



TARRANT COUNTY
100 W. WEATHERFORD ST RM 450
FORT WORTH, TEXAS 76196-0242
817-884-1395

JUDGE RALPH SWEARINGIN JR.
JUSTICE COURT, PRECINCT 1

DAISY ESPINOZA
JUSTICE COURT, MANAGER

February 28, 2022

TO: Commissioner's Court

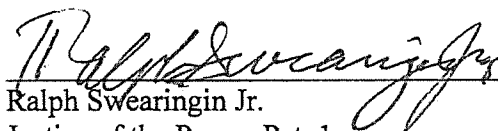
From: Judge Ralph Swearingin Jr.
Justice Court, Precinct 1

RE: In Region Lodging

I am requesting that my Court Manager, Daisy Espinoza be allowed to stay at the Fairfield Inn & Suites, in Decatur for a North Texas Justice of the Peace and Constables Association, Seminar and Board Meeting. She will be staying at the hotel on March 23, 2022 and returning on March 24, 2022.

I am requesting this In Region Lodging to prevent my Court Manager from driving to and from Decatur in heavy traffic and late at night. Thank you for your consideration.

Respectfully,

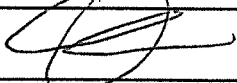



Ralph Swearingin Jr.
Justice of the Peace, Pct. 1
Tarrant County, Texas



Tarrant County Within Region Travel Request

Department: JUSTICE COURT, PRECINT 1		Name: Daisy Espinoza <small>**if applicable, list additional names below.</small>											
Conference/Seminar Name: NTJPCA Seminar and Board Meeting													
Destination: 38.1 miles on way trip Decatur Texas		Dates: Departure: March 24 2022 Return: March 25 2022											
Project Expenditures: <table border="1"><tr><td>Transportation:</td><td>\$ 44.40</td></tr><tr><td>Hotel/Motel:</td><td>\$ 109.05</td></tr><tr><td>Registration:</td><td>\$ 0.00</td></tr><tr><td>Other (specify): PER DIEM</td><td>\$ 70.00</td></tr><tr><td>Total:</td><td>\$ 203.91</td></tr></table>		Transportation:	\$ 44.40	Hotel/Motel:	\$ 109.05	Registration:	\$ 0.00	Other (specify): PER DIEM	\$ 70.00	Total:	\$ 203.91	Rationale: I am requesting this In Region Lodging to prevent from driving to and from Decatur in heavy traffic. In addition, it is more cost effective to the County for make one round trip drive to the hotel than to make multiple round trips to the hotel.	
Transportation:	\$ 44.40												
Hotel/Motel:	\$ 109.05												
Registration:	\$ 0.00												
Other (specify): PER DIEM	\$ 70.00												
Total:	\$ 203.91												
**Additional Person(s):		Funds Available in Department Budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (List Department, Line Item and amount) <table border="1"><thead><tr><th>Commitment #</th><th>Fund #</th><th>Cost Center#</th></tr></thead><tbody><tr><td>588261</td><td>10000-2022</td><td>4410100000</td></tr></tbody></table>		Commitment #	Fund #	Cost Center#	588261	10000-2022	4410100000				
Commitment #	Fund #	Cost Center#											
588261	10000-2022	4410100000											

 Employee Signature		Date: 2/22/22		Court Order No:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
 Supervisor/Department Head Signature		Date: 2/22/22			

This form is to be used for all within region trips requiring advance approval by the Commissioner's Court. Please submit this form as far in advance as possible. This form must be submitted to the Administrator's Office no later than 12:00 noon on Wednesday for inclusion on the following week's Commissioner's Court agenda.