




# TARRANT COUNTY TRAVEL REQUEST FORM

DEPARTMENT		ATTENDEE NAME(S)		
Commissioner, Precinct 1		Roy C. Brooks		
EVENT NAME <i>Acronyms should not be used. Please provide the full name of the conference/seminar.</i>				
National Association of Counties 2023 Fall Board Meeting				
Destination: St. Paul, Minnesota		Departure Date: 11/30/23	Return Date: 12/2/23	
TRAVEL EXPENDITURES <i>Provide a per-person breakdown for each category.</i>				
Category	GSA Rate	Per Person	Total Cost	
Lodging:	\$148.00	\$ 361.54 Per Night: \$180.77	\$ 361.54	
Transportation:	\$ 544.00	\$ 544.00	\$ 544.00	
Registration:	\$0.00	\$0.00	\$ 0.00	
Meal Per Diem/Other (Specify)	\$197.50	\$ 197.50	\$ 197.50	
Total			\$ 1,103.04	
Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:				
Per night rate before taxes and fees is \$156.00				
RATIONALE FOR TRAVEL				
The NACo Fall Board of Directors Meeting and Forward Symposium will convene county leaders in Ramsey County, Minnesota. The Board will conduct NACo business and explore innovative strategies to move counties forward together with a focus on connecting and building bridges, inspiring engagement in county government, and leading intergovernmental partnerships.				
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
26100-2024		588261	6110100000	\$1,103.04
Employee Signature(s) : 				Date: 11/6/23
Department Head/Elected Official Signature:				Date: 11/6/23
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		Court Order # :		Court Date:

## Your search for St. Paul, Minnesota (Hennepin / Ramsey including Minneapolis / St. Paul)

Estimated per diem total: \$493.50 (Max lodging total + M&IE total)

### Lodging breakdown: November 30, 2023 - December 02, 2023

Date	Daily Rate	# of Nights	Total
November	\$148	1	\$148
December	\$148	1	\$148

Max lodging total: **\$296**

### Meals & incidental expenses breakdown: November 30, 2023 - December 02, 2023

Days, Month	Daily Rate	# of Days	Total
First day (11/30/23)*	\$59.25	1	\$59.25
Full day (Dec)	\$79	1	\$79
Last day (12/02/23)*	\$59.25	1	\$59.25

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

<sup>b</sup> M&IE total: **\$197.50**





# TARRANT COUNTY TRAVEL REQUEST FORM

DEPARTMENT		ATTENDEE NAME(S)		
HIV Administrative Agency		Lisa Muttiah		
EVENT NAME <i>Acronyms should not be used. Please provide the full name of the conference/seminar.</i>				
Innovation and Institute for Healthcare Improvement (IHI) & Center for Quality Improvement (CQII) Expert Meeting on Sustainability				
Destination: NYC, NY		Departure Date: 12/3/23	Return Date: 12/5/23	
TRAVEL EXPENDITURES <i>Provide a per-person breakdown for each category.</i>				
Category	GSA Rate	Per Person	Total Cost	
Lodging:		Per Night:	0.00	
Transportation:			0.00	
Registration:			0.00	
Meal Per Diem/Other (Specify)			0.00	
Total			0.00*	
Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:				
RATIONALE FOR TRAVEL				
The meeting will bring together those who strive to improve HIV care and treatment across the country and focus on sustainability within Improvement Science, Implementation Science, and related fields. This is a unique and valuable opportunity to learn about and share knowledge and expertise and develop practical applications for leveraging both Improvement and Implementation Science strategies in our work.				
*All expenses are being covered by the Center for Quality Improvement (CQII)				
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
				0.00*
Employee Signature(s) :				Date: 11/9/23
Lisa Muttiah				
Department Head/Elected Official Signature:				Date:
<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>		
Information Technology		Jason Kucera		
<b>EVENT NAME</b> <i>Acronyms should not be used. Please provide the full name of the conference/seminar.</i>				
Gartner Infrastructure, Operations & Cloud Strategies Conference				
Destination: Las Vegas, NV		Departure Date: 12/4/23	Return Date: 12/8/23	
<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:	\$152.00	Per Night: \$135.73	\$542.92	
Transportation:		\$413.00	\$413.00	
Registration:				
Meal Per Diem/Other (Specify)	\$310.50	\$268.77	\$579.27	
Total			\$1,535.19	
<i>Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:</i>				
<b>RATIONALE FOR TRAVEL</b>				
<p>The Gartner IT Infrastructure, Operations &amp; Cloud Strategies Conference delivers three days of technology and cloud transformation education, best practices, and access to industry experts specializing in technology infrastructure and cloud strategies to discuss and maximize approaches for Tarrant County to deploy as part of its Cloud First strategy. By attending in person, we will gain key insights into IT Infrastructure and operation as well as define road maps to accelerate our cloud transformation. This conference offers the education and access to industry through leaders and experts to enhance our technology enablement and delivery strategies to accelerate for Cloud First services.</p> <p>This training is only being held in Las Vegas, NV</p> <p>THE REGISTRATION FEE IS BEING COMPED BY GARTNER</p>				
<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>				
<b>GL #(s)</b>	<b>Grant #(s)</b>	<b>Fund #(s)</b>	<b>Cost Center #(s)</b>	<b>Total Breakdown</b>
588261		10000-2024	18102010000	\$1,535.19
<b>Employee Signature(s) :</b>				<b>Date:</b>
 Jason Kucera (Nov 7, 2023 07:52 CST)				
<b>Department Head/Elected Official Signature:</b>  Russell Seay (Nov 7, 2023 08:07 CST)				<b>Date:</b>
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<b>Court Order # :</b>		<b>Court Date:</b>

## Your search for Las Vegas, Nevada (Clark including Las Vegas)

Estimated per diem total: \$918.50 (Max lodging total + M&IE total)

### Lodging breakdown: December 04, 2023 - December 08, 2023

Date	Daily Rate	# of Nights	Total
December	\$152	4	\$608

Max lodging total: **\$608**

### Meals & incidental expenses breakdown: December 04, 2023 - December 08, 2023

Days, Month	Daily Rate	# of Days	Total
First day (12/04/23)*	\$51.75	1	\$51.75
Full day (Dec)	\$69	3	\$207
Last day (12/08/23)*	\$51.75	1	\$51.75

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

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