



# TARRANT COUNTY TRAVEL REQUEST FORM

DEPARTMENT	ATTENDEE NAME(S)
Information Technology	Michael Webb

**EVENT NAME** *Acronyms should not be used. Please provide the full name of the conference/seminar.*  
 Gartner Application Innovation & Business Solutions Summit 2024

Destination: Las Vegas, NV      Departure Date: 5/13/24      Return Date: 5/17/24

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

Category	GSA Rate	Per Person	Total Cost
Lodging:	\$120.00	\$721.08      Per Night: \$180.27	\$721.08
Transportation:		\$415.00	\$415.00
Registration:		\$3,825.00	\$3,825.00
Meal Per Diem/Other (Specify)	\$310.50	\$288.10	\$598.60
<b>Total</b>			<b>\$5,559.68</b>

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

The pre-tax nightly lodging rate is \$120.00

**RATIONALE FOR TRAVEL**

This conference will provide the opportunity to learn how to AI and other emerging trends in applications can be leveraged to reduce costs and enhance the alignment between technology and business needs.

**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	1810410000	\$5,559.68

Employee Signature(s) : Michael Webb      Date: \_\_\_\_\_  
 Michael Webb (Jan 24, 2024 14:50 CST)

Department Head/Elected Official Signature: Andre Mendes      Date: \_\_\_\_\_  
 Andre Mendes (Jan 25, 2024 08:21 CST)

Approved     Denied    Court Order # : \_\_\_\_\_    Court Date: \_\_\_\_\_

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

Estimated per diem total: \$790.50 (Max lodging total + M&IE total)

## Lodging breakdown: May 13, 2024 - May 17, 2024

**Date Daily Rate # of Nights Total**

May \$120 4 \$480

Max lodging total: **\$480**

## Meals & incidental expenses breakdown: May 13, 2024 - May 17, 2024

Days, Month	Daily Rate	# of Days	Total
First day (05/13/24)*	\$51.75	1	\$51.75
Full day (May)	\$69	3	\$207
Last day (05/17/24)*	\$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)
Tarrant County Sheriff Office	Daniel Hunt

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

The National Narcotic Detector Dog Association Training Course

Destination: Warner Robins, GA	Departure Date: 3/2/24	Return Date: 3/9/24
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**TRAVEL EXPENDITURES** *Provide a per-person breakdown for each category.*

Category	GSA Rate	Per Person	Total Cost
Lodging:	\$107.00	Per Night: 128.05	\$768.30
Transportation:		\$200.00	\$200.00
Registration:		\$300.00	\$300.00
Meal Per Diem/Other (Specify)	\$59.00/\$44.25	\$55.00 Membership	\$471.50
<b>Total</b>			<b>\$1,739.80</b>

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

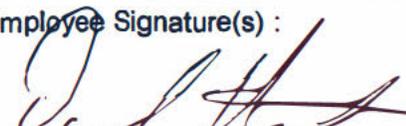
The pre-tax nightly lodging rate is \$107.00.

**RATIONALE FOR TRAVEL**

Will be using a County Vehicle. Requesting 2 additional travel dates prior and post conference due to traveling with canine. Membership fee must be paid in order for employee to attend the conference.

**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		24200-2024	2120940000	\$1,739.80

Employee Signature(s) :  76450	Date: 02-07-2024
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Department Head/Elected Official Signature: 	Date: 2-13-2024
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<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Court Order # : _____	Court Date: _____
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# TARRANT COUNTY TRAVEL REQUEST FORM

**DEPARTMENT** ATTENDEE NAME(S)

Tarrant County Sheriff Office Nicholas Littlejohn

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

The National Narcotic Detector Dog Association

Destination: Warner Robins, Georgia Departure Date: 3/2/24 Return Date: 3/10/24

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

Category	GSA Rate	Per Person	Total Cost
Lodging:	\$107.00	\$768.30 Per Night: \$128.05	\$768.30
Transportation:		\$200.00	\$200.00
Registration:		\$300.00	\$300.00
Meal Per Diem/Other (Specify)	\$44.25/\$59.00		\$475.50
<b>Total</b>			<b>\$1,743.80</b>

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

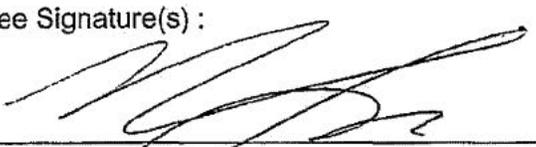
The pre-tax nightly lodging rate is \$107.00

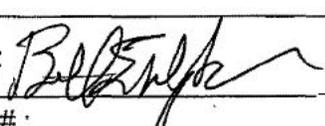
**RATIONALE FOR TRAVEL**

Requesting the approval to use a Tarrant County issued vehicle in order to travel with canine. K9 Training and certification.

**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		S9300-2024	2110730000	\$1,743.80

Employee Signature(s):  Date: 1-31-24

Department Head/Elected Official Signature:  Date: 1-31-24

Approved  Denied Court Order #: Court Date:

# Your search for warner robins, Georgia ( including Standard Rate)

Estimated per diem total: \$1357.50 (Max lodging total + M&IE total)

## Lodging breakdown: March 02, 2024 - March 10, 2024

Date	Daily Rate	# of Nights	Total
March	\$107	8	\$856

Max lodging total: **\$856**

## Meals & incidental expenses breakdown: March 02, 2024 - March 10, 2024

Days, Month	Daily Rate	# of Days	Total
First day (03/02/24)*	\$44.25	1	\$44.25
Full day (Mar)	\$59	7	\$413
Last day (03/10/24)*	\$44.25	1	\$44.25

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

M&IE total: **\$501.50**