



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" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <tr><td style="padding: 2px;">Transportation:</td><td style="padding: 2px;">\$ 557.00</td></tr> <tr><td style="padding: 2px;">Hotel/Motel:</td><td style="padding: 2px;">\$ 656.00</td></tr> <tr><td style="padding: 2px;">Registration:</td><td style="padding: 2px;">\$ 0.00</td></tr> <tr><td style="padding: 2px;">Other (specify): Per Diem</td><td style="padding: 2px;">\$ 170.00</td></tr> <tr><td style="padding: 2px;">Total:</td><td style="padding: 2px;">\$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" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="padding: 2px;">Commitment #</th> <th style="padding: 2px;">Fund #</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">588291</td> <td style="padding: 2px;">Grant-2004</td> </tr> <tr> <th style="padding: 2px;">Grant # (if applicable)</th> <th style="padding: 2px;">Cost Center #</th> </tr> <tr> <td style="padding: 2px;">H0042-2023 - \$461.00</td> <td style="padding: 2px;">I/O#501902/5520010100</td> </tr> <tr> <td style="padding: 2px;">H0080-2020 - \$461.00</td> <td style="padding: 2px;">5520010100</td> </tr> <tr> <td style="padding: 2px;">H0041-2025 - \$461.00</td> <td style="padding: 2px;">I/O#502002/5520010800</td> </tr> </tbody> </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												

<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="font-size: 1.2em; margin: 0;"><i>Susan Au</i></p> <p style="font-size: 0.8em; margin: 0;">Employee Signature</p> </div> <div style="width: 45%;"> <p style="font-size: 1.2em; margin: 0;">5/4/22</p> <p style="font-size: 0.8em; margin: 0;">Date</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p style="font-size: 1.2em; margin: 0;"><i>J. A. McLinton</i></p> <p style="font-size: 0.8em; margin: 0;">Supervisor/Department Head Signature</p> </div> <div style="width: 45%;"> <p style="font-size: 1.2em; margin: 0;">5-4-22</p> <p style="font-size: 0.8em; margin: 0;">Date</p> </div> </div>	<p>Court Order No:</p> <p>Date:</p> <div style="text-align: right; margin-top: 10px;"> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved </div>
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Tarrant County Out-of-State Travel Request

Department: Community Development	Name: <i>Janel Holt</i>												
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												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 2px;">Project Expenditures:</td> </tr> <tr> <td style="padding: 2px;">Transportation:</td> <td style="padding: 2px;">\$ 595.00</td> </tr> <tr> <td style="padding: 2px;">Hotel/Motel:</td> <td style="padding: 2px;">\$1,099.00</td> </tr> <tr> <td style="padding: 2px;">Registration:</td> <td style="padding: 2px;">\$ 725.00</td> </tr> <tr> <td style="padding: 2px;">Other (specify): Per Diem</td> <td style="padding: 2px;">\$ 220.00</td> </tr> <tr> <td style="padding: 2px;">Total:</td> <td style="padding: 2px;">\$2,441.00</td> </tr> </table>	Project Expenditures:		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.
Project Expenditures:													
Transportation:	\$ 595.00												
Hotel/Motel:	\$1,099.00												
Registration:	\$ 725.00												
Other (specify): Per Diem	\$ 220.00												
Total:	\$2,441.00												
**Additional Person(s):	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"> Funds Available in Department Budget? Yes No (List department, line item and amount) </td> </tr> <tr> <td style="text-align: center;">Commitment #</td> <td style="text-align: center;">Fund #</td> </tr> <tr> <td style="text-align: center;">588291</td> <td style="text-align: center;">Grant-2004</td> </tr> <tr> <td style="text-align: center;">Grant # (if applicable)</td> <td style="text-align: center;">Cost Center #</td> </tr> <tr> <td style="text-align: center;">H0071-2023 - \$1,220.50</td> <td style="text-align: center;">5520010700</td> </tr> <tr> <td style="text-align: center;">H0081-2020 - \$1,220.50</td> <td style="text-align: center;">5520010700</td> </tr> </table>	Funds Available in Department Budget? Yes No (List department, line item and amount)		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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<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> Employee Signature </div> <div style="width: 15%;"> 5-4-22 Date </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 80%;"> Supervisor/Department Head Signature </div> <div style="width: 15%;"> 5-4-22 Date </div> </div>	Court Order No: Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
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Tarrant County Out-of-State Travel Request

Department: <p style="text-align: center;">Information Technology</p>	Name: <p style="text-align: center;">Carolyn Bogan</p>										
Conference/Seminar Name: <p style="text-align: center;">ServiceNow Knowledge 2022</p>											
Destination: <p style="text-align: center;">Las Vegas, Nevada</p>	Dates: <p style="text-align: center;">May 25 – 26, 2022</p>										
Project Expenditures: <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="padding: 2px;">Transportation:</td> <td style="text-align: right; padding: 2px;">\$ 953.00</td> </tr> <tr> <td style="padding: 2px;">Hotel/Motel:</td> <td style="text-align: right; padding: 2px;">\$ 1,068.88</td> </tr> <tr> <td style="padding: 2px;">Registration:</td> <td style="text-align: right; padding: 2px;">\$ 795.00</td> </tr> <tr> <td style="padding: 2px;">Other (specify): per diem, mileage, parking, baggage fees, taxi</td> <td style="text-align: right; padding: 2px;">\$ 405.90</td> </tr> <tr> <td style="padding: 2px;">Total:</td> <td style="text-align: right; padding: 2px;">\$ 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 <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="text-align: center; padding: 2px;">588264</td> <td style="text-align: center; padding: 2px;">10000-2022</td> <td style="text-align: center; padding: 2px;">1810110000</td> </tr> </tbody> </table>	Commitment #	Fund #	Cost Center #	588264	10000-2022	1810110000				
Commitment #	Fund #	Cost Center #									
588264	10000-2022	1810110000									

<p><u>Carolyn J. Bogan</u> <small>Carolyn J. Bogan (Apr 25, 2022 12:46 CDT)</small> Employee Signature _____ Date _____</p> <p><u>Christopher Nchopa-Ayafor</u> <small>Christopher Nchopa-Ayafor (Apr 25, 2022 14:28 CDT)</small> Supervisor/Department Head Signature _____ Date _____</p>	Court Order No: Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
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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: <p style="text-align: center;">Information Technology</p>	Name: <p style="text-align: center;">Hammad Hassan</p>										
Conference/Seminar Name: <p style="text-align: center;">CISCO Live!</p>											
Destination: <p style="text-align: center;">Las Vegas, NV</p>	Dates: <p style="text-align: center;">June 12-16, 2022</p>										
Project Expenditures: <table border="1" style="width:100%; margin-top: 10px; border-collapse: collapse;"> <tr> <td style="width:70%;">Transportation:</td> <td style="text-align: right;">498.00</td> </tr> <tr> <td>Hotel/Motel:</td> <td style="text-align: right;">980.00</td> </tr> <tr> <td>Registration:</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>Other (specify): <i>Per Diem/Baggage Fees/Mileage/Parking/Taxi</i></td> <td style="text-align: right;">482.00</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$ 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" style="width:100%; margin-top: 10px; border-collapse: collapse;"> <thead> <tr> <th style="width:20%;">Commitment #</th> <th style="width:20%;">Fund #</th> <th style="width:20%;">Cost Center #</th> <th style="width:40%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">588261</td> <td style="text-align: center;">10000-2022</td> <td style="text-align: center;">1810201000</td> <td style="text-align: right;">\$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								

<p><u>Hammad Hassan</u> Hammad Hassan (Apr 26, 2022 10:38 CDT)</p> <p>Employee Signature _____ Date _____ <u>Christopher Nchoku-Ayafor</u> Christopher Nchoku-Ayafor (Apr 26, 2022 13:47 CDT)</p> <p>Supervisor/Department Head Signature _____ Date _____ <u>Russell Scott</u> Russell Scott (Apr 26, 2022 13:01 CDT)</p>	Court Order No: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Date: _____
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Anthony Jackson
Anthony Jackson (Apr 26, 2022 11:34 CDT)

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



Tarrant County Out-of-State Travel Request

Department: <u>PUBLIC HEALTH - DSOP (AHS)</u>		Name: <u>Aneesh Bhandari</u> <small>** If applicable, list additional names below.</small>															
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>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 2px;">Project Expenditures:</td> </tr> <tr> <td style="padding: 2px;">Meals</td> <td style="padding: 2px; text-align: right;">\$ 540.00</td> </tr> <tr> <td style="padding: 2px;">Hotel/Motel:</td> <td style="padding: 2px; text-align: right;">\$ 2,297.50</td> </tr> <tr> <td style="padding: 2px;">Registration:</td> <td style="padding: 2px; text-align: right;">\$ 800.00</td> </tr> <tr> <td style="padding: 2px;">Transportation:</td> <td style="padding: 2px; text-align: right;">\$ 429.20</td> </tr> <tr> <td style="padding: 2px;">Other (specify): <u>Hotel Parking</u></td> <td style="padding: 2px; text-align: right;">\$ 281.10</td> </tr> <tr> <td style="padding: 2px;">Total:</td> <td style="padding: 2px; text-align: right;">\$ 4,347.80</td> </tr> </table>		Project Expenditures:		Meals	\$ 540.00	Hotel/Motel:	\$ 2,297.50	Registration:	\$ 800.00	Transportation:	\$ 429.20	Other (specify): <u>Hotel Parking</u>	\$ 281.10	Total:	\$ 4,347.80	Rationale: <u>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.</u>	
Project Expenditures:																	
Meals	\$ 540.00																
Hotel/Motel:	\$ 2,297.50																
Registration:	\$ 800.00																
Transportation:	\$ 429.20																
Other (specify): <u>Hotel Parking</u>	\$ 281.10																
Total:	\$ 4,347.80																
**Additional Person(s): <u>Lonnetta Wilson</u>		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;"> <tr> <td style="width: 50%; padding: 2px;">Commitment Account #</td> <td style="width: 50%; padding: 2px;">Fund #</td> </tr> <tr> <td style="padding: 2px;">\$3,547.80 - 588291</td> <td style="padding: 2px;">Grant-2004</td> </tr> <tr> <td style="padding: 2px;">\$800.00 - 588261</td> <td style="padding: 2px;">Grant-2004</td> </tr> <tr> <td style="padding: 2px;">Grant # (if applicable)</td> <td style="padding: 2px;">Cost Center #</td> </tr> <tr> <td style="padding: 2px;">F0036-2022</td> <td style="padding: 2px;">5100306000 (LW)</td> </tr> <tr> <td style="padding: 2px;">F0036-2022</td> <td style="padding: 2px;">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 #																
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Grant # (if applicable)	Cost Center #																
F0036-2022	5100306000 (LW)																
F0036-2022	5100306200 (AB)																

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

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Tarrant County Out-of-State Travel Request

Department: <u>PUBLIC HEALTH - Epidemiology & Health Info.</u>		Name: <u>Erin Ellis</u> <small>** If applicable, list additional names below.</small>													
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>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Meals</td><td style="text-align: right;">\$ 540.00</td></tr> <tr><td>Hotel/Motel:</td><td style="text-align: right;">\$ 2,658.00</td></tr> <tr><td>Registration:</td><td style="text-align: right;">\$ 1310.00</td></tr> <tr><td>Transportation:</td><td style="text-align: right;">\$ 164.19</td></tr> <tr><td>Other (specify):</td><td style="text-align: right;">\$ 1706.00</td></tr> <tr><td>Total:</td><td style="text-align: right;">\$ 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 <small>(List department, line item and amount)</small> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 50%; text-align: center;">Commitment Account #</td> <td style="width: 50%; text-align: center;">Fund #</td> </tr> <tr> <td style="text-align: center;">588261</td> <td style="text-align: center;">T0400-2022</td> </tr> <tr> <td style="text-align: center;">Grant # (if applicable)</td> <td style="text-align: center;">Cost Center #</td> </tr> <tr> <td style="text-align: center;">N/A</td> <td style="text-align: center;">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														

Employee Signature	<u>4/20/2022</u> Date	Court Order No: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
<u>Angela Hagy</u> <small>Angela Hagy (Apr 26, 2022 17:12 CDT)</small> Supervisor/Department Head Signature	<u>04/26/2022</u> Date		

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Tarrant County Out-of-State Travel Request

Department: <u>PUBLIC HEALTH - Emergency Preparedness</u>		Name: <u>Monica Tipton</u> <small>** If applicable, list additional names below.</small>																									
Conference/Seminar Name: <u>2022 Points of Light</u>																											
Destination: <u>Orlando, FL</u>		Dates: Departure: <u>7/11/2022</u> Return: <u>7/15/2022</u>																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Meals</td><td style="width: 10%;">\$</td><td style="width: 10%;"></td><td style="width: 50%; text-align: right;">220.00</td></tr> <tr><td>Hotel/Motel:</td><td>\$</td><td></td><td style="text-align: right;">995.00</td></tr> <tr><td>Registration:</td><td>\$</td><td></td><td style="text-align: right;">575.00</td></tr> <tr><td>Transportation:</td><td>\$</td><td></td><td style="text-align: right;">828.37</td></tr> <tr><td>Other (specify): <u>baggage</u></td><td>\$</td><td></td><td style="text-align: right;">60.00</td></tr> <tr><td>Total:</td><td>\$</td><td></td><td style="text-align: right;">2,678.37</td></tr> </table>		Meals	\$		220.00	Hotel/Motel:	\$		995.00	Registration:	\$		575.00	Transportation:	\$		828.37	Other (specify): <u>baggage</u>	\$		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): <u>baggage</u>	\$		60.00																								
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Commitment Account #	Fund #																										
109002/588261-\$575.00	Grant-2004																										
109002/588291-\$2103.37																											
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="width: 60%;">Grant # (if applicable)</th><th style="width: 40%;">Cost Center #</th></tr> <tr><td>F0041-2016</td><td>5100 710 000</td></tr> </table>	Grant # (if applicable)	Cost Center #	F0041-2016	5100 710 000																					
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F0041-2016	5100 710 000																										

<u>Angela Haay</u> <small>Angela Haay, ID# 1541021841 CDD</small>	<u>4/25/2022</u> Date: <u>04/25/2022</u>	Court Order No:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Supervisor/Department Head Signature	Date	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.



Tarrant County Out-of-State Travel Request

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" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width:70%;">Transportation:</td> <td style="width:30%;">\$ 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" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:33%;">Commitment #</th> <th style="width:33%;">Fund #</th> <th style="width:33%;">Cost Center #</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">598261</td> <td style="text-align: center;">1000-2022</td> <td style="text-align: center;">1830100000</td> </tr> </tbody> </table>	Commitment #	Fund #	Cost Center #	598261	1000-2022	1830100000				
Commitment #	Fund #	Cost Center #									
598261	1000-2022	1830100000									

<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <i>Elaine Johnson</i> Employee Signature </div> <div style="width: 45%;"> 5/2/22 Date </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <i>Melissa Lee</i> Supervisor/Department Head Signature </div> <div style="width: 45%;"> 5/2/22 Date </div> </div>	Court Order No: Date: <div style="margin-top: 20px;"> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved </div>
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