



TARRANT COUNTY TRAVEL REQUEST FORM

DEPARTMENT		ATTENDEE NAME(S)		
Medical Examiner		Jody Klann		
EVENT NAME <i>Acronyms should not be used. Please provide the full name of the conference/seminar.</i>				
American Society of Crime Laboratory Directors Symposium				
Destination: Birmingham, Alabama		Departure Date: 4/28/24		Return Date: 5/2/24
TRAVEL EXPENDITURES <i>Provide a per-person breakdown for each category.</i>				
Category	GSA Rate	Per Person		Total Cost
Lodging:	\$123.00	\$492.00	Per Night: 123.00	\$492.00
Transportation:		\$450.00		\$450.00
Registration:		\$725.00		\$725.00
Meal Per Diem/Other (Specify)	\$310.50			\$310.50
Total				\$1,977.50
Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:				
n/a				
RATIONALE FOR TRAVEL				
<p>The American Society of Crime Laboratory Directors (ASCLD) is dedicated to providing excellence in forensic science through leadership and innovation. The purpose of the organization is to foster professional interests, assist the development of laboratory management principles and techniques; acquire, preserve and disseminate forensic based information; maintain and improve communications among crime laboratory directors; and to promote, encourage and maintain the highest standards of practice in the field.</p>				
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
588261		10000-2024	2310100000	\$1,977.50
Employee Signature(s) : 				Date: 1/16/24
Department Head/Elected Official Signature: 				Date: 1/19/24
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Court Order # : 		Court Date:

Your search for Birmingham, Alabama (Jefferson including Birmingham)

Estimated per diem total: \$802.50 (Max lodging total + M&IE total)

Lodging breakdown: April 28, 2024 - May 02, 2024

Date	Daily Rate	# of Nights	Total
April	\$123	3	\$369
May	\$123	1	\$123

Max lodging total: **\$492**

Meals & incidental expenses breakdown: April 28, 2024 - May 02, 2024

Days, Month	Daily Rate	# of Days	Total
First day (04/28/24)*	\$51.75	1	\$51.75
Full day (Apr)	\$69	2	\$138
Full day (May)	\$69	1	\$69
Last day (05/02/24)*	\$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 FORM

DEPARTMENT		ATTENDEE NAME(S)		
Pct. 2 Southeast Maintenance Center		Ronald Edwards, William Redmon		
EVENT NAME <i>Acronyms should not be used. Please provide the full name of the conference/seminar.</i>				
World of Asphalt Conference				
Destination: Nashville, TN		Departure Date: 3/24/24	Return Date: 3/27/24	
TRAVEL EXPENDITURES <i>Provide a per-person breakdown for each category.</i>				
Category	GSA Rate	Per Person		Total Cost
Lodging:	\$233.00	\$1,244.20	Per Night: \$414.73	\$2,488.40
Transportation:		\$314.00		\$628.00
Registration:		\$574.00		\$1,148.00
Meal Per Diem/Other (Specify)	\$276.50	\$50.00 taxi/luggage		\$653.00
Total				\$4,917.40
<i>Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:</i>				
The pre-tax hotel lodging rate is \$354.61. Hotel is the lowest reasonable rate with availability within a reasonable walking distance to the conference and restaurants.				
RATIONALE FOR TRAVEL				
The World of Asphalt Conference is one of the most comprehensive events for asphalt professionals offering training, exhibits, and networking opportunities for those involved in all aspects of road construction and maintenance. This will be a valuable opportunity for our employees to enhance their professional development and improve the quality, efficiency, and safety of their work. The conference will offer access to the latest trends, technologies, and best practices in asphalt paving, maintenance, and operations. The total cost of attending the conference is reasonable and within the budget of the road crew.				
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
588261		26100-2024	6210300000	\$4,917.40
Employee Signature(s) :			Date:	
			1-16-2024	
Department Head/Elected Official Signature:			Date: 1/16/24	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Court Order # :		Court Date:

Your search for nashville, Tennessee (Davidson including Nashville)

Estimated per diem total: \$1287.50 (Max lodging total + M&IE total)

Lodging breakdown: March 24, 2024 - March 28, 2024

Date	Daily Rate	# of Nights	Total
March	\$233	4	\$932

Max lodging total: **\$932**

Meals & incidental expenses breakdown: March 24, 2024 - March 28, 2024

Days, Month	Daily Rate	# of Days	Total
First day (03/24/24)*	\$59.25	1	\$59.25
Full day (Mar)	\$79	3	\$237
Last day (03/28/24)*	\$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 FORM

DEPARTMENT	ATTENDEE NAME(S)
Pct. 4 Maintenance	Jerry (Doug) Deweese, Larry Christian

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

World of Asphalt

Destination: Nashville, TN.	Departure Date: 3/24/24	Return Date: 3/28/24
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TRAVEL EXPENDITURES *Provide a per-person breakdown for each category.*

Category	GSA Rate	Per Person	Total Cost
Lodging:	\$233.00	\$932.00 Per Night: \$233.00	\$1,864.00
Transportation:		\$695.62	\$1,391.23
Registration:		\$574.00	\$1,148.00
Meal Per Diem/Other (Specify)	\$355.50		\$711.00
Total			\$5,114.23

Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:

RATIONALE FOR TRAVEL

World of Asphalt is the complete resource for everything new in the asphalt industry. From the latest equipment to the best practices and techniques.

The conference is a valuable opportunity for the Director and staff learn from the leading experts about the latest paving practices, pavement preservation, and technology.

FUNDING SOURCE(S) *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.*

GL #(s)	Grant #(s)	Fund #(s)	Cost Center #(s)	Total Breakdown
588261		26100-2024	6410300000	\$5,114.23

Employee Signature(s) :	Date: 1/16/20
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Department Head/Elected Official Signature: <i>Larry Christian</i>	Date: 1-16-24
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<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Court Order #:	Court Date:
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Your search for nashville, Tennessee (Davidson including Nashville)

Estimated per diem total: \$1287.50 (Max lodging total + M&IE total)

Lodging breakdown: March 24, 2024 - March 28, 2024

Date	Daily Rate	# of Nights	Total
March	\$233	4	\$932

Max lodging total: **\$932**

Meals & incidental expenses breakdown: March 24, 2024 - March 28, 2024

Days, Month	Daily Rate	# of Days	Total
First day (03/24/24)*	\$59.25	1	\$59.25
Full day (Mar)	\$79	3	\$237
Last day (03/28/24)*	\$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 FORM

DEPARTMENT ATTENDEE NAME(S)

Veteran Services Damien Crawley, James Weaver, Victor Diaz & Natalie Juarez

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

National Association of County Veteran Service Officers Accreditation Conference

Destination: Denver, CO Departure Date 5/12/24 Return Date: 5/17/24

TRAVEL EXPENDITURES *Provide a per-person breakdown for each category.*

Category	GSA Rate	Per Person	Total Cost
Lodging:	\$201.00	\$945.00 Per Night: \$189.00	\$3,780.00
Transportation:		\$300.00	\$1,200.00
Registration:		\$400.00	\$1,600.00
Meal Per Diem/Other (Specify)	\$79/\$59.25	\$355.50	\$1,422.00
Total			\$8,002.00

Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:

Lodging rates listed are pre-tax and fees. Flights are estimated \$300.00 per person. A car rental will be needed.

RATIONALE FOR TRAVEL

Attending National Conference for annual accreditation renewal and training. We are also attending the Certified Veterans Appeals Course which enhances the appeals process for Veterans we work with on a daily basis. For CVSOs seeking to maintain NACVSO accreditation, this course is mandatory with a required test at the completion of the instruction.

FUNDING SOURCE(S) *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.*

GL #(s)	Grant #(s)	Fund #(s)	Cost Center #(s)	Total Breakdown
588261		10000-2024	5720100000	\$8,002.00

Employee Signature(s): *[Handwritten signatures]* Date: 1/4/24

Department Head/Elected Official Signature: *[Handwritten signature]* Date: 1-4-24

Approved Denied Court Order #: Court Date:

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

Estimated per diem total: \$1439.50 (Max lodging total + M&IE total)

Lodging breakdown: May 12, 2024 - May 17, 2024

Date	Daily Rate	# of Nights	Total
May	\$201	5	\$1005

Max lodging total: **\$1005**

Meals & incidental expenses breakdown: May 12, 2024 - May 17, 2024

Days, Month	Daily Rate	# of Days	Total
First day (05/12/24)*	\$59.25	1	\$59.25
Full day (May)	\$79	4	\$316
Last day (05/17/24)*	\$59.25	1	\$59.25

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

M&IE total: **\$434.50**