



Tarrant County Out-of-State Travel Request

| Department: Community Development | | Name: Susan Au | | | | | | | | | | | | | |
|---|-----------------------|--|-----------|--------------|-----------|---------------|------------|------------------------------|---------------|-----------------------|-----------------------|---|------------|-----------------------|-----------------------|
| Conference/Seminar Name: To attend the National Association for County Community and Economic Development (NACCED) Board of Director's and Committee Meetings on July 19, 2022 – July 22, 2022 in Adams County, CO. | | | | | | | | | | | | | | | |
| Destination: Denver, CO | | Dates: Departure: July 19, 2022 Return: July 22, 2022 | | | | | | | | | | | | | |
| Project Expenditures: <table border="1"> <tr> <td>Transportation:</td> <td>\$ 557.00</td> </tr> <tr> <td>Hotel/Motel:</td> <td>\$ 656.00</td> </tr> <tr> <td>Registration:</td> <td>\$ 0.00</td> </tr> <tr> <td>Other (specify): Per Diem</td> <td>\$ 170.00</td> </tr> <tr> <td>Total:</td> <td>\$1,383.00</td> </tr> </table> | | Transportation: | \$ 557.00 | Hotel/Motel: | \$ 656.00 | Registration: | \$ 0.00 | Other (specify): Per Diem | \$ 170.00 | Total: | \$1,383.00 | Rationale: To attend NACCED's Board of Director's meeting. | | | |
| Transportation: | \$ 557.00 | | | | | | | | | | | | | | |
| Hotel/Motel: | \$ 656.00 | | | | | | | | | | | | | | |
| Registration: | \$ 0.00 | | | | | | | | | | | | | | |
| Other (specify): Per Diem | \$ 170.00 | | | | | | | | | | | | | | |
| Total: | \$1,383.00 | | | | | | | | | | | | | | |
| **Additional Person(s): | | Funds Available in Department Budget? Yes No (List department, line item and amount) <table border="1"> <tr> <th>Commitment #</th> <th>Fund #</th> </tr> <tr> <td>588291</td> <td>Grant-2004</td> </tr> <tr> <th>Grant # (if applicable)</th> <th>Cost Center #</th> </tr> <tr> <td>H0042-2023 - \$461.00</td> <td>I/O#501902/5520010100</td> </tr> <tr> <td>H0080-2020 - \$461.00</td> <td>5520010100</td> </tr> <tr> <td>H0041-2025 - \$461.00</td> <td>I/O#502002/5520010800</td> </tr> </table> | | Commitment # | Fund # | 588291 | Grant-2004 | Grant # (if applicable) | Cost Center # | H0042-2023 - \$461.00 | I/O#501902/5520010100 | H0080-2020 - \$461.00 | 5520010100 | H0041-2025 - \$461.00 | I/O#502002/5520010800 |
| Commitment # | Fund # | | | | | | | | | | | | | | |
| 588291 | Grant-2004 | | | | | | | | | | | | | | |
| Grant # (if applicable) | Cost Center # | | | | | | | | | | | | | | |
| H0042-2023 - \$461.00 | I/O#501902/5520010100 | | | | | | | | | | | | | | |
| H0080-2020 - \$461.00 | 5520010100 | | | | | | | | | | | | | | |
| H0041-2025 - \$461.00 | I/O#502002/5520010800 | | | | | | | | | | | | | | |

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|--|----------------|------------------------------|---|
| Employee Signature | Date 5/4/22 | Court Order No: Date: | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved |
| Supervisor/Department Head Signature | Date 5-4-22 | | |

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

| Department: Community Development | | Name: Janel Holt | | | | | | | | | | | |
|--|---------------|--|-----------|--------------|------------|---------------|------------|------------------------------|---------------|-------------------------|------------|---|------------|
| Conference/Seminar Name: To attend the 2022 National Conference on Ending Homelessness in Washington, DC on July 24-July 27, 2022. | | | | | | | | | | | | | |
| Destination: Washington, DC | | Dates: Departure: July 24, 2022 Return: July 30, 2018 | | | | | | | | | | | |
| Project Expenditures: <table border="1"> <tr> <td>Transportation:</td> <td>\$ 595.00</td> </tr> <tr> <td>Hotel/Motel:</td> <td>\$1,099.00</td> </tr> <tr> <td>Registration:</td> <td>\$ 725.00</td> </tr> <tr> <td>Other (specify): Per Diem</td> <td>\$ 220.00</td> </tr> <tr> <td>Total:</td> <td>\$2,441.00</td> </tr> </table> | | Transportation: | \$ 595.00 | Hotel/Motel: | \$1,099.00 | Registration: | \$ 725.00 | Other (specify): Per Diem | \$ 220.00 | Total: | \$2,441.00 | Rationale: To attend NAEH conference to discuss homelessness and how it affects our communities. | |
| Transportation: | \$ 595.00 | | | | | | | | | | | | |
| Hotel/Motel: | \$1,099.00 | | | | | | | | | | | | |
| Registration: | \$ 725.00 | | | | | | | | | | | | |
| Other (specify): Per Diem | \$ 220.00 | | | | | | | | | | | | |
| Total: | \$2,441.00 | | | | | | | | | | | | |
| **Additional Person(s): | | Funds Available in Department Budget? Yes No (List department, line item and amount) <table border="1"> <tr> <th>Commitment #</th> <th>Fund #</th> </tr> <tr> <td>588291</td> <td>Grant-2004</td> </tr> <tr> <th>Grant # (if applicable)</th> <th>Cost Center #</th> </tr> <tr> <td>H0071-2023 - \$1,220.50</td> <td>5520010700</td> </tr> <tr> <td>H0081-2020 - \$1,220.50</td> <td>5520010700</td> </tr> </table> | | Commitment # | Fund # | 588291 | Grant-2004 | Grant # (if applicable) | Cost Center # | H0071-2023 - \$1,220.50 | 5520010700 | H0081-2020 - \$1,220.50 | 5520010700 |
| Commitment # | Fund # | | | | | | | | | | | | |
| 588291 | Grant-2004 | | | | | | | | | | | | |
| Grant # (if applicable) | Cost Center # | | | | | | | | | | | | |
| H0071-2023 - \$1,220.50 | 5520010700 | | | | | | | | | | | | |
| H0081-2020 - \$1,220.50 | 5520010700 | | | | | | | | | | | | |

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|---|--|---|
| Employee Signature: <i>Janel Holt</i> Date: 5-4-22 | | Court Order No: Date: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved |
| Supervisor/Department Head Signature: <i>J. A. McLinton</i> Date: 5-4-22 | | |

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Tarrant County Out-of-State Travel Request

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|---|--|-------------------|--------------|--------------------|---------------|-------------------|---|------------------|--------|--------------------|--|
| Department: Information Technology | Name: Carolyn Bogan | | | | | | | | | | |
| Conference/Seminar Name: ServiceNow Knowledge 2022 | | | | | | | | | | | |
| Destination: Las Vegas, Nevada | Dates: May 25 – 26, 2022 | | | | | | | | | | |
| Project Expenditures: <table border="1"><tr><td>Transportation:</td><td>\$ 953.00</td></tr><tr><td>Hotel/Motel:</td><td>\$ 1,068.88</td></tr><tr><td>Registration:</td><td>\$ 795.00</td></tr><tr><td>Other (specify): per diem, mileage, parking, baggage fees, taxi</td><td>\$ 405.90</td></tr><tr><td>Total:</td><td>\$ 3,222.78</td></tr></table> | Transportation: | \$ 953.00 | Hotel/Motel: | \$ 1,068.88 | Registration: | \$ 795.00 | Other (specify): per diem, mileage, parking, baggage fees, taxi | \$ 405.90 | Total: | \$ 3,222.78 | Rationale: <p>Our ITSM and Customer Care system; ServiceNow is continuously improve its various features and releases new module every release. To increase ROI to the county's annual investment to their services/licenses entitlements, it is critical Carolyn to proactively learn new services and best practices, and to engage with leaders of other ServiceNow customers.</p> |
| Transportation: | \$ 953.00 | | | | | | | | | | |
| Hotel/Motel: | \$ 1,068.88 | | | | | | | | | | |
| Registration: | \$ 795.00 | | | | | | | | | | |
| Other (specify): per diem, mileage, parking, baggage fees, taxi | \$ 405.90 | | | | | | | | | | |
| Total: | \$ 3,222.78 | | | | | | | | | | |
| **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"><tr><td>Commitment #</td><td>Fund #</td><td>Cost Center #</td></tr><tr><td>588264</td><td>10000-2022</td><td>1810110000</td></tr></table> | Commitment # | Fund # | Cost Center # | 588264 | 10000-2022 | 1810110000 | | | | |
| Commitment # | Fund # | Cost Center # | | | | | | | | | |
| 588264 | 10000-2022 | 1810110000 | | | | | | | | | |

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| <u>Carolyn J. Bogan</u> Carolyn J. Bogan (Apr 25, 2022 12:46 CDT) Employee Signature Date | Court Order No: Date: | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved |
| <u>Christopher Nchopa-Ayafor</u> Christopher Nchopa-Ayafor (Apr 25, 2022 14:28 CDT) Supervisor/Department Head Signature Date | | |

Ardhesh Gupta
Ardhesh Gupta (Apr 25, 2022 12:47 CDT)

Russell Scott
Russell Scott (Apr 25, 2022 12:50 CDT)



Tarrant County Out-of-State Travel Request

| Department: Information Technology | Name: Hammad Hassan | | | | | | | | | | |
|--|--|---------------|--------------|---------------|---------------|------------|---|---------------|------------|--------------------|---|
| Conference/Seminar Name: CISCO Live! | | | | | | | | | | | |
| Destination: Las Vegas, NV | Dates: June 12-16, 2022 | | | | | | | | | | |
| Project Expenditures: <table border="1"><tr><td>Transportation:</td><td>498.00</td></tr><tr><td>Hotel/Motel:</td><td>980.00</td></tr><tr><td>Registration:</td><td>.00</td></tr><tr><td>Other (specify): <i>Per Diem/Baggage Fees/Mileage/Parking/Taxi</i></td><td>482.00</td></tr><tr><td>Total:</td><td>\$ 1,960.00</td></tr></table> | Transportation: | 498.00 | Hotel/Motel: | 980.00 | Registration: | .00 | Other (specify): <i>Per Diem/Baggage Fees/Mileage/Parking/Taxi</i> | 482.00 | Total: | \$ 1,960.00 | Rationale: <p>Cisco Live delivers education and inspiration to technology innovators worldwide through large-scale in-person and digital events, as well as on-demand education. It is the premier destination for Cisco customers and partners to gain knowledge and to build community.</p> <p>As the place where the best and the brightest minds in IT come to learn, Cisco Live will ignite creativity, deliver practical know-how, and accelerate the connections that fuel your digital future.</p> <p>By attending Cisco Live, the attendee will get training in a few days that would otherwise require multiple courses and sessions throughout the year. They will become a more valuable asset to our organization, and that will help us realize more from our investment in Cisco and other technologies.</p> |
| Transportation: | 498.00 | | | | | | | | | | |
| Hotel/Motel: | 980.00 | | | | | | | | | | |
| Registration: | .00 | | | | | | | | | | |
| Other (specify): <i>Per Diem/Baggage Fees/Mileage/Parking/Taxi</i> | 482.00 | | | | | | | | | | |
| Total: | \$ 1,960.00 | | | | | | | | | | |
| **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><th>Amount</th></tr></thead><tbody><tr><td>588261</td><td>10000-2022</td><td>1810201000</td><td>\$1,960.00</td></tr></tbody></table> | Commitment # | Fund # | Cost Center # | Amount | 588261 | 10000-2022 | 1810201000 | \$1,960.00 | | |
| Commitment # | Fund # | Cost Center # | Amount | | | | | | | | |
| 588261 | 10000-2022 | 1810201000 | \$1,960.00 | | | | | | | | |

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|--|---|
| <u>Hammad Hassan</u> Hammad Hassan (Apr 26, 2022 10:38 CDT) | Court Order No: Date: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved |
| Employee Signature <u>Christopher Nchopu-Ayalar</u> Christopher Nchopu-Ayalar (Apr 26, 2022 13:45 CDT) | |
| Supervisor/Department Head Signature <u>Russell Scott</u> Russell Scott (Apr 26, 2022 13:01 CDT) | |

Anthony Jackson
Anthony Jackson (Apr 26, 2022 11:34 CDT)

Avdhesh Gupta
Avdhesh Gupta (Apr 26, 2022 12:56 CDT)



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|--|-----------------|--|----|----------------------|--------------|---------------------|------------|-------------------|------------|-------------------------|-----------------|------------|-----------------|--------------------------------|-----------------|--------|--------|----|----------|---|--|
| Department: <u>PUBLIC HEALTH - DSOP (AHS)</u> | | Name: <u>Aneesh Bhandari</u> <i>** If applicable, list additional names below.</i> | | | | | | | | | | | | | | | | | | | |
| Conference/Seminar Name: <u>34th National Conference on Social Work and HIV/AIDS</u> | | | | | | | | | | | | | | | | | | | | | |
| Destination: <u>New Orleans, Louisiana</u> | | Dates: Departure: <u>5/24/2022</u> Return: <u>5/29/2022</u> | | | | | | | | | | | | | | | | | | | |
| Project Expenditures: <table border="1"> <tr> <td>Meals</td> <td>\$</td> <td>540.00</td> </tr> <tr> <td>Hotel/Motel:</td> <td>\$</td> <td>2,297.50</td> </tr> <tr> <td>Registration:</td> <td>\$</td> <td>800.00</td> </tr> <tr> <td>Transportation:</td> <td>\$</td> <td>429.20</td> </tr> <tr> <td>Other (specify): Hotel Parking</td> <td>\$</td> <td>281.10</td> </tr> <tr> <td>Total:</td> <td>\$</td> <td>4,347.80</td> </tr> </table> | | Meals | \$ | 540.00 | Hotel/Motel: | \$ | 2,297.50 | Registration: | \$ | 800.00 | Transportation: | \$ | 429.20 | Other (specify): Hotel Parking | \$ | 281.10 | Total: | \$ | 4,347.80 | Rationale: Collaborative Solutions and The Professional Association of Social Workers in HIV/AIDS (PASWHA). Conference presenters to support the professional growth and development of HIV Social Workers and allied professionals, promotes evidence-informed practice and advances equitable policies to end the HIV and AIDS Epidemic. | |
| Meals | \$ | 540.00 | | | | | | | | | | | | | | | | | | | |
| Hotel/Motel: | \$ | 2,297.50 | | | | | | | | | | | | | | | | | | | |
| Registration: | \$ | 800.00 | | | | | | | | | | | | | | | | | | | |
| Transportation: | \$ | 429.20 | | | | | | | | | | | | | | | | | | | |
| Other (specify): Hotel Parking | \$ | 281.10 | | | | | | | | | | | | | | | | | | | |
| Total: | \$ | 4,347.80 | | | | | | | | | | | | | | | | | | | |
| **Additional Person(s): Lonnetta Wilson | | Funds Available in Department Budget? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (List department, line item and amount) <table border="1"> <tr> <td>Commitment Account #</td> <td>Fund #</td> </tr> <tr> <td>\$3,547.80 - 588291</td> <td>Grant-2004</td> </tr> <tr> <td>\$800.00 - 588261</td> <td>Grant-2004</td> </tr> <tr> <td>Grant # (if applicable)</td> <td>Cost Center #</td> </tr> <tr> <td>F0036-2022</td> <td>5100306000 (LW)</td> </tr> <tr> <td>F0036-2022</td> <td>5100306200 (AB)</td> </tr> </table> | | Commitment Account # | Fund # | \$3,547.80 - 588291 | Grant-2004 | \$800.00 - 588261 | Grant-2004 | Grant # (if applicable) | Cost Center # | F0036-2022 | 5100306000 (LW) | F0036-2022 | 5100306200 (AB) | | | | | | |
| Commitment Account # | Fund # | | | | | | | | | | | | | | | | | | | | |
| \$3,547.80 - 588291 | Grant-2004 | | | | | | | | | | | | | | | | | | | | |
| \$800.00 - 588261 | Grant-2004 | | | | | | | | | | | | | | | | | | | | |
| Grant # (if applicable) | Cost Center # | | | | | | | | | | | | | | | | | | | | |
| F0036-2022 | 5100306000 (LW) | | | | | | | | | | | | | | | | | | | | |
| F0036-2022 | 5100306200 (AB) | | | | | | | | | | | | | | | | | | | | |

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| <u>Aneesh Bhandari</u> 4-25-2022 Employee Signature Date | Court Order No: <input type="checkbox"/> Approved Date: <input type="checkbox"/> Disapproved |
| <u>Lonnetta Wilson</u> 4/27/22 Supervisor/Department Head Signature Date | |

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Updated: January 9, 2018



Tarrant County Out-of-State Travel Request

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|--|---------------|---|-----------|----------------------|-------------|---------------|------------|-------------------------|---------------|------------------|------------|--------|-------------|---|--|
| Department: <u>PUBLIC HEALTH - Epidemiology & Health Info.</u> | | Name: <u>Erin Ellis</u> <i>** If applicable, list additional names below.</i> | | | | | | | | | | | | | |
| Conference/Seminar Name: <u>CSTE (Council of State and Territorial Epidemiologists) Annual Conference</u> | | | | | | | | | | | | | | | |
| Destination: <u>Louisville, KY</u> | | Dates: Departure: <u>6/18/2022</u> Return: <u>6/23/2022</u> | | | | | | | | | | | | | |
| Project Expenditures: <table border="1"> <tr> <td>Meals</td> <td>\$ 540.00</td> </tr> <tr> <td>Hotel/Motel:</td> <td>\$ 2,658.00</td> </tr> <tr> <td>Registration:</td> <td>\$ 1310.00</td> </tr> <tr> <td>Transportation:</td> <td>\$ 164.19</td> </tr> <tr> <td>Other (specify):</td> <td>\$ 1706.00</td> </tr> <tr> <td>Total:</td> <td>\$ 6,378.19</td> </tr> </table> | | Meals | \$ 540.00 | Hotel/Motel: | \$ 2,658.00 | Registration: | \$ 1310.00 | Transportation: | \$ 164.19 | Other (specify): | \$ 1706.00 | Total: | \$ 6,378.19 | Rationale: As a CSTE member this conference has several benefits for Tarrant County including: Provides a forum for information sharing to discover and adopt new research on best practices and case-proven approaches. Learn about new solutions to improve common activities. Ensure that our jurisdiction's needs are known to federal agencies and remain at the forefront of the national dialogue. Meet new professional counterparts for future collaborations. Workshops and sessions offer tips and top strategies to help build methodological skills and the most cutting-edge techniques. | |
| Meals | \$ 540.00 | | | | | | | | | | | | | | |
| Hotel/Motel: | \$ 2,658.00 | | | | | | | | | | | | | | |
| Registration: | \$ 1310.00 | | | | | | | | | | | | | | |
| Transportation: | \$ 164.19 | | | | | | | | | | | | | | |
| Other (specify): | \$ 1706.00 | | | | | | | | | | | | | | |
| Total: | \$ 6,378.19 | | | | | | | | | | | | | | |
| **Additional Person(s): <u>Jeffrey Billarreal</u> | | Funds Available in Department Budget? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (List department, line item and amount) <table border="1"> <tr> <td>Commitment Account #</td> <td>Fund #</td> </tr> <tr> <td>588261</td> <td>T0400-2022</td> </tr> <tr> <td>Grant # (if applicable)</td> <td>Cost Center #</td> </tr> <tr> <td>N/A</td> <td>5100601000</td> </tr> </table> | | Commitment Account # | Fund # | 588261 | T0400-2022 | Grant # (if applicable) | Cost Center # | N/A | 5100601000 | | | | |
| Commitment Account # | Fund # | | | | | | | | | | | | | | |
| 588261 | T0400-2022 | | | | | | | | | | | | | | |
| Grant # (if applicable) | Cost Center # | | | | | | | | | | | | | | |
| N/A | 5100601000 | | | | | | | | | | | | | | |

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| <u>Angela Hagy</u> 4/20/2022 Employee Signature Date | | Court Order No: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved |
| <u>Angela Hagy</u> 04/26/2022 Supervisor/Department Head Signature Date | | |

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|--|-------------|--|---------------|--------------|-----------|---------------|-----------|-----------------|-----------|--------------------------|----------|--------|-------------|--|--|
| Department: PUBLIC HEALTH - Emergency Preparedness | | Name: Monica Tipton | | | | | | | | | | | | | |
| Conference/Seminar Name: 2022 Points of Light | | | | | | | | | | | | | | | |
| Destination: Orlando, FL | | Dates: Departure: 7/11/2022 Return: 7/15/2022 | | | | | | | | | | | | | |
| Project Expenditures: <table border="1"> <tr> <td>Meals</td> <td>\$ 220.00</td> </tr> <tr> <td>Hotel/Motel:</td> <td>\$ 995.00</td> </tr> <tr> <td>Registration:</td> <td>\$ 575.00</td> </tr> <tr> <td>Transportation:</td> <td>\$ 828.37</td> </tr> <tr> <td>Other (specify): baggage</td> <td>\$ 60.00</td> </tr> <tr> <td>Total:</td> <td>\$ 2,678.37</td> </tr> </table> | | Meals | \$ 220.00 | Hotel/Motel: | \$ 995.00 | Registration: | \$ 575.00 | Transportation: | \$ 828.37 | Other (specify): baggage | \$ 60.00 | Total: | \$ 2,678.37 | Rationale: Attendance at this conference will address the following Community Preparedness capabilities: 1. Strengthen community partnerships to support public health preparedness 2. Identify stakeholders that should be incorporated into flow and define information sharing needs 3. Coordinate with partners and share information 4. Coordinate training and provide guidance to support community involvement with preparedness efforts. | |
| Meals | \$ 220.00 | | | | | | | | | | | | | | |
| Hotel/Motel: | \$ 995.00 | | | | | | | | | | | | | | |
| Registration: | \$ 575.00 | | | | | | | | | | | | | | |
| Transportation: | \$ 828.37 | | | | | | | | | | | | | | |
| Other (specify): baggage | \$ 60.00 | | | | | | | | | | | | | | |
| Total: | \$ 2,678.37 | | | | | | | | | | | | | | |
| **Additional Person(s): | | Funds Available in Department Budget? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (List department, line item and amount) | | | | | | | | | | | | | |
| | | Commitment Account # | Fund # | | | | | | | | | | | | |
| | | 109002/588261-\$575.00 | Grant-2004 | | | | | | | | | | | | |
| | | 109002/588291-\$2103.37 | | | | | | | | | | | | | |
| | | Grant # (if applicable) | Cost Center # | | | | | | | | | | | | |
| | F0041-2016 | 5100 710 000 | | | | | | | | | | | | | |

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|--------------------------------------|--|-------------------------------|---|
| Employee Signature | | Date: 4/25/2022 04/25/2022 | Court Order No: Date: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved |
| Supervisor/Department Head Signature | | Date: | |

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|---|------------------------|--|-----------|--------------|------------|---------------|------------------------|------------------------------|------------|--------|--------------|--|--|
| Department: Purchasing | | Name: Melissa Lee, Purchasing Agent <i>**If applicable, list additional names below.</i> | | | | | | | | | | | |
| Conference/Seminar Name: NIGP Forum 2022 | | | | | | | | | | | | | |
| Destination: Boston, MA | | Dates: Departure: 8/19/22-8/24/22 Return: | | | | | | | | | | | |
| Project Expenditures: <table border="1"><tr><td>Transportation:</td><td>\$ 600.00</td></tr><tr><td>Hotel/Motel:</td><td>\$ 1400.00</td></tr><tr><td>Registration:</td><td>\$ \$897/each - \$1794</td></tr><tr><td>Other (specify): Per Diem</td><td>\$ \$440</td></tr><tr><td>Total:</td><td>\$ \$4234.00</td></tr></table> | | Transportation: | \$ 600.00 | Hotel/Motel: | \$ 1400.00 | Registration: | \$ \$897/each - \$1794 | Other (specify): Per Diem | \$ \$440 | Total: | \$ \$4234.00 | Rationale: Professional procurement conference where innovation, collaboration and ongoing learning are fostered. | |
| Transportation: | \$ 600.00 | | | | | | | | | | | | |
| Hotel/Motel: | \$ 1400.00 | | | | | | | | | | | | |
| Registration: | \$ \$897/each - \$1794 | | | | | | | | | | | | |
| Other (specify): Per Diem | \$ \$440 | | | | | | | | | | | | |
| Total: | \$ \$4234.00 | | | | | | | | | | | | |
| **Additional Person(s): Elaine Johnson, Senior Contracts Administrator | | Funds Available in Department Budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (List department, line item and amount) <table border="1"><tr><td>Commitment #</td><td>Fund #</td><td>Cost Center #</td></tr><tr><td>598261</td><td>10000-2022</td><td>1830/00000</td></tr></table> | | Commitment # | Fund # | Cost Center # | 598261 | 10000-2022 | 1830/00000 | | | | |
| Commitment # | Fund # | Cost Center # | | | | | | | | | | | |
| 598261 | 10000-2022 | 1830/00000 | | | | | | | | | | | |

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| Employee Signature: <u>Elaine Johnson</u> Date: <u>5/2/22</u> | | Court Order No: Date: | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved |
| Supervisor/Department Head Signature: <u>Melissa Lee</u> Date: <u>5/2/22</u> | | | |

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.