

**TARRANT COUNTY**  
**COMMISSIONERS COURT**  
ADMINISTRATION BUILDING  
100 E. WEATHERFORD  
FORT WORTH, TEXAS 76196-0609  
(817) 884-1234  
FAX (817) 884-2793

March 2, 2022

Dear Mr. Maenius and Members of the Commissioners Court:

I am respectfully requesting and Exception to the Travel Policy for travel that has already occurred. I attended the NACo County Executives Roundtable December 8-10, 2021. I am requesting the Court to approve this exception representing two nights of lodging, airfare, and ground transportation.

Thank you for your consideration on this matter.

Sincerely,

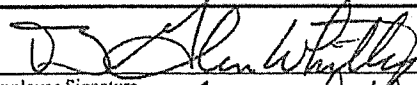

A handwritten signature in black ink, appearing to read "B. Glen Whitley". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

B. Glen Whitley  
County Judge



## Tarrant County Exception to the Travel Policy Request

Department: COUNTY JUDGE		Name: GLEN WHITLEY							
Conference/Seminar Name: ANNUAL NACo EXECUTIVE ROUNDTABLE FORUM									
Destination: WASHINGTON, DC		Dates: Departure: DECEMBER 8, 2021 Return: DECEMBER 10, 2021							
Project Expenditures:		Rationale:							
Transportation:	\$ 304.00	SPONSORED BY THE NATIONAL ASSOCIATION OF COUNTIES, IT BRINGS TOGETHER ELECTED COUNTY EXECUTIVES AND LEADING NATIONAL EXPERTS TO DISCUSS TRENDS AND INNOVATIONS IN COUNTY GOVERNMENT							
Hotel/Motel:	\$ 688.00								
Registration:	\$ 0.00								
Other:	\$ 0.00								
Total:	\$ 992.00								
Additional Person(s):		Funds Available in Department Budget? Yes No (List department, line item and amount)							
		<table border="1"><thead><tr><th>Fund/Co. #</th><th>Account #</th><th>Center #</th></tr></thead><tbody><tr><td>10000-2022</td><td>588261</td><td>1110100000</td></tr></tbody></table>		Fund/Co. #	Account #	Center #	10000-2022	588261	1110100000
Fund/Co. #	Account #	Center #							
10000-2022	588261	1110100000							

 Employee Signature	<u>3/2/22</u> Date	Court Order No:  Date:	<input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved
 Supervisor/Department Head Signature	<u>3/2/22</u> Date		

This form is to be used for all out-of-state trips requiring advance approval by the Commissioners 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 Commissioners Court agenda.