



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Administrator's Office	William Wessel, David McCurdy

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
International Association of Emergency Managers 2024 Conference

Destination: Colorado Springs, CO	Departure: 11/17/24	Return: 11/11/24
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GSA RATE (Additional line provided if travel occurs over a two-month period.)
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GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 127.00	11/17/24 - 11/21/24
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RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)
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The International Association of Emergency Management 2024 Conference provides attendees with exceptional education and informative sessions on best practices and emergency trends in homeland security and emergency management. The conference brings together professionals in homeland security, law enforcement, fire, and emergency management. This includes officials in federal agencies, nonprofits, business owners, universities and decision makers. This also provides opportunities to meet with officials to discuss current and future grant funding opportunities.

TRAVEL EXPENDITURES					
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Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	William Wessel	\$ 127.00	4	11/17/24 - 11/21/24	\$ 508.00
	David McCurdy	\$ 127.00	4	11/17/24 - 11/21/24	\$ 508.00
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<b>Total Cost for Lodging for the Trip</b>	<b>\$ 1,016.00</b>
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Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	\$800/per person	\$ 1,600.00
Transportation:	Air \$350/per person & One (1) Vehicle (\$500)	\$ 1,200.00
Other (specify):	Per Diem of 310/per person	\$ 620.00

<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>	<b>\$ 4,436.00</b>
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ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)
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588291/M0040-2025/1120100000/grant-2004

Requested By: \_\_\_\_\_ Department Head/Elected Official: \_\_\_\_\_

## Your search for colorado springs, Colorado (El Paso including Colorado Springs)

Estimated per diem total: \$818.50 (Max lodging total + M&IE total)

### Lodging breakdown: November 17, 2023 - November 21, 2023

Date	Daily Rate	# of Nights	Total
November	\$127	4	\$508

Max lodging total: **\$508**

### Meals & incidental expenses breakdown: November 17, 2023 - November 21, 2023

Days, Month	Daily Rate	# of Days	Total
First day (11/17/23)*	\$51.75	1	\$51.75
Full day (Nov)	\$69	3	\$207
Last day (11/21/23)*	\$51.75	1	\$51.75

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$310.50**



# TARRANT COUNTY TRAVEL REQUEST

**DEPARTMENT** NAME (If applicable, list additional names)

Tarrant County Housing Wayne Pollard

**CONFERENCE NAME** (Acronyms should not be used. Please provide the full name of the conference/seminar.)

National Association of Housing and Redevelopment Officials 2024 National Conference

Destination: Orlando, FL Departure: 09/24/2024 Return: 09/27/2024

**GSA RATE** (Additional line provided if travel occurs over a two-month period.)

GSA Lodging Rate Date Range for GSA Lodging Rate  
\$140 09/24/2024 - 09/27/2024

**RATIONALE** (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)

Wayne Pollard would like to attend this Conference in order to attend the Leadership Meetings as a Committee member. Mr. Pollard must attend two National Association of Housing and Redevelopment Official's Committee meetings per year in order to stay on the committee. Also, Mr. Pollard has been nominated to the NAHRO Fellowship. NAHRO Fellows are honored because they have demonstrated, over a sustained period of time, their commitment to improve the housing conditions of their fellow citizens and/or the viability and sustainability of the communities in which they live and/or work. They may also be called upon to mentor and serve NAHRO and its members. Mr. Pollard is currently waiting for notification if he has been accepted. Recognition will be held during this conference. The attendee is requesting reimbursement at the GSA lodging rate of \$140.00

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Wayne Pollard	\$140.00	3	09/24/2024 - 09/27/2024	\$420.00
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<b>Total Cost for Lodging for the Trip</b>					<b>\$420.00</b>

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:		\$795
Transportation:		\$201.27
Other (specify):	Per Diem - First & last day of travel \$51.75	\$241.50
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$1,657.77</b>

**ACCOUNT CODING** (Please include all Account Coding and the respective amount coming from each account.)

GL #588291  
Grant # GRANT-2004  
Fund #R0014-2024  
Cost Center #5590100000

Requested By: *[Signature]* Department Head/Elected Official: *[Signature]*

# Your search for Orlando, Florida (Orange including Orlando)

Estimated per diem total: \$661.50 (Max lodging total + M&IE total)

## Lodging breakdown: September 24, 2024 - September 27, 2024

Date	Daily Rate	# of Nights	Total
September	\$140	3	\$420

Max lodging total: **\$420**

## Meals & incidental expenses breakdown: September 24, 2024 - September 27, 2024

Days, Month	Daily Rate	# of Days	Total
First day (09/24/24)*	\$51.75	1	\$51.75
Full day (Sep)	\$69	2	\$138
Last day (09/27/24)*	\$51.75	1	\$51.75

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$241.50**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Transportation Services	Scott Hall, Joseph Jackson

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
American Public Works Association - 2024 Public Works Expo

Destination: Atlanta, GA	Departure: 9/7/24	Return: 9/11/24
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**GSA RATE (Additional line provided if travel occurs over a two-month period.)**

GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 173.00	9/7/24 - 9/11/24
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**RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)**

Expo hosts a multi-modal learning experience designed for professionals of public works. Attendees will participate in a variety of traditional and interactive sessions, seminars, workshops, and networking opportunities as well as displays of public works equipment and services to optimize Count and taxpayer resources.

The attendees are requesting reimbursement at the GSA lodging rate of \$173.00.

**TRAVEL EXPENDITURES**

Category:	Attendee( s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Scott Hall	\$ 173.00	4	9/7/24 - 9/11/24	\$ 692.00
	Joseph Jackson	\$ 173.00	4	9/7/24 - 9/11/24	\$692.00
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<b>Total Cost for Lodging for the Trip</b>					<b>\$1,384.00</b>

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	\$858.00 Member Fee & \$569 Young Professional Fee	\$ 1,427.00
Transportation:	Airfare: Round-trip for 2 employees	\$ 620.00
Other (specify):	Per Diem for 2 employees (lunch vouchers provided Sun, Mon & Tues)	\$ 555.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$3,986.00</b>

**ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)**

588261 Education / 26100-2024 Road & Bridge / 6840100000 Transportation

Requested By: Sarah VanTassel Department Head/Elected Official:

## Your search for Atlanta, Georgia (Fulton / Dekalb including Atlanta)

Estimated per diem total: \$1025 (Max lodging total + M&IE total)

### Lodging breakdown: September 07, 2024 - September 11, 2024

Date	Daily Rate	# of Nights	Total
September	\$173	4	\$692

Max lodging total: **\$692**

### Meals & incidental expenses breakdown: September 07, 2024 - September 11, 2024

Days, Month	Daily Rate	# of Days	Total
First day (09/07/24)*	\$55.50	1	\$55.50
Full day (Sep)	\$74	3	\$222
Last day (09/11/24)*	\$55.50	1	\$55.50

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$333**