

**SERGIOL DE LEON**  
JUSTICE OF THE PEACE  
PRECINCT 5

**TARRANT COUNTY**  
FORT WORTH, TEXAS 76196-0247

350 WEST BELKNAP  
FORT WORTH, TEXAS 76196-0247  
884-1438

February 10, 2023

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

Re: Within Region Travel Request

Dear Mr. Maenius:

Enclosed please find a request for within region travel expenses for my clerk, Lisa Nevarez, as she is scheduled to attend the Experienced Court Personnel Seminar on April 4-6, 2023.

She is requesting to be refunded expenses and overnight stay from the 2023 education budget to avoid the extremely heavy traffic in the mornings and evenings commuting back and forth from Fort Worth to Denton for 3 days. The conference begins at 8:00 a.m. on the 5th and if she attempted to make this drive daily, she could be late to the seminar.

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

Respectfully submitted,

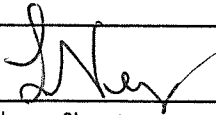

A handwritten signature in black ink, appearing to read "S. De Leon", followed by a long, horizontal, slightly wavy line that extends to the right.

Sergio L. De Leon



## Tarrant County Within Region Travel Request

Department: Justice of the Peace Pct 5		Name: Lisa Nevarez <small>**if applicable, list additional names below.</small>											
Conference/Seminar Name: TJCTC Experienced Court Personnel Seminar													
Destination: Denton		Dates: Departure: April 4, 2023 Return: April 6, 2023											
Project Expenditures: <table border="1"><tr><td>Transportation:</td><td>\$ 47.02</td></tr><tr><td>Hotel/Motel:</td><td>\$ 110.00</td></tr><tr><td>Registration:</td><td>\$ 150.00</td></tr><tr><td>Other (specify):</td><td>\$ 100.00</td></tr><tr><td>Total:</td><td>\$ 407.02</td></tr></table>		Transportation:	\$ 47.02	Hotel/Motel:	\$ 110.00	Registration:	\$ 150.00	Other (specify):	\$ 100.00	Total:	\$ 407.02	Rationale: Extremely heavy traffic in morning & evenings make commuting to and from Denton, TX for 4 days difficult. May result in clerk arriving late to conference.	
Transportation:	\$ 47.02												
Hotel/Motel:	\$ 110.00												
Registration:	\$ 150.00												
Other (specify):	\$ 100.00												
Total:	\$ 407.02												
**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"><tr><th>Commitment #</th><th>Fund #</th><th>Cost Center#</th></tr><tr><td>588261</td><td>10000-2023</td><td>4450100000</td></tr></table>		Commitment #	Fund #	Cost Center#	588261	10000-2023	4450100000				
Commitment #	Fund #	Cost Center#											
588261	10000-2023	4450100000											

 Employee Signature		02/10/2023 Date	Court Order No:	<input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved
 Supervisor/Department Head Signature		02/10/2023 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.