





Tarrant County Exception to the Travel Policy Request

Department: Criminal District Attorney's Office		Name: Sharen Wilson											
Conference/Seminar Name: Elected Prosecutor Conference													
Destination: Horseshoe Bay, TX		Dates: Departure: 11/30/2022 Return: 12/1/2022											
Project Expenditures: <table border="1"><tr><td>Transportation:</td><td>\$ 235.00</td></tr><tr><td>Hotel/Motel:</td><td>\$ 147.34</td></tr><tr><td>Registration:</td><td>\$ 0</td></tr><tr><td>Other: Per Diem</td><td>\$ 70</td></tr><tr><td>Total:</td><td>\$ 452.34</td></tr></table>		Transportation:	\$ 235.00	Hotel/Motel:	\$ 147.34	Registration:	\$ 0	Other: Per Diem	\$ 70	Total:	\$ 452.34	Rationale: Criminal District Attorney Sharen Wilson will be attending the Elected Prosecutor Conference taking place in Horseshoe Bay, TX. This includes the attendance for the Texas Prosecutors Society's Class of 2022.	
Transportation:	\$ 235.00												
Hotel/Motel:	\$ 147.34												
Registration:	\$ 0												
Other: Per Diem	\$ 70												
Total:	\$ 452.34												
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>Fund/Co. #</th><th>Account #</th><th>Center #</th></tr></thead><tbody><tr><td>588261</td><td>D8700-2023</td><td>4510100000</td></tr></tbody></table>		Fund/Co. #	Account #	Center #	588261	D8700-2023	4510100000				
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588261	D8700-2023	4510100000											

 Employee Signature	<u>11-9-2022</u> Date	Court Order No: Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
 Supervisor/Department Head Signature	<u>11-9-2022</u> 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.