



# TARRANT COUNTY TRAVEL REQUEST FORM

DEPARTMENT		ATTENDEE NAME(S)		
Commissioner Pct 2		Comm'r Alisa Simmons, Jason Thomas, Gabriel Rivas, Nathan Smith		
EVENT NAME <small>Acronyms should not be used. Please provide the full name of the conference/seminar.</small>				
2024 NACo Annual Conference & Exposition				
Destination: Hillsborough County, FL		Departure Date: 7/12/24	Return Date: 7/16/24	
TRAVEL EXPENDITURES <small>Provide a per-person breakdown for each category.</small>				
Category	GSA Rate	Per Person	Total Cost	
Lodging:	\$145.00	\$740.00 Per Night: \$185.00	\$2,960.00	
Transportation:		\$360.00	\$1,440.00	
Registration:		\$530.00	\$2,120.00	
Meal Per Diem/Other (Specify)	\$51.75/\$69.00	\$310.50	\$1,242.00	
Total			\$7,762.00	
<small>Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:</small>				
Staff will stay at the host hotel.				
RATIONALE FOR TRAVEL				
Attendance to the NACo conference is to enrich the Commissioner and Senior staff's understanding of county government by learning exemplary county policies/practices from all over the country and creative ways to optimize county and taxpayer resources. This will be accomplished by attending educational workshops and business meetings.				
FUNDING SOURCE(S) <small>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.</small>				
GL #(s)	Grant #(s)	Fund #(s)	Cost Center #(s)	Total Breakdown
588261		26100-2024	6210100000	\$7,762.00
Employee Signature(s): <i>Jason L Thomas</i>				Date: 3/8/24
Department Head/Elected Official Signature: <i>Alisa Simmons</i>				Date: 3/8/24
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Court Order #:	Court Date:	

## Your search for Hillsborough County, Florida (Pinellas / Hillsborough including Tampa / St. Petersburg)

Estimated per diem total: \$890.50 (Max lodging total + M&IE total)

### Lodging breakdown: July 12, 2024 - July 16, 2024

Date	Daily Rate	# of Nights	Total
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July	\$145	4	\$580
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Max lodging total: **\$580**

### Meals & incidental expenses breakdown: July 12, 2024 - July 16, 2024

Days, Month	Daily Rate	# of Days	Total
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First day (07/12/24)*	\$51.75	1	\$51.75
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Full day (Jul)	\$69	3	\$207
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Last day (07/16/24)*	\$51.75	1	\$51.75
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\*The first and last calendar dates of M&IE are calculated at 75%.

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



# TARRANT COUNTY TRAVEL REQUEST FORM

<b>DEPARTMENT</b>		<b>ATTENDEE NAME(S)</b>		
Tarrant County Commissioner, Precinct 3		Gary Fickes, Kathryn Rotter		
<b>EVENT NAME</b> <i>Acronyms should not be used. Please provide the full name of the conference/seminar.</i>				
2024 National Association of Counties Annual Conference				
Destination: Tampa, FL		Departure Date: 7/11/24	Return Date: 7/15/24	
<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:	\$145	Per Night: \$189 + tax	\$1,730.00	
Transportation:		\$610.00	\$1,220.00	
Registration:		\$530.00	\$1,060.00	
Meal Per Diem/Other (Specify)	\$310.50	\$310.50	\$621.00	
Total			\$4,631.00	
<i>Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:</i>				
Hotel is host hotel for conference.				
<b>RATIONALE FOR TRAVEL</b>				
Represent Tarrant County at the NACo Annual Conference where county elected and appointed officials from across the county 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.				
<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
588291		26100-2024	6310100000	\$3,571.00
588261		26100-2024	6310100000	\$1,060.00
Employee Signature(s) : 				Date: 3/11/24
Department Head/Elected Official Signature: 				Date: 3/11/24
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Court Order # :	Court Date:	

**Your search for Tampa, Florida (Pinellas / Hillsborough including Tampa / St. Petersburg)**

Estimated per diem total: \$890.50 (Max lodging total + M&IE total)

**Lodging breakdown: July 11, 2024 - July 15, 2024**

Date	Daily Rate	# of Nights	Total
July	\$145	4	\$580

Max lodging total: **\$580**

**Meals & incidental expenses breakdown: July 11, 2024 - July 15, 2024**

Days, Month	Daily Rate	# of Days	Total
First day (07/11/24)*	\$51.75	1	\$51.75
Full day (Jul)	\$69	3	\$207
Last day (07/15/24)*	\$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)		
Purchasing		M. Teresa Lobacz		
<b>EVENT NAME</b> <i>Acronyms should not be used. Please provide the full name of the conference/seminar.</i>				
American Contract Compliance Association (ACCA)				
Destination: Seattle, Washington		Departure Date: 9/29/24	Return Date: 10/5/24	
<b>TRAVEL EXPENDITURES</b> <i>Provide a per-person breakdown for each category.</i>				
Category	GSA Rate	Per Person	Total Cost	
Lodging:	\$232.00	Per Night: \$232.00	\$1,392.00	
Transportation:		\$482.00	\$482.00	
Registration:		\$850.00	\$850.00	
Meal Per Diem/Other (Specify)		\$513.50	\$513.00	
Total			\$3,237.00	
<i>Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:</i>				
<b>RATIONALE FOR TRAVEL</b>				
ACCA's comprehensive training program provides a unique opportunity to study among nationally recognized experts in their respective fields. ACCA has a tradition of providing 2.1 Continuing Education Units (CEU's) from Morgan State University each year for a total of 42 hours of training or 4.2 CEU's. Upon completion individuals will become Certified Compliance Administrator.				
<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
576285		10000-2024	1830100000	\$3,237.00
Employee Signature(s) :  M. Teresa Lobacz			Date:  2/5/24	
Department Head/Elected Official Signature:  Melissa Lee			Date: 2/5/24	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Court Order # :		Court Date:



## Daily lodging rates (excluding taxes) | October 2023 - September 2024



Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Filter Results...

Primary Destination <sup>i</sup>	County <sup>i</sup>	2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Seattle	King	\$232	\$176	\$176	\$176	\$176	\$176	\$176	\$232	\$232	\$232	\$232	\$232

Showing 1 to 1 of 1 entries



## Meals & Incidentals (M&IE) rates and breakdown <sup>i</sup>



Use this table to find the following information for federal employee travel:

**M&IE Total** - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

**Breakfast, lunch, dinner, incidentals** - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See [More Information](#)

**First & last day of travel** - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination <sup>i</sup>	County <sup>i</sup>	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel <sup>i</sup>
Seattle	King	\$79	\$18	\$20	\$36	\$5	\$59.25

Showing 1 to 1 of 1 entries





# TARRANT COUNTY TRAVEL REQUEST FORM

<b>DEPARTMENT</b>		<b>ATTENDEE NAME(S)</b>		
Human Resources		Maila Dumaup & Glorimar Lugo-Ortiz		
<b>EVENT NAME</b> <i>Acronyms should not be used. Please provide the full name of the conference/seminar.</i>				
The State and Local Government Benefits Association (SALGBA) National Conference				
Destination: Louisville Kentucky		Departure Date: 4/21/24	Return Date: 4/24/24	
<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	\$447.00 Per Night: \$149.00	\$894.00	
Transportation:		\$576.20	\$1,152.40	
Registration:		\$375.00	\$750.00	
Meal Per Diem/Other (Specify)	\$224.00		\$448.00	
Total			\$3,244.40	
<i>Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:</i>				
Staff is requesting reimbursement at the GSA nightly lodging rate.				
<b>RATIONALE FOR TRAVEL</b>				
SALGBA Conference has over 700 public sector benefits professionals in attendance, provides valuable opportunities for professional development. By participating, one can learn and stay current in the dynamic field of public sector benefits administration.				
<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		10000-2024	1820100000	\$3,244.40
Employee Signature(s):			Date: 3/1/24	
Department Head/Elected Official Signature:			Date: 3/4/2024	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Court Order # :	Court Date:	

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

Estimated per diem total: \$671 (Max lodging total + M&IE total)

**Lodging breakdown: April 21, 2024 - April 24, 2024**

**Date Daily Rate # of Nights Total**

April \$149            3            \$447

Max lodging total: **\$447**

**Meals & incidental expenses breakdown: April 21, 2024 - April 24, 2024**

<b>Days, Month</b>	<b>Daily Rate</b>	<b># of Days</b>	<b>Total</b>
First day (04/21/24)*	\$48	1	\$48
Full day (Apr)	\$64	2	\$128
Last day (04/24/24)*	\$48	1	\$48

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

M&IE total: **\$224**