



Tarrant County Out-of-State Travel Request

Department: Precinct 1 - General	Name: Roy C. Brooks												
Conference/Seminar Name: 2023 National Association of Counties Legislative Conference													
Destination: Washington, DC	Dates: February 11,2023 - February 14, 2023												
<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;">\$ 875.00</td></tr> <tr><td style="padding: 2px;">Hotel/Motel:</td><td style="padding: 2px;">\$ 1585.00</td></tr> <tr><td style="padding: 2px;">Registration:</td><td style="padding: 2px;">\$ 1040.00</td></tr> <tr><td style="padding: 2px;">Other:</td><td style="padding: 2px;">\$ 240.00</td></tr> <tr><td style="padding: 2px;">Total:</td><td style="padding: 2px;">\$ 3740.00</td></tr> </table>	Project Expenditures:		Transportation:	\$ 875.00	Hotel/Motel:	\$ 1585.00	Registration:	\$ 1040.00	Other:	\$ 240.00	Total:	\$ 3740.00	Rationale: Commissioner Brooks and staff will join county elected and appointed officials from across the country in Washington, DC for NACo's 2023 Annual Conference. Sessions will include topics surrounding policy, public health, transportation, technology and much more.
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Total:	\$ 3740.00												
Additional Person(s): Jeanette Martinez	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="padding: 2px;">Fund/Co. #</th> <th style="padding: 2px;">Account #</th> <th style="padding: 2px;">Center #</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">588261</td> <td style="padding: 2px;">26100-2023</td> <td style="padding: 2px;">6110100000</td> </tr> </tbody> </table>	Fund/Co. #	Account #	Center #	588261	26100-2023	6110100000						
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<table style="width:100%;"> <tr> <td style="width:70%; padding: 2px;"><i>Roy C. Brooks</i> Employee Signature</td> <td style="width:30%; padding: 2px;">11/08/2022 Date</td> </tr> <tr> <td style="padding: 2px;">_____ Supervisor/Department Head Signature</td> <td style="padding: 2px;">_____ Date</td> </tr> </table>	<i>Roy C. Brooks</i> Employee Signature	11/08/2022 Date	_____ Supervisor/Department Head Signature	_____ Date	Court Order No: Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
<i>Roy C. Brooks</i> Employee Signature	11/08/2022 Date					
_____ Supervisor/Department Head Signature	_____ 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.

