PORT OF GALVESTON
REQUEST FOR DISCUSSION AND
TRUSTEE ACTION

BUSINESS ITEM – CONSENT AGENDA – D.1.a

PREPARED BY: Mark Murchison Chief Financial Officer June 11, 2020

SUBJECT: CONSIDER MARCH BOARD AND STAFF EXPENSE REPORTS

BACKGROUND: Each month the Board and Staff incur travel and entertainment expenses in the course of conducting Port business. Copies of these expenses are submitted to the Board each month for review and approval.

RECOMMENDATIONS: The Board of Trustees of the Galveston Wharves is respectfully requested to review the attached information, to listen to the briefing of the Port Director/CEO and the CFO, and to approve the May, 2020 travel and entertainment expenses of the Board and staff as submitted, which were incurred in conformance with the existing policy and within the 2020 Budget.

Respectfully Submitted By:

Rodger Rees, Port Director/CEO

DATE ACTION TAKEN: 

Approved: Motion By: 
Disapproved: Seconded By: 
Deferred To: Unanimous: Yes No 
Incorporated into Minutes: By: 
<table>
<thead>
<tr>
<th>Date of Invoice</th>
<th>Date Paid</th>
<th>Description</th>
<th>Travel</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/20/2020</td>
<td>5/20/2020</td>
<td>Cooperative Purchasing Program annual membership renewal - Stephanie Smith</td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td>5/28/2020</td>
<td>5/28/2020</td>
<td>TXCPA Renewal - Erika Barragan</td>
<td>445.00</td>
<td>445.00</td>
</tr>
<tr>
<td>5/28/2020</td>
<td>5/28/2020</td>
<td>Public Funds Investment Required Training - Erika Barragan</td>
<td>240.00</td>
<td>240.00</td>
</tr>
<tr>
<td>3/12/2020</td>
<td>3/12/2020</td>
<td>TxDOT LocalGov Workshop - Dylan LeMire</td>
<td>36.00</td>
<td>36.00</td>
</tr>
</tbody>
</table>

Reimbursement Requests are in Conformance with Budget and Policy except for certain requests which were submitted outside the 45 day time period and were approved at the discretion of the Port Director.

Approved CFO [Signature]
Date 1/11/2020

Approved Port Director/CEO [Signature]
Date 6/19/2020
Final Notice

State of Texas Cooperative Purchasing Program (CO-OP)
Annual Membership Participation Fee

Account number: M0844

Authorized signers: STEPHANIE SMITH
LAURA CAMCIOGLU

Primary e-mail address: ssabatier@portofgalveston.com
Secondary e-mail address: ssmith@portofgalveston.com

NOTE: If your agent of record (contact person) has changed, please go to www.comptroller.texas.gov/procurement/prog/coop/coopform and complete the name change form.

DUE DATE: 05/29/2020

State of Texas CO-OP annual membership participation fee: $100

Please make your check payable to: State Comptroller

Mailing address: Texas Comptroller of Public Accounts
P.O. Box 13186
Austin, TX 78711

Questions? Call 512-463-3368, or e-mail coop@cpa.texas.gov.

Amount enclosed: $________________

NOTE: Payment must be received by the due date to ensure uninterrupted access to CO-OP membership contracts.

Return this invoice with payment
STEPHANIE SMITH
BOARD OF TRUSTEES OF GALVESTON WHARVES
123 25TH ST., 8TH FLOOR
GALVESTON TX 77550

Account number: W0844

RE: State of Texas Cooperative Purchasing Program
    Annual Membership Renewal

Dear Ms. Smith,

Now is the time to keep the state of Texas' $13 billion purchasing power working for you. Your entity's State of Texas Cooperative Purchasing Program (CO-OP) membership will expire on 05/29/2020

Your CO-OP membership lets you enjoy the ability to save money on goods, save time by ordering through existing state contracts and order thousands of items online using the TxSmartBuy system. You also get the peace of mind knowing that the Texas Comptroller's office stands behind all contracts to ensure they offer the best value for the state of Texas.

To ensure uninterrupted access to all of the advantages of your CO-OP membership, including term contracts, TXMAS and travel contracts, please send your membership fee by 05/29/2020

Everything you need to know to make the most of your CO-OP membership is on our website at www.comptroller.texas.gov/procurement/prog/coop and in our CO-OP manual, listed on the site under "Publications" on the left-hand column.

We're at your service: Please feel free to contact us at 512-463-3368 if you ever have any questions or comments about this program. If you choose not to renew, please call or email us at coop@cpa.texas.gov to let us know why.

Thank you for your participation.

Sincerely,
State of Texas CO-OP Team
## PORT OF GALVESTON
### EMPLOYEE TRAVEL AND EXPENSE STATEMENT

**NAME:** Erika Barragan  
**DESTINATION:** Web training; TXCPA Renewal

**TRIP DESCRIPTION:** UNT FFIA Required Training; TXCPA Renewal

<table>
<thead>
<tr>
<th>DATE</th>
<th>TRAVEL FROM</th>
<th>TRAVEL TO</th>
<th>BUSINESS MEALS / ENTERTAINMENT</th>
<th>LODGING</th>
<th>REGISTRATION / EVENT FEES</th>
<th>PERSONAL AUTO</th>
<th>GROUND TRANSPORT / PARKING</th>
<th>AIR TRAVEL</th>
<th>INCIDENTAL / OTHER</th>
<th>TOTAL PAID BY EMPLOYEE</th>
<th>PREVIOUSLY PAID BY PORT / OTHER EXPENSE REPORT / PORT CREDIT CARD</th>
<th>TOTAL TRIP COST</th>
<th>LESS TRAVEL ADVANCE</th>
<th>TOTAL DUE TO EMPLOYEE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE</td>
<td>1/14/2020</td>
<td>1/15/2020</td>
<td>50.00</td>
<td>100.00</td>
<td>10.00</td>
<td>39.50</td>
<td>46.00</td>
<td>20.00</td>
<td>263.50</td>
<td>300.00</td>
<td>463.50</td>
<td>563.50</td>
<td>200.00</td>
<td>363.50</td>
<td>563.50</td>
</tr>
<tr>
<td>UNT Center for Public Management</td>
<td>5/14/2020</td>
<td>5/15/2020</td>
<td>-</td>
<td>240.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>240.00</td>
<td>240.00</td>
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<td></td>
<td>240.00</td>
<td>240.00</td>
</tr>
<tr>
<td>Texas Society of CPAs</td>
<td>5/27/2020</td>
<td>5/28/2020</td>
<td>445.00</td>
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<td></td>
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<td></td>
<td></td>
<td>445.00</td>
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<td>445.00</td>
<td>445.00</td>
<td></td>
<td>445.00</td>
<td>445.00</td>
</tr>
</tbody>
</table>

**TOTAL THIS PAGE:** 240.00  
**TOTAL PREVIOUS PAGE(S):** 445.00  
**TOTAL ALL PAGES:** 685.00  
**TOTAL DUE TO EMPLOYEE:** 685.00

I hereby certify and affirm that this travel is true and correct in every materialmater: that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties.

**PAYEE'S SIGNATURE:**  
**APPROVED BY:**  
**REVISED 2/12/2017**
## INVOICE

**Date:** 2/28/20  
**Invoice No.:** 33386  

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Mona Barragan</th>
<th>Phone</th>
<th>(832) 392-9293</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Port of Galveston</td>
<td>Extension</td>
<td></td>
</tr>
<tr>
<td>Mailing Address</td>
<td>123 Rosenberg Ave., 8th FL</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Galveston, TX 77550-1494</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:ebarragan@portofgalveston.com">ebarragan@portofgalveston.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate Email</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please verify the spelling of your name, as this is how it will appear on your certificate of attendance.*

### Your registration for Public Funds Investment Act training is confirmed as shown below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Registered</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 14, 2020</td>
<td>Yes</td>
<td>120.00</td>
</tr>
<tr>
<td>May 15, 2020</td>
<td>Yes</td>
<td>120.00</td>
</tr>
</tbody>
</table>

**Amount Due:** $0.00

<table>
<thead>
<tr>
<th>Card Confirmation #</th>
<th>371875255</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshop Time</td>
<td>9:00 a.m. - 3:00 p.m.</td>
</tr>
<tr>
<td>Workshop Location</td>
<td>Zoom</td>
</tr>
<tr>
<td>Workshop Address</td>
<td>On your own</td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>Electronic Materials</td>
<td>Materials will be emailed 5 business days prior to May 14, 2020</td>
</tr>
</tbody>
</table>

### Refund/Transfer Policy
- Refunds (less a $25 processing fee) will be honored if written request is by 5:00 p.m. on May 6, 2020.
- No refunds when notified after 5:00 p.m. on May 6, 2020.
- Registration may only be transferred one time to a workshop within 6 months of the original workshop date. No refunds will be issued to participants who choose to transfer.
- A $25 transfer fee will be charged if transfer is requested after 5:00 p.m. on May 6, 2020.

### Paying by check: please make them payable to University of North Texas
Remit payment to the address provided at the top of this invoice; please return a copy of this invoice with the check.
University of North Texas Center for Public Management
and
Government Treasurers' Organization of Texas

Co Sponsored by Harris County Department of Education

Certificate of Attendance
presented to

Mona E. Barragan

For completion of training on the Texas Public Funds Investment Act and related investment issues

May 14, 2020.......................................................... 5 hours
May 15, 2020.......................................................... 5 hours

Patrick Shinkle
Center for Public Management
TSBPA CPE Sponsor 007716
Thank you for your membership! Below is receipt of payment for your records.

Mona E Barragan  
104 Whiting Street  
Galveston, TX, 77550

Payment Method: Visa 43********0274

DESCRIPTION
Member Dues 6/1/2020 - 5/31/2021

TOTAL

$445

Member ID: 178759
Date: 05/28/2020
Invoice#: 841949

Privacy Terms

https://www.tscpa.org/membership/payments/pay-my-dues

5/28/2020
MEMBER DUES INVOICE: DUE ON RECEIPT FOR PERIOD 6/1/2020 - 5/31/2021

Member Name: Mona Barragan
Chapter: Houston Chapter

DUES AMOUNT

MEMBER VALUE ADD-ONS

One year Subscription to TXCPA Passport

VOLUNTARY CONTRIBUTIONS

PAC Contribution - Houston
Accounting Education Foundation

TOTAL AMOUNT DUE

$445

CREDIT CARD INFORMATION

Credit Card Number
Expiration Date
CVV

Cardholder's name (Please print)
Signature

MAIL: TXCPA, PO BOX 803303, Dallas, TX 75380 | Make checks payable to TXCPA
FAX: 972.687.8634

Dues are not deductible as charitable contributions for income tax purposes but may be deductible as an ordinary business expense, subject to IRS restrictions. TXCPA estimates that 8 percent of your dues dollar is not deductible in accordance with IRC Sec. 6033.

With exception of the TXCPA Passport, the amounts shown for contributions are suggestions only and can be changed as you prefer. You can find details about each entity at www.tscpa.org. Accounting Education Foundation contributions are tax deductible as charitable donations.

Please submit this invoice with your payment.
MEMORANDUM

To: Mark Murchison and Rodger Rees

From: Erika Barragan, Controller

Date: February 21, 2020

Subject: Required Investment Officer Training – May 14-15, 2020

I am requesting permission to attend the UNT Center for Public Management Investment Officer Training in Houston on May 14 and May 15. This is required training for my position at the Port every other year and I will obtain 10 CPE hours.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>$0.00</td>
</tr>
<tr>
<td>Hotel: 3 Night Stay</td>
<td>$0.00</td>
</tr>
<tr>
<td>Transportation:</td>
<td>$50.00</td>
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<tr>
<td>Registration Fee:</td>
<td>$240.00</td>
</tr>
<tr>
<td>Membership Dues:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Parking: 3 Nights/4 Days</td>
<td>$0.00</td>
</tr>
<tr>
<td>Meals: 3 Nights/4 Days</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$290.00</strong></td>
</tr>
</tbody>
</table>

(Approved)   (Not Approved)

[Signature]  2-21-2020  
CFO  Date

(Approved)   (Not Approved)

[Signature]  2-21-2020  
Port Director/CEO Date
May 14 & 15, 2020
Houston

WHEN:
Thursday, May 14, 2020 - 9:00am to 3:00pm
Friday, May 15, 2020 - 9:00am to 3:00pm

WHERE:
Harris County Department of Education
Room 503
6300 Irvington Blvd.
Houston, Texas 77022

REGISTRATION DEADLINE:
Wednesday, May 6, 2020 - 5:00pm

LUNCH:
Will be provided

CO-SPONSOR:
Harris County Department of Education

PREREQUISITES:
Options

PRICE:
$240.00

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Both days</td>
<td>1</td>
</tr>
</tbody>
</table>

Add to cart

REGISTRATION BEGINS:
Friday, November 1, 2019 - 9:00am

(https://social.unt.edu/soci)

https://www.unt.edu
**PORT OF GALVESTON**

**EMPLOYEE TRAVEL AND EXPENSE STATEMENT**

**NAME:** Dylan LeMire

**DESTINATION:** TRSOT Local Government Workshop

**DEPART & RETURN TRAVEL DATES:**
- DEPART: 01/01/2020
- RETURN: 01/01/2020

**TRIP DESCRIPTION**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TRAVEL</th>
<th>BUSINESS MEALS / ENTERTAINMENT</th>
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<th>AIR TRAVEL</th>
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<th>TOTAL PAID BY EMPLOYEE</th>
<th>PREVIOUSLY PAID BY PORT / OTHER</th>
<th>TOTAL TRIP COST</th>
<th>LESS TRAVEL ADVANCE</th>
<th>TOTAL DUE FROM PORT</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/20</td>
<td>1/1/20</td>
<td>50.00</td>
<td>104.00</td>
<td>10.00</td>
<td>39.50</td>
<td>45.00</td>
<td>20.00</td>
<td>250.50</td>
<td>550.00</td>
<td>550.50</td>
<td>200.00</td>
<td>35.00</td>
<td>36.00</td>
<td>62.6 miles at $0.57/mile</td>
</tr>
</tbody>
</table>

**TOTAL THIS PAGE:** - - - - - - - - - - - - - 36.00 - - 36.00 - 36.00

**TOTAL PREVIOUS PAGE(S):** - - - - - - - - - - - - - 36.00 - - 36.00 - 36.00

**TOTAL ALL PAGES:** - - - - - - - - - - - - - 36.00 - - 36.00 - 36.00

**TOTAL DUE RECIPIENT:** 36.00

I hereby certify or affirm that this travel is true and correct in every material matter; that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties.

**PAYEE'S SIGNATURE:** [Signature]

**APPROVED BY:** [Signature]

**DATE:** 1/25/2020

**REVISED:** 2/1/2017
31.3 miles * 2 = 62.6 miles

$$62.6 \text{ miles} \times \frac{0.575}{\text{mile}} = \$36.00$$