



# Tarrant County Out-of-State Travel Request

Department: Auditor		Name: Dubalviel Estremera <i>**If applicable, list additional names below.</i>											
Conference/Seminar Name: <b>Payroll Congress</b>													
Destination: <b>Las Vegas, NV</b>		Dates: Departure: Return: Depart: May 9, 2022 Return May 13, 2022											
Project Expenditures: <table border="1"> <tr> <td>Transportation:</td> <td>\$ 600.00</td> </tr> <tr> <td>Hotel/Motel:</td> <td>\$ 815.00</td> </tr> <tr> <td>Registration:</td> <td>\$ 1,995.00</td> </tr> <tr> <td>Other (specify): Per Diem</td> <td>\$ 220.00</td> </tr> <tr> <td>Total:</td> <td>\$ 3,630.00</td> </tr> </table>		Transportation:	\$ 600.00	Hotel/Motel:	\$ 815.00	Registration:	\$ 1,995.00	Other (specify): Per Diem	\$ 220.00	Total:	\$ 3,630.00	Rationale: This conference provides training covering a wide spectrum of local and national payroll topics such as continuous compliance changes, managing process improvements, and risk management. The training and insights presented here will better prepare us to support the county with an understanding of new payroll technologies and regulatory changes and learn best practices that will help improve internal controls, procedural efficiencies, and payroll accuracies.	
Transportation:	\$ 600.00												
Hotel/Motel:	\$ 815.00												
Registration:	\$ 1,995.00												
Other (specify): Per Diem	\$ 220.00												
Total:	\$ 3,630.00												
**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>1210100000</td> </tr> </tbody> </table>		Commitment #	Fund #	Cost Center #	588261	10000-2022	1210100000				
Commitment #	Fund #	Cost Center #											
588261	10000-2022	1210100000											



Employee Signature  Date: 3/11/22	Court Order No:  <input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved
Supervisor/Department Head Signature  Date: 3/13/22	

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.



## Tarrant County Out-of-State Travel Request

<b>Department:</b> Tarrant County Sheriff's Office		<b>Name:</b> Christine Lawler <b>**If applicable, list additional names below.</b>											
<b>Conference/Seminar Name:</b> Case number 3CPC-19-363													
<b>Destination:</b> Kailua-Kona, Hawaii		<b>Dates:</b> Departure: 03-23-2022 <b>Return:</b> TBD											
<b>Project Expenditures:</b> <table border="1"><tr><td>Transportation:</td><td>\$0</td></tr><tr><td>Hotel/Motel:</td><td>\$0</td></tr><tr><td>Registration:</td><td>\$0</td></tr><tr><td>Other (specify):</td><td>\$0</td></tr><tr><td>Total:</td><td>\$0</td></tr></table>		Transportation:	\$0	Hotel/Motel:	\$0	Registration:	\$0	Other (specify):	\$0	Total:	\$0	<b>Rationale:</b> Subpoena to testify in Circuit Court jury trial; all costs are covered by the Hawaii County Prosecutor's Office	
Transportation:	\$0												
Hotel/Motel:	\$0												
Registration:	\$0												
Other (specify):	\$0												
Total:	\$0												
<b>**Additional Person(s):</b>		<b>Funds Available in Department Budget?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>(List department, line item and amount)</b> <table border="1"><thead><tr><th>Commitment #</th><th>Fund #</th><th>Cost Center #</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr></tbody></table>		Commitment #	Fund #	Cost Center #							
Commitment #	Fund #	Cost Center #											

 Employee Signature		03-10-2022 Date	
 Supervisor/Department Head Signature		3/10/22 Date	
Calvin C. Bond		<b>Court Order No:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
		<b>Date:</b>	

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