



## TARRANT COUNTY TAX OFFICE

100 E. Weatherford, Room 105 • Fort Worth, Texas 76196-0301 • 817-884-1100  
taxoffice@tarrantcounty.com  
In God We Trust

WENDY BURGESS  
Tax Assessor-Collector

March 3, 2023

Mr. G.K. Maenius  
County Administrator  
Administrators 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 expenses. I am currently enrolled in the 2023 TACA (Tax Assessor-Collector's Association) Conference, and corresponding courses, scheduled for June 3 - 8, 2023, in Dallas, Texas.

I am requesting that I be allowed to stay in Dallas due to the extremely heavy traffic in the mornings and evenings commuting from Fort Worth to Dallas to attend these courses.

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

Respectfully,

A handwritten signature in black ink that reads "Wendy Burgess".

Wendy Burgess, PCC, CTOP, PCAC, CSTA  
Tarrant County Tax Assessor Collector



## 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>Tax Assessor-Collectors Association Annual Conference</b>											
Destination: <b>Dallas Anatole Hotel</b>	Dates: Departure: <b>C/I June 3, 2023</b>  Return: <b>C/O June 8, 2023</b>										
Project Expenditures: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="padding: 2px;">Transportation:</td> <td style="padding: 2px; text-align: right;">\$ 60.00</td> </tr> <tr> <td style="padding: 2px;">Hotel/Motel:</td> <td style="padding: 2px; text-align: right;">\$ 957.19</td> </tr> <tr> <td style="padding: 2px;">Registration:</td> <td style="padding: 2px; text-align: right;">\$ 250.00</td> </tr> <tr> <td style="padding: 2px;">Other (specify): Meals</td> <td style="padding: 2px; text-align: right;">\$ 145.00</td> </tr> <tr> <td style="padding: 2px;">Total:</td> <td style="padding: 2px; text-align: right;">\$ \$1412.19</td> </tr> </table>	Transportation:	\$ 60.00	Hotel/Motel:	\$ 957.19	Registration:	\$ 250.00	Other (specify): Meals	\$ 145.00	Total:	\$ \$1412.19	Rationale: <b>Due to heavy traffic in the mornings and evenings commuting to Dallas. Could make Tax Assessor late to meetings. Meets with other Tax Assessors at end of day and could result in late night travel.</b>
Transportation:	\$ 60.00										
Hotel/Motel:	\$ 957.19										
Registration:	\$ 250.00										
Other (specify): Meals	\$ 145.00										
Total:	\$ \$1412.19										
**Additional Person(s): <b>N/A</b>	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="padding: 2px;">Commitment #</th> <th style="padding: 2px;">Fund #</th> <th style="padding: 2px;">Cost Center#</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px; text-align: center;">588261</td> <td style="padding: 2px; text-align: center;">10006- 2023</td> <td style="padding: 2px; text-align: center;">1310/00000</td> </tr> </tbody> </table>	Commitment #	Fund #	Cost Center#	588261	10006- 2023	1310/00000				
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588261	10006- 2023	1310/00000									

Employee Signature <div style="font-family: cursive; font-size: 1.2em; margin-top: 5px;">Wendy Burgess</div>	Court Order No:	<input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved
Date <div style="font-family: cursive; font-size: 1.2em; margin-top: 5px;">3-6-23</div>	Date:	
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.