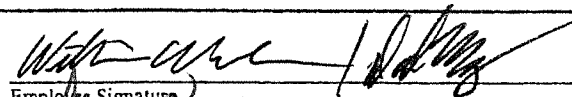





Tarrant County Out-of-State Travel Request

Department: Administrator's Office		Name: William Wessel <i>**If applicable, list additional names below.</i>											
Conference/Seminar Name: 2023 National Homeland Security Conference													
Destination: Chicago, IL		Dates: Departure: 7/24/23-7/27/23 Return:											
Project Expenditures: <table border="1"><tr><td>Transportation:</td><td>\$ 470 per person</td></tr><tr><td>Hotel/Motel: \$187 per night/per person</td><td>\$561 per person</td></tr><tr><td>Registration:</td><td>\$ 700 per person</td></tr><tr><td>Other (specify): Per Diem</td><td>\$ 170 per person</td></tr><tr><td>Total:</td><td>\$1,901 per person</td></tr></table>		Transportation:	\$ 470 per person	Hotel/Motel: \$187 per night/per person	\$561 per person	Registration:	\$ 700 per person	Other (specify): Per Diem	\$ 170 per person	Total:	\$1,901 per person	Rationale: Attending the 2023 National Homeland Security Conference enables county staff to learn more about best practices in planning, mitigation, training, and exercise so that Tarrant County can continue to be as prepared as possible. Additionally, this conference enables staff to meet with Federal Emergency Management Agency personnel to forecast future grant programs. Costs listed as per person. Grant Funding- 588291/M0040-2024/1120100000/grant-2004	
Transportation:	\$ 470 per person												
Hotel/Motel: \$187 per night/per person	\$561 per person												
Registration:	\$ 700 per person												
Other (specify): Per Diem	\$ 170 per person												
Total:	\$1,901 per person												
**Additional Person(s): David McCurdy		Funds Available in Department Budget? Yes <input type="checkbox"/> No <input type="checkbox"/> (List department, line item and amount) <table border="1"><thead><tr><th>Commitment #</th><th>Fund #</th><th>Cost Center #</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr></tbody></table>		Commitment #	Fund #	Cost Center #							
Commitment #	Fund #	Cost Center #											

 Employee Signature		Date: 3/7/23		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 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.



Tarrant County Out-of-State Travel Request

Department: Commissioner Pct 2		Name: Alisa Simmons **If applicable, list additional names below.											
Conference/Seminar Name: National Organization of Black County Officials (NOBCO) 37th Annual Convention													
Destination: Miami, FL		Dates: Departure: June 21, 2023 Return: June 25, 2023											
Project Expenditures: <table border="1"> <tr> <td>Transportation:</td> <td>\$2,100</td> </tr> <tr> <td>Hotel/Motel:</td> <td>\$3,024</td> </tr> <tr> <td>Registration:</td> <td>\$1,500</td> </tr> <tr> <td>Other (specify):</td> <td>\$</td> </tr> <tr> <td>Total: <u>for three staff</u></td> <td>\$6,624</td> </tr> </table>		Transportation:	\$2,100	Hotel/Motel:	\$3,024	Registration:	\$1,500	Other (specify):	\$	Total: <u>for three staff</u>	\$6,624	Rationale: The attendees will attend policy and educational sessions that impact counties and our constituents. Attendees will meet with other NOBCO members who are county leaders, business leaders and other government officials to learn more about innovative ideas and progressive programs to enrich the impact of county officials and leaders.	
Transportation:	\$2,100												
Hotel/Motel:	\$3,024												
Registration:	\$1,500												
Other (specify):	\$												
Total: <u>for three staff</u>	\$6,624												
**Additional Person(s): Christie Harrison Gabriel Rivas		Funds Available in Department Budget? Yes <input type="checkbox"/> No <input type="checkbox"/> (List department, line item and amount) <table border="1"> <thead> <tr> <th>Commitment #</th> <th>Fund #</th> <th>Cost Center #</th> </tr> </thead> <tbody> <tr> <td>588261</td> <td>6210100000</td> <td>26100-2023</td> </tr> </tbody> </table>		Commitment #	Fund #	Cost Center #	588261	6210100000	26100-2023				
Commitment #	Fund #	Cost Center #											
588261	6210100000	26100-2023											

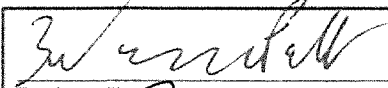

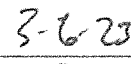
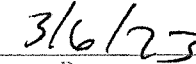
Employee Signature _____ Date <u>3/3/2023</u> Supervisor/Department Head Signature <u>Alisa Simmons</u> Date <u>3 March 2023</u>		Court Order No: _____ Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
-------------------------------------------------------------------------------------------------------------------------------------	--	--------------------------------------	---------------------------------------------------------------------------

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.



Tarrant County Out-of-State Travel Request

Department: Tarrant County Housing		Name: Wayne Pollard											
Conference/Seminar Name: 2023 Washington Conference													
Destination: Washington, D.C.		Dates: Departure: March 20, 2023 Return: March 25, 2023											
Project Expenditures: <table border="1"><tr><td>Transportation:</td><td>\$ 548.59</td></tr><tr><td>Hotel/Motel:</td><td>\$ 0.00 (Comp'd)</td></tr><tr><td>Registration:</td><td>\$ 0.00 (Comp'd)</td></tr><tr><td>Other: Transfer Per diem</td><td>\$ 270.00</td></tr><tr><td>Total:</td><td>\$ 818.59</td></tr></table>		Transportation:	\$ 548.59	Hotel/Motel:	\$ 0.00 (Comp'd)	Registration:	\$ 0.00 (Comp'd)	Other: Transfer Per diem	\$ 270.00	Total:	\$ 818.59	Rationale: Tarrant County Housing Assistance Office, has been a member of the National Association of Housing Redevelopment Officials (NAHRO) for over 20 years at the State, regional, and National levels. NAHRO has represented the needs and interests of organizations in the housing and community development/redevelopment fields. NAHRO fights to secure needed housing and redevelopment resources, expressing its members' concerns at HUD and Capitol Hill. In addition, NAHRO provides analysis and training to provide affordable housing in sustainable communities. Wayne Pollard is the Director of the Tarrant County Housing Assistance Office, is on NAHRO's Board of Governors, and serves as the Chair of the Housing Committee. Wayne is requesting to attend Washington to fulfill his duties as a member of the Board of Governors (BOG) and Committee Chair. NAHRO covers hotel and registration expenses for BOG Members. The conference will have top feature speakers like HUD Secretary Marcia Fudge, Abby Phillips, and Kevin Powell. As well as innovative workshops which addresses housing needs.	
Transportation:	\$ 548.59												
Hotel/Motel:	\$ 0.00 (Comp'd)												
Registration:	\$ 0.00 (Comp'd)												
Other: Transfer Per diem	\$ 270.00												
Total:	\$ 818.59												
Additional Person(s):		Funds Available in Department Budget? Yes 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>588291</td><td>Grant-2004 R0014-2023</td><td>5590100000</td></tr></tbody></table>		Fund/Co. #	Account #	Center #	588291	Grant-2004 R0014-2023	5590100000				
Fund/Co. #	Account #	Center #											
588291	Grant-2004 R0014-2023	5590100000											

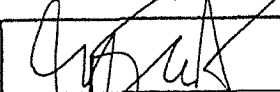

 Employee Signature		Court Order No:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
 Supervisor Department Head Signature			
 Date		Date:	
 Date			

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 Tuesday for inclusion on the following week's Commissioners Court agenda.



Tarrant County Out-of-State Travel Request

Department: Human Resources		Name: Maila Dumaup <i>**If applicable, list additional names below.</i>											
Conference/Seminar Name: SALGBA Conference													
Destination: Hyatt Regency, New Orleans, LA		Dates: Departure: April 2, 2023 Return: April 5, 2023											
Project Expenditures: <table border="1"><tr><td>Transportation:</td><td>\$ 800</td></tr><tr><td>Hotel/Motel:</td><td>\$ 1,134</td></tr><tr><td>Registration:</td><td>\$ 700</td></tr><tr><td>Other (specify):</td><td>\$</td></tr><tr><td>Total:</td><td>\$ 2,634</td></tr></table>		Transportation:	\$ 800	Hotel/Motel:	\$ 1,134	Registration:	\$ 700	Other (specify):	\$	Total:	\$ 2,634	Rationale: For educational and networking purposes with an organization focused on public sector benefits. There was research done to find the best prices for flight and hotels. The hotel is \$189 (discounted rate for SALGBA members) per night (3 nights) without transportation expenses since it is the host hotel. \$1,134 is the cost for two rooms. The lowest price found on 3/6/23 for Hotel was \$175.91 per night that could result more expensive since transportation would be needed starting at \$9 plus tip.	
Transportation:	\$ 800												
Hotel/Motel:	\$ 1,134												
Registration:	\$ 700												
Other (specify):	\$												
Total:	\$ 2,634												
**Additional Person(s): Glorimar Lugo Ortiz		Funds Available in Department Budget? Yes <input type="checkbox"/> No <input type="checkbox"/> (List department, line item and amount) <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>1820100000</td></tr></tbody></table>		Commitment #	Fund #	Cost Center #	588261	10000-2023	1820100000				
Commitment #	Fund #	Cost Center #											
588261	10000-2023	1820100000											

 Employee Signature		Date 3/8/2023		Court Order No:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
 Supervisor/Department Head Signature		Date 3/8/2023			

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.





Tarrant County Out-of-State Travel Request

Department: Medical Examiner		Name: Connie Alexia Lewis <i>**If applicable, list additional names below.</i>											
Conference/Seminar Name: Robert F. Borkenstein Course on Alcohol and Highway Safety - May 2023													
Destination: Bloomington, IN		Dates: Departure: 05/13/23-05/19/23 Return:											
Project Expenditures: <table border="1"> <tr> <td>Transportation:</td> <td>\$ 1500.00</td> </tr> <tr> <td>Hotel/Motel:</td> <td>\$ 2500.00</td> </tr> <tr> <td>Registration:</td> <td>\$ 5400.00</td> </tr> <tr> <td>Other (specify):</td> <td>\$ 960.00</td> </tr> <tr> <td>Total:</td> <td>\$ 10,360.00</td> </tr> </table>		Transportation:	\$ 1500.00	Hotel/Motel:	\$ 2500.00	Registration:	\$ 5400.00	Other (specify):	\$ 960.00	Total:	\$ 10,360.00	Rationale: Grant funded continuing education through lectures, panel discussions, and tutorial sessions. Attendance will help the laboratory provide better service to the county via the program's training on alcohol chemistry pharmacology and physiology in relation to traffic safety and presentation of alcohol information in the courtroom. Indiana Memorial Union Biddle Hotel is the official hotel for the Borkenstein course training program. The hotel conference rate is \$99-129. Staying at the conference hotel negates the need for a rental car.	
Transportation:	\$ 1500.00												
Hotel/Motel:	\$ 2500.00												
Registration:	\$ 5400.00												
Other (specify):	\$ 960.00												
Total:	\$ 10,360.00												
**Additional Person(s): Leanne Hazard Jonathan Bishop		Funds Available in Department Budget? Yes <input type="checkbox"/> No <input type="checkbox"/> (List department, line item and amount) <table border="1"> <tr> <td>Commitment #</td> <td>Fund #</td> <td>Cost Center #</td> </tr> <tr> <td>M0109-2023</td> <td>GRANT-2004</td> <td>2310100000</td> </tr> </table>		Commitment #	Fund #	Cost Center #	M0109-2023	GRANT-2004	2310100000				
Commitment #	Fund #	Cost Center #											
M0109-2023	GRANT-2004	2310100000											

Employee Signature Supervisor/Department Head Signature	Date 03/01/23 Date 03/01/23	Court Order No: Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
------------------------------------------------------------	--------------------------------	------------------------------	-------------------------------------------------------------------------------

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.



 Employee Signature		 Date		Court Order No: Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Veerinder Taneja <small>Employee Signature</small>		03/03/2023 <small>Date</small>			
Supervisor/Department Head Signature		Date			

Updated: January 9, 2018



Tarrant County Out-of-State Travel Request

[Submit by Email](#)[Print Form](#)

Department: Tarrant County Sheriff Department		Name: LaToya Jackson <i>**If applicable, list additional names below.</i>											
Conference/Seminar Name: American Jail Association 2023 Conference & Jail Expo													
Destination: Omaha, Nebraska		Dates: Departure: May 19, 2023 Return: May 24, 2023											
Project Expenditures: <table border="1"><tr><td>Transportation:</td><td>\$ 343.80</td></tr><tr><td>Hotel/Motel:</td><td>\$470.28</td></tr><tr><td>Registration:</td><td>\$ 490.00</td></tr><tr><td>Other (specify): Meal, Baggage</td><td>\$1,160.00</td></tr><tr><td>Total:</td><td>\$2,464.08</td></tr></table>		Transportation:	\$ 343.80	Hotel/Motel:	\$470.28	Registration:	\$ 490.00	Other (specify): Meal, Baggage	\$1,160.00	Total:	\$2,464.08	Rationale: To receive award. Also, to further professional development while gaining industry knowledge that can be used to advance Tarrant County Sheriff Department. Registration fees, air fare, and hotel stay will be paid for employees receiving awards. Sergeant Albert Mercado-Correctional Supervisor of the Year Award Lieutenant La Toya Jackson-Correctional Trainer of the Year Award Chaplain Wesley McDuffie-Civilian Employee of the Year Award Captain Greg Pilkington American Jail Association Innovation Award	
Transportation:	\$ 343.80												
Hotel/Motel:	\$470.28												
Registration:	\$ 490.00												
Other (specify): Meal, Baggage	\$1,160.00												
Total:	\$2,464.08												
**Additional Person(s): Wesley McDuffie, Albert Mercado, Craig Pilkington Bill Waybourn		Funds Available in Department Budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(List department, line item and amount)</i> <table border="1"><tr><th>Commitment #</th><th>Fund #</th><th>Cost Center #</th></tr><tr><td>588261</td><td>10000-2023</td><td>2120910000</td></tr></table>		Commitment #	Fund #	Cost Center #	588261	10000-2023	2120910000				
Commitment #	Fund #	Cost Center #											
588261	10000-2023	2120910000											

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



Tarrant County Out-of-State Travel Request

Department: Transportation Services		Name: Miriam Salazar <i>**If applicable, list additional names below.</i>											
Conference/Seminar Name: 2023 IRWA Conference													
Destination: Denver, Colorado		Dates: Departure: June 25, 2023 - June 28, 2023 Return:											
Project Expenditures: <table border="1"> <tr> <td>Transportation:</td> <td>\$ 325x2= 650.00</td> </tr> <tr> <td>Hotel/Motel:</td> <td>\$ 1325.00</td> </tr> <tr> <td>Registration:</td> <td>\$ 575x2=\$1150.00</td> </tr> <tr> <td>Other (specify): expenses</td> <td>\$ 300x2=600.00</td> </tr> <tr> <td>Total:</td> <td>\$ 4265.00</td> </tr> </table>		Transportation:	\$ 325x2= 650.00	Hotel/Motel:	\$ 1325.00	Registration:	\$ 575x2=\$1150.00	Other (specify): expenses	\$ 300x2=600.00	Total:	\$ 4265.00	Rationale: During the conference, the participants will attend multiple breakout sessions, listen to keynote speakers, and attend committee meetings as it relates to the Right-of-Way field. The participants will be receiving continuing education credits.	
Transportation:	\$ 325x2= 650.00												
Hotel/Motel:	\$ 1325.00												
Registration:	\$ 575x2=\$1150.00												
Other (specify): expenses	\$ 300x2=600.00												
Total:	\$ 4265.00												
**Additional Person(s): Jeremy Duskin		Funds Available in Department Budget? Yes <input type="checkbox"/> No <input type="checkbox"/> (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>26100-2023</td> <td>6510100000</td> </tr> </table>		Commitment #	Fund #	Cost Center #	588261	26100-2023	6510100000				
Commitment #	Fund #	Cost Center #											
588261	26100-2023	6510100000											

 Employee Signature	2/23/23 Date	Court Order No: Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
 Supervisor/Department Head Signature	2/23/23 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.