

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

BUSINESS ITEM – CONSENT AGENDA – a

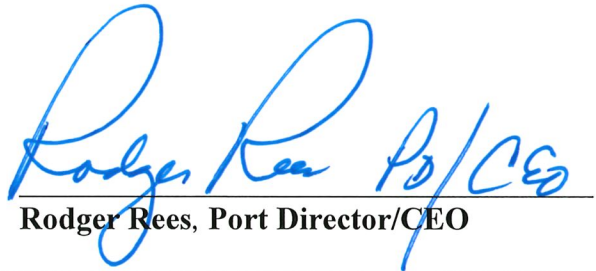
PREPARED BY: Mark Murchison Chief Financial Officer May 17, 2021

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 expenses of the Board and staff as submitted, which were incurred in conformance with the existing policy and within the 2021 Budget. There were no travel expenses incurred during April 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
April 2021**

Date of Invoice	Date Paid	Description	Travel (5081-5084; 6081-6084)	Amount
		There were no travel expenses during April 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
Date 5-18-2021

Approved _____
Port Director/CEO
Date _____