

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

BUSINESS ITEM – CONSENT AGENDA – a


PREPARED BY: Mark Murchison Chief Financial Officer March 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 travel and entertainment expenses of the Board and staff as submitted; there were no travel expenses incurred during February 2021.

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
February 2021**

Date of Invoice	Date Paid	Description	Travel (5081-5084; 6081-6084)	Training (5071-5074; 6071- 6074)	Amount
		There were no travel expenses during February 2021			

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 _____

Date _____