



**MARY TOM CURNUTT**

**JUSTICE OF THE PEACE, PCT. 2**

700 E. ABRAM, STE. 200  
ARLINGTON, TEXAS 76010  
(817) 548-3925

March 16, 2022  
County Administrator's Office  
Attn: Teresa Ralls  
100 E. Weatherford Street, Suite 404  
Fort Worth, Texas 76196

Teresa,

I am requesting approval for within region travel for Peggy Velazquez and Haley Goff to attend a 16-hour Experienced Clerk Seminar in Denton, Texas held by the Texas Justice Court Training Center on August 10, 2022 through August 12, 2022.

The classes begin promptly at 8:00 A.M.; therefore, I am requesting for Peggy Velazquez and Haley Goff to stay overnight August 10, 2022 and August 11, 2022. The route from Arlington to Denton is extremely congested and could create delays that would cause them to be late for any 8:00 A.M. classes.

I sincerely appreciate your assistance and consideration of this request. Please feel free to contact me should you need further information.

Sincerely,

Mary Tom Curnutt  
Justice of the Peace, Precinct 2

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## Tarrant County Within Region Travel Request

Department: <b>JP2</b>	Name: <b>Peggy Velazquez</b> <small>**if applicable, list additional names below.</small>										
Conference/Seminar Name: <b>TJCTC 16-Hr Experienced Clerk Seminar</b>											
Destination: <b>Denton, TX</b>	Dates: Departure: <b>8/10/2022</b> Return: <b>8/12/2022</b>										
Project Expenditures: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="padding: 2px;">Transportation:</td> <td style="padding: 2px;">\$</td> </tr> <tr> <td style="padding: 2px;">Hotel/Motel:</td> <td style="padding: 2px;">\$ 220.00</td> </tr> <tr> <td style="padding: 2px;">Registration:</td> <td style="padding: 2px;">\$ 300.00</td> </tr> <tr> <td style="padding: 2px;">Other (specify): Per diem</td> <td style="padding: 2px;">\$ 190.00</td> </tr> <tr> <td style="padding: 2px;">Total:</td> <td style="padding: 2px;">\$ 710.00</td> </tr> </table>	Transportation:	\$	Hotel/Motel:	\$ 220.00	Registration:	\$ 300.00	Other (specify): Per diem	\$ 190.00	Total:	\$ 710.00	Rationale:  Continuing education course as required in job description.
Transportation:	\$										
Hotel/Motel:	\$ 220.00										
Registration:	\$ 300.00										
Other (specify): Per diem	\$ 190.00										
Total:	\$ 710.00										
**Additional Person(s): <b>Haley Goff</b>	Funds Available in Department Budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(List Department, Line Item and amount)</small> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="padding: 2px;">Commitment #</th> <th style="padding: 2px;">Fund #</th> <th style="padding: 2px;">Cost Center#</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px; text-align: center;">588261</td> <td style="padding: 2px; text-align: center;">10000-2022</td> <td style="padding: 2px; text-align: center;">4420100000</td> </tr> </tbody> </table>	Commitment #	Fund #	Cost Center#	588261	10000-2022	4420100000				
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Employee Signature <span style="float: right;">Date</span>	Court Order No:	<input type="checkbox"/> Approved
Supervisor/Department Head Signature <span style="float: right;">Date</span>	Date:	<input type="checkbox"/> Disapproved

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.