

# TARRANT COUNTY



200 Taylor Street; Suite 500  
Fort Worth, TX 76196  
March 10, 2023

Dear Mr. Maenius and Members of the Tarrant County Commissioners Court:

I am respectfully requesting for an exception to the Travel Policy for my team to attend the Texas A&M AgriLife Extension Service's District IV 4-H Contest weekend in Farmersville, TX March 24-25, 2023. This exception would allow for us to provide hotel rooms for my team although this is in-region travel.

The 4-H and Youth Development program is a banner program within Tarrant County with more than 350 members! We are helping to build our community's future leaders. Through this program, youth participate in various project areas and learning experiences throughout the year and then have the opportunity to compete in County, District, State and National competitions that could ultimately lead to college scholarships.

Our District IV contest weekend is scheduled for March 24-25, 2023 in Farmersville, TX, somewhat centrally located within our AgriLife District. During these two days, 4-Hers from our 22-county district will come and compete in more than 20 contest areas including but not limited to public speaking, quiz bowls, share the fun, fashion, food show and more! The coordination, logistics and judging of this event requires the assistance and expertise of a great number of our own AgriLife employees.

All County Extension Agents from all 22 counties in District IV of AgriLife Extension are required to attend and assist with this contest weekend, all day both days. These contests begin very early in the morning and typically conclude into the evening hours. By allowing the Tarrant County agent team to pay for one night of hotel rooms at double occupancy and while carpooling to save on mileage, we will actually have an overall cost savings for Tarrant County. In addition, we will help secure the safety of our employees by keeping them off of the roads during the late hours and early mornings after a long day of contests.

Thank you for your time and consideration. If I can be of any more assistance, please do not hesitate to contact me at (817) 884-1945 or by email at [courtney.davis@ag.tamu.edu](mailto:courtney.davis@ag.tamu.edu).

Thank you,

A handwritten signature in cursive script that reads "Courtney Davis".

Courtney Davis  
Tarrant County Extension Director  
Texas A&M AgriLife Extension Service



## Tarrant County Within Region Travel Request

Department: Texas A&M AgriLife Extension Service - Tarrant County		Name: Courtney Davis, Tarrant County Extension Director (and agents listed below) <small>**if applicable, list additional names below.</small>											
Conference/Seminar Name: District IV 4-H Round-Up													
Destination: Farmersville, TX		Dates: Departure: 3/24/2023 Return: 3/25/2023											
Project Expenditures: <table border="1"><tr><td>Transportation: 187 miles per vehicle (3)</td><td>\$ 350.63</td></tr><tr><td>Hotel/Motel: \$112 per night, per room</td><td>\$ 672.00</td></tr><tr><td>Registration:</td><td>\$ 0</td></tr><tr><td>Other (specify): \$50 per person, per night for meals</td><td>\$ 300.00</td></tr><tr><td>Total:</td><td>\$ 1,322.63</td></tr></table>		Transportation: 187 miles per vehicle (3)	\$ 350.63	Hotel/Motel: \$112 per night, per room	\$ 672.00	Registration:	\$ 0	Other (specify): \$50 per person, per night for meals	\$ 300.00	Total:	\$ 1,322.63	Rationale: We are asking the court's approval to pay for hotel rooms for Agents to attend the required District IV 4-H Round-Up contest weekend in Farmersville, TX on March 24-25, 2023. This contest weekend consists of 4-Hers from the 22 counties in District IV of AgriLife Extension who compete in more than 20 contest areas during those two days. All County Extension Agents as well as the County Extension Director are required to attend both days to assist with contest logistics and judging. *Hotel is for 3 rooms, one night at the rate of \$112 per night plus taxes.	
Transportation: 187 miles per vehicle (3)	\$ 350.63												
Hotel/Motel: \$112 per night, per room	\$ 672.00												
Registration:	\$ 0												
Other (specify): \$50 per person, per night for meals	\$ 300.00												
Total:	\$ 1,322.63												
**Additional Person(s): Laura Miller Brittnay Meyer Jacklyn Jones-Doyle Kate Marshall Alaina Woolsey Christa DeStefano-Malik		Funds Available in Department Budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (List Department, Line Item and amount) <table border="1"><tr><td>Commitment #</td><td>Fund #</td><td>Cost Center#</td></tr><tr><td>10000-2023</td><td>588261</td><td>5710100000</td></tr></table>		Commitment #	Fund #	Cost Center#	10000-2023	588261	5710100000				
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10000-2023	588261	5710100000											
Employee Signature: Date: 3/14/2023		Court Order No:  Date:  <div><input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved</div>											
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.