

**PORT OF GALVESTON
REQUEST FOR DISCUSSION AND
TRUSTEE ACTION**

BUSINESS ITEM – CONSENT AGENDA – a

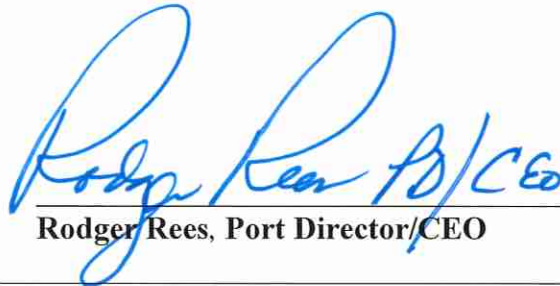
PREPARED BY: Mark Murchison Chief Financial Officer February 18, 2021

SUBJECT: CONSIDER 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 January 2021 travel and entertainment expenses of the Board and staff as submitted, which were incurred in conformance with the existing policy and within the 2021 Budget.

Respectfully Submitted By:



Rodger Rees, Port Director/CEO

DATE ACTION TAKEN: _____


Approved: _____
Disapproved: _____
Deferred To: _____
Incorporated into Minutes: _____

Motion By: _____
Seconded By: _____
Unanimous: Yes _____ No _____
By: _____

**Galveston Wharves
Board/Staff Expense Reports
January 2021**

Date of Invoice	Date Paid	Description	Travel (5081-5084; 6081-6084)	Training (5071-5074; 6071- 6074)	Amount
1/25/2021	1/29/2021	Police Department Texas Police Chief Leadership Series - Kenneth Brown	741.54		741.54
			741.54	-	741.54

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

Approved 
CFO

Approved _____
Port Director/CEO

Date 2/18/2021

Date _____

PORT OF GALVESTON
EMPLOYEE TRAVEL AND EXPENSE STATEMENT

NAME: Kenneth Brown DESTINATION: Huntsville, Texas TRIP DESCRIPTION: Texas Police Chief Leadership Series DEPART: 1/25/2021 RETURN: 01/29/21

DATE	TRAVEL		BUSINESS MEALS/ ENTERTAINMENT	LODGING	REGISTRATION / EVENT FEES	PERSONAL AUTO MILEAGE	GROUND TRANSPORT / PARKING	AIR TRAVEL	INCIDENT ALJ OTHER	TOTAL PAID BY EMPLOYEE	REIMBURSEMENT PAID BY PORT / OTHER REPORT / CREDIT CARD	TOTAL TRIP COST	LESS TRAVEL ADVANCE	NET AMOUNT PAID BY PORT	NOTES
	From	To													
1/25/2021	1/25/2021	1/29/2021									175.00	175.00		175.00	Registration Cost
1/25/2021	1/25/2021	1/29/2021		25.20						85.64		85.64		85.64	Hotel
1/25/2021	1/25/2021	1/29/2021				85.64				85.64		85.64		85.64	Travel Advance to Huntsville
1/25/2021	1/25/2021	1/29/2021				85.64				85.64		85.64		85.64	Travel Advance from Huntsville
1/25/2021	1/25/2021	1/29/2021			27.01					27.01		27.01		27.01	McAlister's Deli
1/25/2021	1/25/2021	1/29/2021			15.00					15.00		15.00		15.00	Los Pericos
1/25/2021	1/25/2021	1/29/2021			25.00					25.00		25.00		25.00	Farmhouse Café
1/25/2021	1/25/2021	1/29/2021			15.05					15.05		15.05		15.05	Chick's Grill & Bar
3/1/2020										692.05		692.05		692.05	Travel Advance
TOTAL THIS PAGE: 175.00 TOTAL PREVIOUS PAGES: 0.00 TOTAL ALL PAGES: 175.00															

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.

APPROVED BY:  DATE: 1/20/2021

REIMBURSEMENT POLICY
 COUNTY OF GALVESTON
 SIGNED:  DATE: 2/3/2021

REVISED 2/1/2017