



TARRANT COUNTY
CRIMINAL COURTS ADMINISTRATOR

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JUSTICE CENTER
401 W. BELKNAP
FORT WORTH, TX 76196
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October 21, 2022

Dear Judge Whitley and Commissioners:

The Criminal Court Administration is requesting Within Region Travel expenses for Shaquayla Burns to attend the 5th Annual Judicial Summit on Mental Health, November 2-4, 2022, in Grapevine Texas. Due to the extremely heavy traffic in the mornings and late evening commuting to Grapevine from Fort Worth for 2 days, CCA is requesting overnight lodging. The conference classes begin at 8:25 am on November 3-4, 2022, and end at 5:00 pm.

The staff attending this Judicial Conference to receive Continuing Education credits which is a requirement of the position that the employee currently holds.

Thank you for your consideration. Should you have any questions concerning this matter, please do not hesitate to call me.

Sincerely,

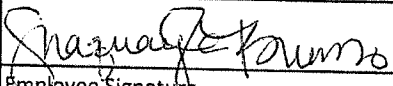
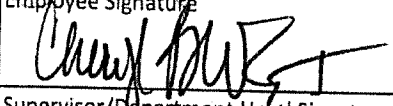
A handwritten signature in black ink, appearing to read "Greg Shugart", with a long, sweeping horizontal line extending to the right.

Greg Shugart
Criminal Courts Administrator



Tarrant County Within Region Travel Request

Department: Criminal Courts Administration		Name: Shaquayla Burns <small>**if applicable, list additional names below.</small>											
Conference/Seminar Name: Judicial Summit on Mental Health													
Destination: Grapevine, TX		Dates: Departure: 11/2/22 Return: 11/4/22											
Project Expenditures: <table border="1"><tr><td>Transportation: Mileage</td><td>\$ 40.00</td></tr><tr><td>Hotel/Motel:</td><td>\$ 350</td></tr><tr><td>Registration:</td><td>\$ 0</td></tr><tr><td>Other (specify):</td><td>\$ 120</td></tr><tr><td>Total:</td><td>\$ 510.00</td></tr></table>		Transportation: Mileage	\$ 40.00	Hotel/Motel:	\$ 350	Registration:	\$ 0	Other (specify):	\$ 120	Total:	\$ 510.00	Rationale: The Texas Judicial Commission on Mental Health will host its 5th Annual Judicial Summit on Mental Health on November 2 - 4, 2022, at Great Wolf Lodge in Grapevine, Texas. Attendees will gain knowledge from judges, doctor and various leaders in the Mental Health Field on topics such as Assisted Outpatient Treat Courts and Trauma-Responsive Approach to the Justice System.	
Transportation: Mileage	\$ 40.00												
Hotel/Motel:	\$ 350												
Registration:	\$ 0												
Other (specify):	\$ 120												
Total:	\$ 510.00												
**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>10000-2023</td><td>4192500000</td></tr></tbody></table>		Commitment #	Fund #	Cost Center#	588261	10000-2023	4192500000				
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588261	10000-2023	4192500000											

 10/18/22 Employee Signature Date		Court Order No:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
 10/18/22 Supervisor/Department Head Signature Date			

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.