



TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)			
Administrator's Office		Chandler Merritt			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
2024 NACo Business of Counties Forum for Major Urban County Administrators					
Destination: Chicago, Illinois		Departure: 10/9/24		Return: 10/11/24	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 223.00		10/9/24 - 10/11/24			
		-			
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
This conference brings together County Administrator Officials from major urban counties to network and share challenges and opportunities in the public sector. The attendee will participate in presentations and roundtable discussions.					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Chandler Merritt	\$223.00	2	10/9/24 - 10/11/24	\$ 446.00
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Total Cost for Lodging for the Trip					
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:					\$ 0.00
Transportation:	Airfare				\$ 350.00
Other (specify):	Meal per Diem				\$ 230.00
TOTAL FOR ALL TRAVEL EXPENDITURES					\$ 1,026.00
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588291/10000-2024/1120100000					

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

**Your search for Chicago, Illinois (Cook / Lake including Chicago)**

Estimated per diem total: \$676 (Max lodging total + M&IE total)

**Lodging breakdown: October 09, 2024 - October 11, 2024**

Date	Daily Rate	# of Nights	Total
October	\$223	2	\$446

Max lodging total: **\$446**

**Meals & incidental expenses breakdown: October 09, 2024 - October 11, 2024**

Days, Month	Daily Rate	# of Days	Total
First day (10/09/24)*	\$69	1	\$69
Full day (Oct)	\$92	1	\$92
Last day (10/11/24)*	\$69	1	\$69

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

M&IE total: **\$230**



# TARRANT COUNTY TRAVEL REQUEST

<b>DEPARTMENT</b>		<b>NAME (If applicable, list additional names)</b>			
Tarrant County Sheriff's Office		Thomas McGullam and Jacob Narvaez			
<b>CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)</b>					
National Alliance of Gang Investigators Associations World Gang Summit					
Destination: Lexington, Kentucky		Departure: 9/29/24		Return: 10/4/24	
<b>GSA RATE (Additional line provided if travel occurs over a two-month period.)</b>					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 116.00		9/29/24 - 10/4/24			
<b>RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)</b>					
To gain more knowledge from other law enforcement agencies as well as analysts on the current trends of street gangs, prison gangs and other domestic terrorist organizations.					
The per night lodging rate before taxes and fees is \$116.00.					
<b>TRAVEL EXPENDITURES</b>					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Thomas McGullam	\$ 134.64	5	9/29/24 - 10/4/24	\$ 673.21
	Jacob Narvaez	\$ 134.64	5	9/29/24 - 10/4/24	\$ 673.21
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<b>Total Cost for Lodging for the Trip</b>					<b>\$ 1,346.42</b>
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	\$350.00/registration				\$ 700.00
Transportation:	\$700.00/flight \$245.00/car rental				\$ 1,890.00
Other (specify):	\$324.50/meals & incidentals \$60.00/fuel \$60.00/baggage				\$ 889.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>					<b>\$ 4,825.42</b>
<b>ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)</b>					
588261-24200-2024-2110430000 \$2,412.71					
588261-24200-2024-2110940000 \$2,412.71					

Requested By:

Department Head/Elected Official:

  
RV 02/21/2024

**Your search for Lexington, Kentucky (Fayette including Lexington)**

Estimated per diem total: \$998 (Max lodging total + M&IE total)

**Lodging breakdown: September 29, 2024 - October 04, 2024**

Date	Daily Rate	# of Nights	Total
September	\$116	2	\$232
October	\$118	3	\$354

Max lodging total: **\$586**

**Meals & incidental expenses breakdown: September 29, 2024 - October 04, 2024**

Days, Month	Daily Rate	# of Days	Total
First day (09/29/24)*	\$48	1	\$48
Full day (Sep)	\$64	1	\$64
Full day (Oct)	\$80	3	\$240
Last day (10/04/24)*	\$60	1	\$60

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

M&IE total: **\$412**



# TARRANT COUNTY TRAVEL REQUEST

<b>DEPARTMENT</b>		<b>NAME (If applicable, list additional names)</b>			
Tarrant County Sheriff's Office		Esmeralda Garcia			
<b>CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)</b>					
Federal Bureau of Investigation National Academy					
Destination: Quantica, VA		Departure: 9/26/24		Return: 12/18/24	
<b>GSA RATE (Additional line provided if travel occurs over a two-month period.)</b>					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 237.00 / \$122.00		9/26/24 - 9/28/24			
\$ 129.00 / \$119.00		12/12/24 - 12/14/24			
<b>RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)</b>					
<p>The attendee is a Lieutenant at the Lon Evans Correction Center. The Federal Bureau of Investigation National Academy will enhance her personal and professional development by preparing her for complex, dynamic and contemporary challenges through innovating techniques. The Federal Bureau of Investigation National Academy will cover the tuition, books, meals and lodging while attending this 292nd Session. Request for one (1) Round-Trip flights for home visits due to the closure of the Academy for a Federal Holiday.</p> <p>The attendee is requesting to stay one (1) night in Nashville, Tennessee and one (1) night in Roanoke, Virginia for their travel to the Academy. The per night lodge rate before taxes and fees are \$194.00 and \$111.03. The attendee is requesting to stay one (1) night in Knoxville, Tennessee and one (1) in Hot Springs, Arkansas for their travel back home from the Academy. The per night lodging rate before taxes and fees is \$119.00 and \$119.00. Request for the use of a county Vehicle.</p>					
<b>TRAVEL EXPENDITURES</b>					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Esmeralda Garcia	\$ 249.88	1	9/26/24 - 9/27/24	\$ 249.88
	Esmeralda Garcia	\$ 111.03	1	9/27/24 - 9/28/24	\$ 111.03
	Esmeralda Garcia	\$ 139.53	1	12/12/24 - 12/13/24	\$ 139.53
	Esmeralda Garcia	\$ 127.10	1	12/13/24 - 12/14/24	\$ 127.10
Total Cost for Lodging for the Trip					\$ 627.54
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	0.00				\$ 0.00
Transportation:	\$848.00/flight				\$ 848.00
Other (specify):	\$214.50/meals, \$70.00/baggage, \$100.00/fuel and \$784.80/uniforms				\$ 1,169.30
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>					<b>\$2,644.84</b>
<b>ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)</b>					
588261-24200-2024-2120990000					

Requested By:

*[Signature]*  
8-20-2024

Department Head/Elected Official:

*[Signature]*

RV 02/21/2024

**Your search for Nashville, Tennessee (Davidson including Nashville)**

Estimated per diem total: \$355.50 (Max lodging total + M&IE total)

**Lodging breakdown: September 26, 2024 - September 27, 2024**

Date	Daily Rate	# of Nights	Total
September	\$237	1	\$237

Max lodging total: **\$237**

**Meals & incidental expenses breakdown: September 26, 2024 - September 27, 2024**

Days, Month	Daily Rate	# of Days	Total
First day (09/26/24)*	\$59.25	1	\$59.25
Last day (09/27/24)*	\$59.25	1	\$59.25

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

M&IE total: **\$118.50**



**Your search for Roanoke, Virginia (City limits of Roanoke including Roanoke)**

Estimated per diem total: \$210.50 (Max lodging total + M&IE total)

**Lodging breakdown: September 27, 2024 - September 28, 2024**

Date	Daily Rate	# of Nights	Total
September	\$122	1	\$122

Max lodging total: **\$122**

**Meals & incidental expenses breakdown: September 27, 2024 - September 28, 2024**

Days, Month	Daily Rate	# of Days	Total
First day (09/27/24)*	\$44.25	1	\$44.25
Last day (09/28/24)*	\$44.25	1	\$44.25

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

M&IE total: **\$88.50**

**Your search for Knoxville, Tennessee (Knox including Knoxville)**

Estimated per diem total: \$230 (Max lodging total + M&IE total)

**Lodging breakdown: December 12, 2024 - December 13, 2024**

Date	Daily Rate	# of Nights	Total
December	\$119	1	\$119

Max lodging total: **\$119**

**Meals & incidental expenses breakdown: December 12, 2024 - December 13, 2024**

Days, Month	Daily Rate	# of Days	Total
First day (12/12/24)*	\$55.50	1	\$55.50
Last day (12/13/24)*	\$55.50	1	\$55.50

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

M&IE total: **\$111**



# Your search for Hot Springs, Arkansas (Garland including Hot Springs)

Estimated per diem total: \$216 (Max lodging total + M&IE total)

## Lodging breakdown: December 13, 2024 - December 14, 2024

Date	Daily Rate	# of Nights	Total
December	\$114	1	\$114

Max lodging total: \$114

## Meals & incidental expenses breakdown: December 13, 2024 - December 14, 2024

Days, Month	Daily Rate	# of Days	Total
First day (12/13/24)*	\$51	1	\$51
Last day (12/14/24)*	\$51	1	\$51

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

M&IE total: \$102



# TARRANT COUNTY TRAVEL REQUEST

<b>DEPARTMENT</b>		<b>NAME (If applicable, list additional names)</b>			
Tarrant County Sheriff's Office		Scott Hadley and Todd Tipton			
<b>CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)</b>					
22nd Annual International Breachers Symposium					
Destination: Southaven, Mississippi		Departure: 11/2/24		Return: 11/7/24	
<b>GSA RATE (Additional line provided if travel occurs over a two-month period.)</b>					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 126.00		11/02/2024 - 11/07/2024			
<b>RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)</b>					
Extra training for the Special Weapons and Tactics (SWAT) Team breachers.					
The per night lodging rate before taxes and fees is \$129.00.					
<b>TRAVEL EXPENDITURES</b>					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Scott Hadley	\$ 141.90	5	11/2/24 - 11/7/24	\$ 709.50
	Todd Tipton	\$ 141.90	5	11/2/24 - 11/7/24	\$ 709.50
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<b>Total Cost for Lodging for the Trip</b>					<b>\$ 1,419.00</b>
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	\$425.00 x 2				\$ 850.00
Transportation:	\$339.00 x 2 (flight) \$274.00 (car rental)				\$ 952.00
Other (specify):	\$283.50 x 2 (meals & incidentals) \$60.00 x 2 (baggage) \$50.00 (fuel)				\$ 737.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>					<b>\$ 3,958.00</b>
<b>ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)</b>					
588261-24200-2024-2110550000 \$850.00					
588261-10000-2025-2110550000 \$3,108.00					

Requested By: Tim Canas Digitally signed by Tim Canas  
Date: 2024.05.02 12:36:59 -05'00'

Department Head/Elected Official: 

RV 02/21/2024

**Your search for southaven, Mississippi (Desoto including Southaven)**

Estimated per diem total: \$1004 (Max lodging total + M&IE total)

**Lodging breakdown: November 02, 2024 - November 07, 2024**

Date	Daily Rate	# of Nights	Total
November	\$126	5	\$630

Max lodging total: **\$630**

**Meals & incidental expenses breakdown: November 02, 2024 - November 07, 2024**

Days, Month	Daily Rate	# of Days	Total
First day (11/02/24)*	\$51	1	\$51
Full day (Nov)	\$68	4	\$272
Last day (11/07/24)*	\$51	1	\$51

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

M&IE total: **\$374**