



## Tarrant County Within Region Travel Request

Department: <b>Tax</b>	Name: <b>Wendy Burgess</b> <small>**if applicable, list additional names below.</small>										
Conference/Seminar Name: <b>TAAD - Texas Association of Appraisal Districts</b>											
Destination: <b>Dallas Renaissance Hotel</b>	Dates: Departure: <b>February 19, 2023</b>  Return: <b>February 22, 2023</b>										
Project Expenditures: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 30%;">Transportation:</td> <td>\$ 64.38</td> </tr> <tr> <td>Hotel/Motel:</td> <td>\$ 409.48</td> </tr> <tr> <td>Registration:</td> <td>\$ N/C</td> </tr> <tr> <td>Other (specify):</td> <td>\$</td> </tr> <tr> <td>Total:</td> <td>\$ 473.86</td> </tr> </table>	Transportation:	\$ 64.38	Hotel/Motel:	\$ 409.48	Registration:	\$ N/C	Other (specify):	\$	Total:	\$ 473.86	Rationale: Due to the location of the conference and the drive each morning/traffic and to ensure safe arrival time, it is requested to stay the night near the conference. The hotel conference is sold out. Due to Ms. Burgess being a Board Member, the Tarrant Appraisal District is paying for her registration fee of \$450.00
Transportation:	\$ 64.38										
Hotel/Motel:	\$ 409.48										
Registration:	\$ N/C										
Other (specify):	\$										
Total:	\$ 473.86										
**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" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 33%;">Commitment #</th> <th style="width: 33%;">Fund #</th> <th style="width: 33%;">Cost Center#</th> </tr> </thead> <tbody> <tr> <td>588261</td> <td>1000-2023</td> <td>13101</td> </tr> </tbody> </table>	Commitment #	Fund #	Cost Center#	588261	1000-2023	13101				
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<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">               Employee Signature           </div> <div style="text-align: center;">             1-24-23              Date           </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="text-align: center;">               Supervisor/Department Head Signature           </div> <div style="text-align: center;">             1/24/2023              Date           </div> </div>	Court Order No:   Date:	<div style="margin-bottom: 20px;"> <input type="checkbox"/>          Approved       </div> <div> <input type="checkbox"/>          Disapproved       </div>
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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.