complete this form entirely, all fields are required.
2. This form must be completed and delivered to txreservationssupport@kalahariresorts.com no less than seven (7) days prior to the scheduled arrival date.
3. In addition to this form, you are required to provide a copy of the front and back of the credit card to be used as well as a copy of the card holder's government issued photo ID.*

Send only the last four (4) digits of the credit card number and card holder's name. Nothing else should be visible. For security purposes, please black out all but the last four (4) numbers of the account on the copy of the credit card sent to us. This form will be invalid if the CVV/CSC number is not blacked out. All copies must be clear and legible to be accepted. Additionally, signatures on the card, ID, and form should all reasonably match. If they fail to match, or are difficult or unable to be read, you will be asked to submit additional copies.

I Tentra Randolph affirm that I am the owner and cardholder for the credit/debit card ending with the last four digits 3 5 8 4 with an expiration date of 02 / 26 and a billing ZIP CODE of 774 69.

By submitting this form, I acknowledge that this card will be charged in advance, for the full amount of the room and all applicable taxes and fees.

The name of the person I am authorizing is Michael Ulak.

I am authorizing Kalahari Resorts and Convention Center located in Round Rock, Texas to use my:

☐ VISA ☒ Master Card ☐ Discover ☐ American Express

CONFIRMATION NUMBER R040FL90
SCHEDULED ARRIVAL DATE Month September Day 19 Year 2023
SCHEDULED DEPARTURE DATE Month September Day 22 Year 2023
AVERAGE NIGHTLY ROOM RATE \$ 171.35 w/taxes (\$ 149.00 w/o taxes)

Place an 'X' in the box that accurately represents the purpose of your authorization. My card may be used for the following purchases.

Room and Taxes Only ☒

In addition to Room and Tax charges, this card may be used for the following:

Food and Beverage		Retail Purchases	
Telephone		Spa Services	
Valet		Other	
Movie Rentals			

If you choose to allow your credit card to be used for these additional services, the amount will be authorized to reflect a minimum of an additional 50% above the total amount of the stay. The credit or debit card will only be billed for the exact amount of the items indicated above. In addition, debit cards ARE NOT to be used for additional charging.

CARD HOLDER SIGNATURE:

Tentra Randolph

DATE:

9/13/23

EMAIL ADDRESS:

tentra.randolphm@fbc.tx.gov

TELEPHONE:


281-341-4460


From: LaToya Scott

Sent: Friday, September 8, 2023 9:47 AM

To: Ulak, Michael

Subject: Kalahari Resorts and Conventions - Round Rock Reservation Confirmation

RESERVATION**CONFIRMATION**

**WELCOME TO
KALAHARI**

Kalahari.
RESORTS &
CONVENTIONS
ROUND ROCK, TX

Texas District & County Attorneys Association ~ Sep 18, 2023 - Sep 22, 2023 ~ TX Kalahari Resorts and Conventions

Your reservation at the TX Kalahari Resorts and Conventions has been changed. You will find details of your reservation below.

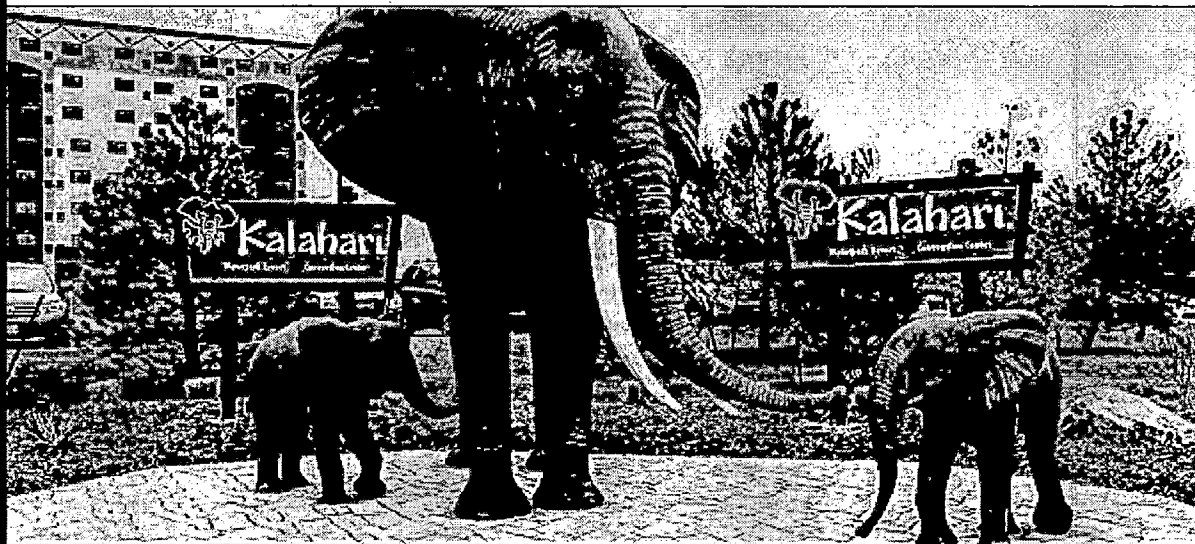
We look forward to welcoming you to the TX Kalahari Resorts and Conventions.

- The Staff of the TX Kalahari Resorts and Conventions

Reservation Details

Hotel Confirmation:	R040F690
Reservation Name:	Michael Ulak
Arrival Date:	Sep 19, 2023
Departure Date:	Sep 22, 2023
Number of Rooms:	1
Number of Guests:	1

Night by Night Rate:	Date	Guests	Status	Rate
	Sep 19, 2023	1	Confirmed	149.00
	Sep 20, 2023	1	Confirmed	149.00
	Sep 21, 2023	1	Confirmed	149.00
	Additional Guest Rate			
	Second Guest	0.00		
	Third Guest	0.00		
	Fourth Guest	0.00		
	Fifth Guest	50.00		
Taxes Per Night	22.35			
Total Per Night:	171.35			
Room Total:	514.05			
Tax Disclosure:	Please note the following taxes are not included into rates: <ul style="list-style-type: none"> • 6% State Tax Per Night. • 9% City Tax Per Night. 			
Cancellation Policy:	Reservations canceled 72 hours or more prior to the date of arrival receive a refund of the deposit, minus a \$30 cancellation fee. Reservations canceled within 72 hours of the date of arrival forfeit the entire deposit of the first night's room and tax.			
Additional:	Please contact the hotel directly if you need to cancel your reservation for any reason. The hotel will ask for a credit/debit card at check-in.			



www.KALAHARIMEETINGS.com

LaToya Scott Robinson, CMP | Meeting Planner
 TEXAS DISTRICT & COUNTY ATTORNEYS ASSOCIATION
 505 W. 12th Street, Suite 100 ~ Austin, Texas 78701

Telephone: (512) 474-2436 | Fax: (512) 478-4112
www.tdcaa.com

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FORT BEND COUNTY
DISTRICT ATTORNEY'S OFFICE



RANDOLPH, TENTRA



2022-09-12



U.S. / Canada: 800-316-6056 | Int'l: 847-488-3748

John M.

Authorized Signature
Not Valid Unless Signed



Issued by JPMorgan Chase Bank, N.A. pursuant to license from Mastercard International.
Use of this card is subject to the Cardholder Agreement.

Fort Bend County Procurement Card

Documentation Submission Form

Amount \$ 150.00

Department DISTRICT ATTORNEY

Cardholder Tentra Randolph

Accounting Distribution 100480100

63200

(for multiple accounts)

Accounting Unit

Account #

Activity

Acct Cat.

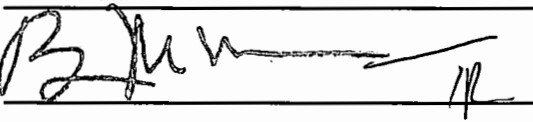
TDCAA 2023 Legislative Update

(please give details) Roundrock

Michael Ulak

Coordinator/Dept. Head

Signature



Date

2/17/24

Affix Original Receipt here (please no tape)

Invoice #**234313**

Registered By: Michael Ulak (michael.ulak@fbctx.gov)

Registration Date 9/27/2023 2:10:39 PM

Registration Amount \$150.00

Confirmation Date 9/27/2023

Amount Paid \$150.00

Amount Due \$0.00

Paid Date 2/17/2024

TDCAA

**Texas District & County
Attorneys Association**

505 W. 12th St., Ste 100 • Austin, TX 78701 • 512-474-2436

To ensure that you receive credit PLEASE ENTER YOUR
BAR NUMBER and or PID NUMBER.

Contact Information: If any pre-populated information
needs to be updated, please contact Kaylene Braden at
kaylene.braden@tdcaa.com.

Title: Mr.

Badge Name: Michael

First Name: Michael

Last Name: Ulak

Suffix:

Position: Asst. District Attorney

BAR Number: 24106536

PID Number:

Employer: Fort Bend County - DA

Office Address 1: 301 Jackson St.

Office Address 2:

Office City: Richmond

Office State: TX

Office Zip: 77469

Office Phone:

2023 Legislative Update - Round Rock

Event Date: 9/19/2023 1:30 PM

Location: Kalahari Resort

3001 Kalahari Blvd

Round Rock, TX 78665

Payment Method:

By Credit Card

*****3584

Select here if you are a paid member or a non member of
TDCAA.

If you are unsure of your membership status please contact
Kaylene Braden at kaylene.braden@tdcaa.com or by contacting her
at 512-474-2436.

-Onsite Registration \$150.00

281.341.4460

Office Fax:

281.238.3340

Cell Phone:

Office Email:

michael.ulak@fbctx.gov



U.S. / Canada: 800-316-6056 | Int'l: 847-488-3748

John M.

Authorized Signature
Not Valid Unless Signed



Issued by JPMorgan Chase Bank, N.A. pursuant to license from Mastercard International.
Use of this card is subject to the Cardholder Agreement.

FORT BEND COUNTY

Travel Expense Reimbursement Report/Transmittal

Name: Tangerlia L Taylor-Felton SSN or Vendor # 17226 Department: 4801A District Attorney's Office

Funding Source #1: 100480100 63200
 (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: Justice of the Peace Prosecution Destination: Fort Bend County JP Courts

Date/Time Departure of FBC 7/1/23 Date/Time Arrival at FBC 7/15/23

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 # NB

Any expenses reimbursed by another agency? (State) ☐ Yes ☒ No Agency: NB

Any expenses charged on the PCARD? ☐ Yes ☒ No If Yes, list expenditures NB

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

Merchant/Location/Description		Mileage	Misc. Expenses
Date(s)	For Mileage Reimbursement list starting and ending destination		
	Per Diem Total (if applicable)		
08/01/23	Court 1-2 Judge Krenak 6610 FM 359 ST 600 Fulshear Tx 77441	38.00	
08/02/23	Court 2-1 Judge Garner 303 Texas Parkway Missouri City Tx 77491	32.60	
08/03/23	Court 1-1 Judge Crow 22333 Grand Corner Drive Katy Tx 77478	31.40	
08/04/23	Court 2-2 Judge Moore Rosenberg St. Needville Tx 77461	29.60	
08/07/23	Court 1-1 Judge Crow 22333 Grand Corner Drive Katy Tx 77478	32.60	
08/08/23	Court 1-2 Judge Krenak 6610 FM 359 ST 600 Fulshear Tx 77441	38.00	
08/09/23	Court 2-1 Judge Garner 303 Texas Parkway Missouri City Tx 77491	32.20	
08/10/23	Court 1-1 Judge Crow 22333 Grand Corner Drive Katy Tx 77478	31.40	
08/11/23	Court 1-1 Judge Crow 22333 Grand Corner Drive Katy Tx 77478	31.40	
08/14/23	Court 1-1 Judge Crow 22333 Grand Corner Drive Katy Tx 77478	31.40	
08/15/23	Court 2-2 Judge Moore Rosenberg St. Needville, Tx 77461	29.60	
08/16/23	Court 2-1 Judge Garner 303 Texas Parkway Missouri City Tx 77491	32.20	
08/17/23	Court 1-1 Judge Crow 22333 Grand Corner Drive Katy Tx 77478	31.40	
08/18/23	Court 1-1 Judge Crow 22333 Grand Corner Drive Katy Tx 77478	31.40	
08/21/23	Court 1-1 Judge Crow 22333 Grand Corner Drive Katy Tx 77478	31.40	
08/22/23	Court 1-2 Judge Krenak 6610 FM 359 ST 600 Fulshear Tx 77441	38.00	
08/23/23	Court 2-1 Judge Garner 303 Texas Parkway Missouri City Tx 77491	32.20	
08/24/23	Court 1-1 Judge Crow 22333 Grand Corner Drive Katy Tx 77478	31.40	
08/25/23	Court 1-1 Judge Crow 22333 Grand Corner Drive Katy Tx 77478	31.40	
Total Miles		617.60	
x Mileage Rate		0.655	
Subtotals		404.53	\$0.00
Total Reimbursement		404.53	

Out of State Approval Date by Commissioners' Court _____
 (Attach copy of minutes with reimbursement)

Employee Signature: Tangerlia Taylor-Felton

Department Head/
 Elected Official Signature [Signature]

Date: 11/16/2023

Date: 2/15/24

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.

FORT BEND COUNTY

Name: Tangerlia L Taylor-Felton **SSN or Vendor #** 17226 **Department:** 4801A District Attorney's Office

Funding Source #1:	<u>100480100</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: Justice of the Peace Prosecution **Destination:** Ft Bend County JP Courts

Date/Time Departure of FBC	8/28/23	Date/Time Arrival at FBC	8/31/23
----------------------------	---------	--------------------------	---------

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 #** 111

Any expenses reimbursed by another agency? (State) ☐ Yes ☒ No Agency: VIA

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.)

[illegible]

Out of State Approval Date by Commissioners' Court
(Attach copy of minutes with reimbursement)

Total 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: Tangerlia Taylor-Felton

Date: 11/16/2023

Department Head/
Elected Official Signature 

Date: 2/5/24

FORT BEND COUNTY

Travel Expense Reimbursement Report/Transmittal

Name: Tangerlia L Taylor-Felton SSN or Vendor # 17226 Department: 4801A District Attorney's Office

Funding Source #1: 100480100 63200
 (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: Justice of the Peace Prosecution Destination: Fort Bend County JP Courts

Date/Time Departure of FBC: 9/1/23 Date/Time Arrival at FBC: 9/28/23

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 # nn

Any expenses reimbursed by another agency? (State) ☐ Yes ☒ No Agency: nn

Any expenses charged on the PCARD? ☐ Yes ☒ No If Yes, list expenditures nn

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)		
09/01/23	Court 2-2 Judge Moore 3114 Rosenberg St Needville Tx 77461	29.60	
09/05/23	Court 1-2 Judge Krenk 6610 FM 359 ST 600 Fulshear Tx 77441	38.00	
09/06/23	Court 2-1 Judge Garner 303 Texas Parkway Missouri City Tx 77491	32.20	
09/07/23	Court 1-1 Judge Crow 22333 Grand Corner Drive Katy Tx 77478	32.60	
09/08/23	Court 1-1 Judge Crow 22333 Grand Corner Drive Katy Tx 77478	32.60	
09/11/23	Court 1-1 Judge Crow 22333 Grand Corner Drive Katy Tx 77478	32.60	
09/12/23	Court 1-2 Judge Krenk 6610 FM 359 ST 600 Fulshear Tx 77441	38.00	
09/13/23	Court 2-1 Judge Garner 303 Texas Parkway Missouri City Tx 77491	32.20	
09/14/23	Court 1-1 Judge Crow 22333 Grand Corner Drive Katy Tx 77478	31.40	
09/15/23	Court 1-1 Judge Crow 22333 Grand Corner Drive Katy Tx 77478	31.40	
09/18/23	Court 1-1 Judge Crow 22333 Grand Corner Drive Katy Tx 77478	31.40	
09/19/23	Court 2-2 Judge Moore 3114 Rosenberg St Needville Tx 77461	29.60	
09/20/23	Court 2-1 Judge Garner 303 Texas Parkway Missouri City Tx 77491	32.20	
09/21/23	Court 1-1 Judge Crow 22333 Grand Corner Drive Katy Tx 77478	31.40	
09/25/23	Court 1-1 Judge Crow 22333 Grand Corner Drive Katy Tx 77478	31.40	
09/26/23	Court 1-2 Judge Krenk 6610 FM 359 ST 600 Fulshear Tx 77441	38.00	
09/27/23	Court 2-1 Judge Garner 303 Texas Parkway Missouri City Tx 77491	32.20	
09/28/23	Court 1-1 Judge Crow 22333 Grand Corner Drive Katy Tx 77478	31.40	
Total Miles		588.20	
x Mileage Rate		0.655	
Subtotals		385.27	\$0.00
Total Reimbursement		385.71	

Out of State Approval Date by Commissioners' Court _____
 (Attach copy of minutes with reimbursement)

Employee Signature: Tangerlia Taylor-Felton

Department Head/
 Elected Official Signature _____

Date: 11/16/2023

Date: 2/15/24

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.

[Handwritten Signature]