



TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)			
ELECTIONS ADMINISTRATION		TROY HAVARD			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
2024 ISAC ANNUAL MEETING					
Destination: ORLANDO, FL		Departure: 6/22/24		Return: 6/27/24	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 140.00		6/22/24 - 6/27/24			
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
2024 ISAC Annual Meeting for the Multi-State and Elections Infrastructure Information Sharing and Analysis Centers. The ISAC Annual Meeting brings together professionals from various sectors to explore key trends, challenges, and solutions in the cybersecurity of Elections.					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Troy Havard	\$ 144.38	5	06/22/24 - 06/27/24	\$721.90
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Total Cost for Lodging for the Trip					
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:					
Transportation:	Flight \$308 (use CR on file w/ American Airlines) & Car Rental				\$ 258.97
Other (specify):	Per Diem				\$ 379.50
TOTAL FOR ALL TRAVEL EXPENDITURES					\$ 1,360.37
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
General Fund: 588261-10000-2024-1420000000 \$379.50					
Chapter 19 Fund: 588261-T7300-2024-1420000000 \$980.87					

Requested By:

Department Head/Elected Official:

RV 02/21/2024

Your search for Orlando, Florida (Orange including Orlando)

Estimated per diem total: \$1079.50 (Max lodging total + M&IE total)

Lodging breakdown: June 22, 2024 - June 27, 2024

Date Daily Rate # of Nights Total

June \$140 5 \$700

Max lodging total: **\$700**

Meals & incidental expenses breakdown: June 22, 2024 - June 27, 2024

Days, Month	Daily Rate	# of Days	Total
First day (06/22/24)*	\$51.75	1	\$51.75
Full day (Jun)	\$69	4	\$276
Last day (06/27/24)*	\$51.75	1	\$51.75

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

M&IE total: **\$379.50**



TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)			
HIV Administrative Agency		Lisa Mutiah, Barbara Kakembo, Dulce Lozano, Jonathan Ford, Kaitlin Lopez, Kaitlyn Malec, Lonnetta Wilson, Rasheda Bell, S.ReneeThomas, Tanya Tyler, Jeremy Bradford, Kenya Alu			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
2024 National Ryan White Conference					
Destination: Washington, D.C.		Departure: 8/19/24		Return: 8/23/24	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 176.00		8/19/24 - 8/23/24			
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RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
<p>Health Resources and Services Administration (HRSA) HIV/AIDS Bureau (HAB) requires recipient staff funded by Ryan White grants to attend the biennial National Ryan White Conference on HIV Care and Treatment in person. Funding for attendance is allocated through grant program budgets. Recipient professional staff is expected to attend attend the conference. HRSA recommends Planning Council/Planning Body leadership attend. The Conference benefits Tarrant County by assuring understanding and compliance with Ryan White Grant requirements and compliance with conditions of award which requires attendance.</p> <p>The 2024 National Ryan White Conference will focus on Innovation to End the HIV Epidemic: Empowering Communities, Expanding Partnerships, and Implementing Interventions. This year's conference will feature six conference tracks, including 1) Population-Based Approaches for Improving Access, Engagement/Reengagement, and Heath Outcomes, 2) Data Utilization 3) Innovative System-level Models for HIV Service Delivery, 4) Clinical Quality Management, 5) Planning and Resource Allocation, and 6) Fiscal and Grant Management.</p> <p>The per night lodging rate before taxes and fees is \$176.00. All Conference costs are budgeted and paid from the Ryan White grants.</p>					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	12 Attendees	\$ 204.07	4	8/19/24 - 8/23/24	\$ 9,795.36
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Total Cost for Lodging for the Trip					\$ 9,795.36
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	0.00				\$ 0.00
Transportation:	Per Person (12): Airfare \$350.00				\$ 4,200.00
Other (specify):	Per Person (12): \$588.50 Per Diem, Mileage, Baggage Fees, Airport Parking				\$ 7,062.00
TOTAL FOR ALL TRAVEL EXPENDITURES					\$ 21,057.36
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
E0028-2025 1132000000 - \$4,300.00 E0024-2025 1132000000 - \$1,404.00					
E0028-2025 1131000000 - \$3,510.00 E0024-2025 1132100000 - \$1,141.00					
E0028-2025 1132100000 - \$1,931.00 E0024-2025 1132300000 - \$965.00					
E0032-2025 1132000000 - \$1,404.00 E0024-2025 1132400000 - \$1,755.00					
E0032-2025 1132300000 - \$790.00 E0024-2025 1132410000 - \$1,487.36					
E0032-2025 1132100000 - \$263.00 E0025-2025 1132000000 - \$439.00					
E0027-2024 1132000000 - \$614.00 E0025-2025 1132100000 - \$527.00					
E0027-2024 1132100000 - \$527.00					

Requested By:

Dulce Lozano

Digitally signed by Dulce Lozano
Date: 2024.05.29 15:17:25 -05'00'

Department Head/Elected Official:

Lisa Mutiah

Digitally signed by Lisa Mutiah
Date: 2024.05.30 13:27:04 -05'00'

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: \$1059.50 (Max lodging total + M&IE total)

Lodging breakdown: August 19, 2024 - August 23, 2024

Date	Daily Rate	# of Nights	Total
August	\$176	4	\$704

Max lodging total: **\$704**

Meals & incidental expenses breakdown: August 19, 2024 - August 23, 2024

Days, Month	Daily Rate	# of Days	Total
First day (08/19/24)*	\$59.25	1	\$59.25
Full day (Aug)	\$79	3	\$237
Last day (08/23/24)*	\$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

DEPARTMENT		NAME (If applicable, list additional names)			
Public Health		Lamar Brown, Cassandra Yoder, * Rasneet Kumar			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
Public Health Informatics, Surveillance & IT (PHI-Con) / National Association of County & City Health Officials (NACCHO) 360 Conference					
Destination: Detroit, MI		Departure: 7/22/24		Return: 7/26/24	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 145.00		7/22/24 - 7/26/24			
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
This conference allows local Public Health Informatics staff and leaders to discuss and share experiences, resources, and best practices for driving data modernization. It also allows our division to learn and connect with others on how they are modernizing local PH data infrastructure to advance and strengthen its capacity to transform data into action. Additionally, the conference is crucial for enhancing our capabilities in managing PH data and surveillance operations. The conference provides a unique convergence of cutting-edge technology, best practices, and networking opportunities with pioneers in the field. The per night lodging rates before taxes are \$127.99 and \$107.00.					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Cassandra Yoder	\$ 123.05	3	7/21/24 - 7/24/24	\$ 369.15
	*Rasneet Kumar	\$ 0.00	3	7/21/24 - 7/24/24	\$ 0.00
	Lamar Brown	\$ 139.86	5	7/21/24 - 7/26/24	\$ 699.32
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Total Cost for Lodging for the Trip					
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	L. Brown-\$1020 (Both PHI-Con+Naccho Conf); C. Yoder-\$595; *R. Kumar-0				\$ 1,615.00
Transportation:	L. Brown-\$730.56; C. Yoder-\$555.29; *R. Kumar-0				\$ 1,285.85
Other (specify):	Per Diem L. Brown: \$352.00; C. Yoder-\$224.00; *R. Kumar-0				\$ 576.00
TOTAL FOR ALL TRAVEL EXPENDITURES					\$4,545.32
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588261 / 5100016000 / T0400-2024 / \$1743.44					
588261 / 5100303000 / T0400-2024 / \$2801.88					
* R. Kumar - No Cost to Tarrant County - All expenses paid by Big Cities Health Coalition					

Requested By: Lamar K. Brown Department Head/Elected Official: _____

Your search for Detroit, Michigan (Wayne including Detroit)

Estimated per diem total: \$868 (Max lodging total + M&IE total)

Lodging breakdown: July 22, 2024 - July 26, 2024

Date Daily Rate # of Nights Total

July \$145 4 \$580

Max lodging total: **\$580**

Meals & incidental expenses breakdown: July 22, 2024 - July 26, 2024

Days, Month	Daily Rate	# of Days	Total
First day (07/22/24)*	\$48	1	\$48
Full day (Jul)	\$64	3	\$192
Last day (07/26/24)*	\$48	1	\$48

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

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