



# TARRANT COUNTY TRAVEL REQUEST FORM

DEPARTMENT		ATTENDEE NAME(S)		
Administrator's Office		Russell Schaffner		
EVENT NAME <i>Acronyms should not be used. Please provide the full name of the conference/seminar.</i>				
2024 NACo Legislative Conference				
Destination: Washington, D.C.		Departure Date: 2/9/24	Return Date: 2/12/24	
TRAVEL EXPENDITURES <i>Provide a per-person breakdown for each category.</i>				
Category	GSA Rate	Per Person	Total Cost	
Lodging:	\$193.00	\$579.00 Per Night: \$193.00	\$579.00	
Transportation:		\$300.00	\$300.00	
Registration:		\$520.00	\$520.00	
Meal Per Diem/Other (Specify)	\$59.25/\$79.00	\$276.50	\$276.50	
Total			\$1,675.50	
Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:				
Staff is requesting reimbursement at the GSA nightly lodging rate.				
RATIONALE FOR TRAVEL				
This conference will allow the attendees to network with local, state, and federal officials and participate in congressional briefings and meetings. The attendees will learn about federal policy issues that impact counties and our constituents and join policy and educational sessions.				
FUNDING SOURCE(S) <i>Account coding must be confirmed with the Budget Department. If funds are not available, the request will be denied and will not appear on the agenda.</i>				
GL #(s)	Grant #(s)	Fund #(s)	Cost Center #(s)	Total Breakdown
588291		10000-2024	1120100000	\$1,675.50
Employee Signature(s) :				Date:
Department Head/Elected Official Signature:				Date:
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Court Order # :		Court Date:

**Your search for Washington, District of Columbia (Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland) including District of Columbia)**

Estimated per diem total \$855.50 (Max lodging total + M&IE total)

**Lodging breakdown: February 09, 2024 - February 12, 2024**

Date	Daily Rate	# of Nights	Total
February	\$193	3	\$579

Max lodging total: **\$579**

**Meals & incidental expenses breakdown: February 09, 2024 - February 12, 2024**



Days, Month	Daily Rate	# of Days	Total
First day (02/09/24)*	\$59.25	1	\$59.25
Full day (Feb)	\$79	2	\$158
Last day (02/12/24)*	\$59.25	1	\$59.25

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

M&IE total: **\$276.50**



# TARRANT COUNTY TRAVEL REQUEST FORM

DEPARTMENT		ATTENDEE NAME(S)		
Tarrant County Commissioner, Precinct 3		Gary Fickes, Kathryn Rotter		
EVENT NAME <i>Acronyms should not be used. Please provide the full name of the conference/seminar.</i>				
2024 National Association of Counties Legislative Conference				
Destination: Washington, D.C.		Departure Date: 2/9/24	Return Date: 2/13/24	
TRAVEL EXPENDITURES <i>Provide a per-person breakdown for each category.</i>				
Category	GSA Rate	Per Person	Total Cost	
Lodging:	\$193	Per Night: \$275+ tax	\$2550	
Transportation:		\$325	\$650	
Registration:		\$520	\$1040	
Meal Per Diem/Other (Specify)	\$355	\$355	\$710	
Total			\$4950	
Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:				
Hotel is host hotel for conference.				
RATIONALE FOR TRAVEL				
Represent Tarrant County at the NACo Legislative Conference where county elected and appointed officials around the country gather to focus on federal policy issues that impact counties and our residents. Attendees have the opportunity to engage in second-to-none policy and education sessions, interact with federal officials and participate in congressional briefings and meetings.				
FUNDING SOURCE(S) <i>Account coding must be confirmed with the Budget Department. If funds are not available, the request will be denied and will not appear on the agenda.</i>				
GL #(s)	Grant #(s)	Fund #(s)	Cost Center #(s)	Total Breakdown
588291		26100-2024	6310100000	\$4950
Employee Signature(s): 				Date: 11/20/23
Department Head/Elected Official Signature: 				Date: 11/20/23
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Court Order #:	Court Date:	

**Your search for Washington, District of Columbia (Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland) including District of Columbia)**

Estimated per diem total \$1127 50 (Max lodging total + M&IE total)

**Lodging breakdown: February 09, 2024 February 13, 2024**

Date	Daily Rate	# of Nights	Total
February	\$193	4	\$772

Max lodging total: \$772

**Meals & incidental expenses breakdown: February 09, 2024 - February 13, 2024**

Days, Month	Daily Rate	# of Days	Total
First day (02/09/24)*	\$59.25	1	\$59.25
Full day (Feb)	\$79	3	\$237
Last day (02/13/24)*	\$59.25	1	\$59.25

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

M&IE total: **\$355.50**





# TARRANT COUNTY TRAVEL REQUEST

<b>DEPARTMENT</b>		<b>NAME (If applicable, list additional names)</b>			
Medical Examiner		Tasha Zemrus, Kendall Crowns, Stacey Murthy, Mark Shelly, Tara Jones, Michael Chaump, Robert Johnson, Chris Rainwater, Christian Crowder, Ara McCall, Kei Usawa, Arshad Majid			
<b>CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)</b>					
American Academy of Forensic Sciences (AAFS) 76th Annual Conference 2024					
Destination: Denver, CO		Departure: 2/17/24		Return: 2/25/24	
<b>GSA RATE (Additional line provided if travel occurs over a two-month period.)</b>					
<b>GSA Lodging Rate</b>		<b>Date Range for GSA Lodging Rate</b>			
\$ 169.00		2/17/24 - 2/25/24			
<b>RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)</b>					
<p>This conference allows for Medical Examiner and Toxicology staff to complete required continuing education credits. The annual AAFS meeting provides an educational opportunity for medical examiners and others in the forensic sciences. It presents an international perspective concerning medicolegal death investigation and all aspects of forensic sciences that allow attendees to remain up to date on proper procedures and new trends. Employees in TCME Administration, Toxicology and Human Identification/Anthropology and Medical Examiners are all involved in moderating scientific sessions, presenting scientific research, attending workshops, group discussions, and section meetings. This benefits the county by making certain that those employed by the Medical Examiner's Office are performing their duties to the highest standard as they represent the county in their work, including testimony to assist the district attorney's office and assisting local law enforcement.</p> <p>The hotel conference rate before tax is \$229/\$299.00 but employees will request reimbursement at the GSA lodging rate of \$169.00. A chart listing all attendees with travel dates and cost breakdowns has been attached.</p>					
<b>PROJECT EXPENDITURES</b>					
<b>Category:</b>	<b>Attendee(s) Name(s):</b>	<b>Cost Per Night, Per Attendee:</b>	<b># of Days:</b>	<b>Date Range:</b>	<b>Total Lodging Cost Per Attendee:</b>
Lodging	Dr. Kendall Crowns	\$ 169.00	4	2/21/24 - 2/24/24	\$ 507.00
	Dr. Stacey Murthy	\$ 169.00	3	2/21/24 - 2/23/24	\$ 338.00
	Dr. Michael Chaump	\$ 169.00	7	2/18/24 - 2/24/24	\$ 1,014.00
	Dr. Christian Crowder	\$ 169.00	6	2/19/24 - 2/24/24	\$ 845.00
	Arshad Majid and Christopher Rainwater	\$ 169.00	6	2/19/24 - 2/24/24	\$ 1,690.00
<b>Total Cost for Lodging for the Trip</b>					<b>\$ 4,394.00</b>
<b>Category:</b>	<b>Additional Details (ex: if the cost per attendee differs.)</b>				<b>Total Cost:</b>
Registration:	\$155-Chaump, \$455-Crowns, Crowder, Murthy, Jones, Majid, Rainwater, Shelly				\$ 3,340.00
Transportation:	\$400 round-trip: Chaump, Crowns, Crowder, Murthy, Jones, Majid, Rainwater, Shelly				\$ 3,200.00
Other (specify):	Requesting Per Diem: Chaump, Crowns, Crowder, Murthy, Jones, Majid, Rainwater				\$ 2,963.50
<b>TOTAL FOR ALL TRAVEL (This will automatically calculate.)</b>					<b>\$13,897.50</b>
<b>ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)</b>					
588261/NRG/10000-2024/2310100000 = \$13,897.50					

Requested By:

Department Head/Elected Official:

RV 8/29/2023

**Your search for Denver, Colorado (Denver / Adams / Arapahoe / Jefferson including Denver / Aurora)**

Estimated per diem total: \$2023.50 (Max lodging total + M&IE total)

**Lodging breakdown: February 17, 2024 - February 25, 2024**

Date	Daily Rate	# of Nights	Total
February	\$169	8	\$1352

Max lodging total: **\$1352**

**Meals & incidental expenses breakdown: February 17, 2024 - February 25, 2024**

Days, Month	Daily Rate	# of Days	Total
First day (02/17/24)*	\$59.25	1	\$59.25
Full day (Feb)	\$79	7	\$553
Last day (02/25/24)*	\$59.25	1	\$59.25


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

M&IE total **\$671.50**





# TARRANT COUNTY TRAVEL REQUEST FORM

<b>DEPARTMENT</b>		<b>ATTENDEE NAME(S)</b>		
Public Health		J'Vonnah Maryman, Carmen Johnson		
<b>EVENT NAME</b> <i>Acronyms should not be used. Please provide the full name of the conference/seminar.</i>				
COVID-19 Health Disparities Grant Reverse Site Visit				
Destination: Chicago, IL		Departure Date: 3/25/24	Return Date: 3/28/24	
<b>TRAVEL EXPENDITURES</b> <i>Provide a per-person breakdown for each category.</i>				
Category	GSA Rate	Per Person	Total Cost	
Lodging:		Per Night:		
Transportation:				
Registration:				
Meal Per Diem/Other (Specify)				
Total				
<i>Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:</i>				
<b>RATIONALE FOR TRAVEL</b>				
As the agencies principal investigator/project manager, CDC and NNPHI are requesting staffs attendance at a "reverse site visit". NNPHI is bringing grant recipients together to attend the COVID-19 Health Disparities Grant Reverse Site Visit: Celebrating Our Successes. This event is intended for grant recipients and will allow space to share experiences and learn new skills as well as share best practices, celebrate successes, and discuss sustainability of grant activities.				
***ALL EXPENSES TO BE PAID BY NATIONAL NETWORK OF PUBLIC HEALTH INSTITUTES (NNPHI) - NNPHI to sponsor two (2) attendees.				
<b>FUNDING SOURCE(S)</b> <i>Account coding must be confirmed with the Budget Department. If funds are not available, the request will be denied and will not appear on the agenda.</i>				
GL #(s)	Grant #(s)	Fund #(s)	Cost Center #(s)	Total Breakdown
588261	NRG	T0400-2024	5100 014 000	0
Employee Signature(s) :  J'Vonnah Maryman (Nov 15, 2023 13:36 CST)			Date: 11/15/23	
Department Head/Elected Official Signature: <u>Veerinder Taneja</u> <small>Veerinder Taneja (Nov 17, 2023 14:30 CST)</small>			Date: 11/17/2023	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		Court Order # :		Court Date:





# TARRANT COUNTY TRAVEL REQUEST FORM

<b>DEPARTMENT</b>		<b>ATTENDEE NAME(S)</b>		
Tarrant County Sheriff Office		Marycarmen Ramirez		
<b>EVENT NAME</b> <i>Acronyms should not be used. Please provide the full name of the conference/seminar.</i>				
Officer Safety and Wellness Conference				
Destination: Louisville, KY		Departure Date: 2/29/24	Return Date: 3/4/24	
<b>TRAVEL EXPENDITURES</b> <i>Provide a per-person breakdown for each category.</i>				
<b>Category</b>	<b>GSA Rate</b>	<b>Per Person</b>	<b>Total Cost</b>	
Lodging:	\$149.00	\$556.00 Per Night: 139.00	\$556.00	
Transportation:		\$600.59+\$199.56 Airfare/rental car	\$800.15	
Registration:		\$690.00	\$690.00	
Meal Per Diem/Other (Specify)	\$288.00	\$60.00 Luggage	\$348.00	
Total			\$2,394.15	
Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:				
<b>RATIONALE FOR TRAVEL</b>				
Marycarmen Ramirez is the Victim Assistance coordinator for The Tarrant County Sheriff's Office and oversees the Sheriff Office peer support team. This conference will provide her training in both areas in addition to nationwide networking.				
<b>FUNDING SOURCE(S)</b> <i>Account coding must be confirmed with the Budget Department. If funds are not available, the request will be denied and will not appear on the agenda.</i>				
GL #(s)	Grant #(s)	Fund #(s)	Cost Center #(s)	Total Breakdown
588261		S9600-2024	2110710000	\$2,394.15
Employee Signature(s) :			Date:	
			11/20/2023	
Department Head/Elected Official Signature:			Date:	
			11-21-23	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	Court Order # :	Court Date:	

**Your search for Louisville, Kentucky (Jefferson including Louisville)**

Estimated per diem total \$884 (Max lodging total + M&IE total)

**Lodging breakdown: February 29, 2024    March 04, 2024**

Date	Daily Rate	# of Nights	Total
February	\$149	1	\$149
March	\$149	3	\$447

Max lodging total: **\$596**

**Meals & incidental expenses breakdown: February 29, 2024 - March 04, 2024**

Days, Month	Daily Rate	# of Days	Total
First day (02/29/24)*	\$48	1	\$48
Full day (Mar)	\$64	3	\$192
Last day (03/04/24)*	\$48	1	\$48

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

M&IE total: **\$288**