



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

PAGE 1 OF 3

DATE: 12/13/2022

SUBJECT: **APPROVAL OF AN EXCEPTION TO THE TRAVEL POLICY FOR  
WITHIN REGION TRAVEL - JUSTICE OF THE PEACE, PRECINCT  
7**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve an exception to the County's Travel Policy for a Within Region Travel Request for Justice of the Peace, Precinct 7.

**BACKGROUND**

Judge Kenneth Sanders will attend the Justice of the Peace Ten Hour Seminar on June 4-6, 2023, in Denton, Texas.

In order to avoid heavy traffic each morning and evening, Judge Kenneth Sanders is requesting that the Court approve an exception to the travel policy, allowing within region overnight lodging.

**FISCAL IMPACT**

The total cost for lodging is \$110.00. Funds are available in account 588261/10000-2023/4470100000.

SUBMITTED BY: Administrator's Office

PREPARED BY: Miriam Garza  
APPROVED BY:



JUDGE  
KENNETH D. SANDERS  
JUSTICE OF THE PEACE  
PRECINCT SEVEN



1100 E. BROAD STREET  
SUITE 202  
MANSFIELD, TEXAS 76063  
817-473-5101  
FAX 817-850-2328

## TARRANT COUNTY

November 21, 2022

Mr. G.K. Maenius  
County Administrator  
Administrator's Office  
100 E Weatherford, Suite 404  
Fort Worth, TX 76196

RE: Within Region Travel Request

Dear Mr. Maenius:

Attached please find my request for within region travel expenses for me. I am currently enrolled in the FY\_23 Justice of the Peace 10 Hour Seminar in Denton, Texas June 4-6, 2023.

I am requesting that I be allowed to stay in Denton due to the extremely heavy traffic in the mornings and evenings commuting back and forth from Mansfield to Denton for classes.

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

Respectfully,

Respectfully,

*Kenneth D. Sanders*

Justice of the Peace  
Precinct 7  
Tarrant County, Texas







## Tarrant County Within Region Travel Request

Department: Justice of the Peace 7		Name: Kenneth D. Sanders <small>**if applicable, list additional names below.</small>											
Conference/Seminar Name: FY_23 Justice of the Peace 10 Hour Seminar													
Destination: Denton, TX		Dates: Departure: June 4, 2023 Return: June 6, 2023											
Project Expenditures: <table border="1"><tr><td>Transportation:</td><td>\$ 69.44</td></tr><tr><td>Hotel/Motel: \$55.00 X 2</td><td>\$ 110.00</td></tr><tr><td>Registration:</td><td>\$ 75.00</td></tr><tr><td>Other (specify):</td><td>\$</td></tr><tr><td>Total:</td><td>\$ 254.44</td></tr></table>		Transportation:	\$ 69.44	Hotel/Motel: \$55.00 X 2	\$ 110.00	Registration:	\$ 75.00	Other (specify):	\$	Total:	\$ 254.44	Rationale: 56 MILES X .0625 = \$34.72 X 2 = \$69.44 Denton is a heavily trafficked drive from Mansfield. I would risk being late to classes each morning and may not be given credit for the class.	
Transportation:	\$ 69.44												
Hotel/Motel: \$55.00 X 2	\$ 110.00												
Registration:	\$ 75.00												
Other (specify):	\$												
Total:	\$ 254.44												
**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"><thead><tr><th>Commitment #</th><th>Fund #</th><th>Cost Center#</th></tr></thead><tbody><tr><td>588261</td><td>10000-2023</td><td>4470100000</td></tr></tbody></table>		Commitment #	Fund #	Cost Center#	588261	10000-2023	4470100000				
Commitment #	Fund #	Cost Center#											
588261	10000-2023	4470100000											

Kenneth D. Sanders 6/21/2022 Employee Signature Date		Court Order No:  Date:	<input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved
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.

