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

January 4, 2023

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

RE: Exception for In Region Travel Policy

Dear, Mr. Maenius:

Attached please find my request for within region travel expense for my clerk Tahji Burnett. She is currently enrolled in the 2023 Experienced Court Personnel Seminar in Denton, Texas for April 4, 2023 through April 6, 2023,

I am requesting that she be allowed to stay in Denton de 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,

Kenneth D. Sanders
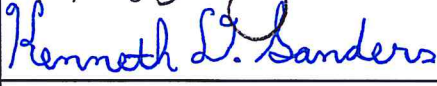
Justice of the Peace
Precinct 7
Tarrant County, Texas

Tarrant County Within Region Travel Request

Department:	Name:
Justice of the Peace 7	Tahji Burnett
	**if applicable, list additional names below.

Conference/Seminar Name:
FY_23 Experienced Court Personnel Seminar

Destination:	Dates: Departure: April 4, 2023
Denton TX	Return: April 6, 2023

Project Expenditures:		Rationale:
Transportation: 54X.0625	$ 67.50	Denton is a heavily trafficked drive from Mansfield. Clerk would risk being late to classes each morning and may not be given credit for the class.
Hotel/Motel:	$ 110.00	
Registration:	$ 60.00	
Other (specify):	$ 85.00	
Total:	$ 322.50	

**Additional Person(s):	Funds Available in Department Budget? ☑ Yes ☐ No
	(List Department, Line Item and amount)

Commitment #	Fund #	Cost Center#
588261	10000-2023	4470100000

Employee Signature	1/4/2023 Date	Court Order No:	☐ Approved
Kenneth D. Sanders Supervisor/Department Head Signature	1/4/2023 Date	Date:	☐ Disapproved

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.