



Northeast Courthouse
645 Grapevine Hwy. #220
Hurst, TX 76054

Justice of the Peace
William P. "Bill" Brandt
Tarrant County, Precinct 3

Phone: 817-581-3625
Fax: 817-850-2396

March 17, 2022

To: Commissioner's Court

From: Judge William P. Brandt
Justice Court, Precinct 3

RE: In Region Lodging

I am requesting that my clerks and Court Manager be allowed to stay at the Embassy Suites Hotel in Denton for their annual Justice Court training seminar. They will be staying at the hotel from August 10, 2022 and August 12, 2022. Their seminar begins at 8:00am each day and ends at noon on August 12, 2022.

I am requesting this In Region Lodging to prevent these clerks from making multiple trips to and from Denton during extremely heavy traffic times. The clerks are required to be on time each training day to receive credit for each class. If they are late for any of the scheduled check-in times, they will not receive credit for any of the classes.

Respectfully,

A handwritten signature in black ink that reads "William P. Brandt". The signature is written in a cursive style with a long horizontal flourish extending to the right.

William P. Brandt
Justice of the Peace, Pct. 3
Tarrant County, Texas



Tarrant County Within Region Travel Request

Department: Justice of the Peace Pct 3	Name: Heather Montoya <small>**if applicable, list additional names below.</small>										
Conference/Seminar Name: Texas Justice Court Training Center Seminar											
Destination: Denton, TX	Dates: Departure: August 10, 2022 Return: August 12, 2022										
Project Expenditures: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="padding: 2px;">Transportation: 74.8 mi</td> <td style="padding: 2px; text-align: right;">\$ 205.70</td> </tr> <tr> <td style="padding: 2px;">Hotel/Motel:</td> <td style="padding: 2px; text-align: right;">\$ 1,300.00</td> </tr> <tr> <td style="padding: 2px;">Registration:</td> <td style="padding: 2px; text-align: right;">\$</td> </tr> <tr> <td style="padding: 2px;">Other (specify):</td> <td style="padding: 2px; text-align: right;">\$</td> </tr> <tr> <td style="padding: 2px;">Total:</td> <td style="padding: 2px; text-align: right;">\$ 1,505.70</td> </tr> </table>	Transportation: 74.8 mi	\$ 205.70	Hotel/Motel:	\$ 1,300.00	Registration:	\$	Other (specify):	\$	Total:	\$ 1,505.70	Rationale: Conference begins on Wednesday August 10, 2022 at 11:00am and begins promptly at 8am on August 11, 2022. Due to heavy traffic and a long commute we do not want to risk arriving late to the conference.
Transportation: 74.8 mi	\$ 205.70										
Hotel/Motel:	\$ 1,300.00										
Registration:	\$										
Other (specify):	\$										
Total:	\$ 1,505.70										
**Additional Person(s): Krysta Shaw Elaine Silva A'Shton Williams Gloria Larrivierre	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;">4430100000</td> </tr> </tbody> </table>	Commitment #	Fund #	Cost Center#	588261	10000-2022	4430100000				
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<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> Employee Signature </div> <div style="text-align: center;"> 3.17.22 Date </div> </div>	Court Order No:	<input type="checkbox"/> Approved
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> Supervisor/Department Head Signature </div> <div style="text-align: center;"> 3-17-22 Date </div> </div>	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.