



## Tarrant County Out-of-State Travel Request

Department: <div style="text-align: center;">Juvenile Services</div>		Name: James Davidson, Casework Supervisor Juvenile Offender Unit <i>**If applicable, list additional names below.</i>											
Conference/Seminar Name: Changing Perspectives: Focusing on Strengths and Protective Factors in Our Work with Adolescents Who Have Engaged in Sexually Abusive Behaviors													
Destination: <div style="text-align: center;">Oklahoma City, OK</div>		Dates:   Departure: 05/09/23 Return:   05/10/23											
Project Expenditures: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 30%;">Transportation:</td> <td style="text-align: right;">\$ 247.50</td> </tr> <tr> <td>Hotel/Motel:</td> <td style="text-align: right;">\$ 433.00</td> </tr> <tr> <td>Registration:</td> <td style="text-align: right;">\$ 300.00</td> </tr> <tr> <td>Other (specify):</td> <td style="text-align: right;">\$ 170.00 meals</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$ 1,150.50</td> </tr> </table>		Transportation:	\$ 247.50	Hotel/Motel:	\$ 433.00	Registration:	\$ 300.00	Other (specify):	\$ 170.00 meals	Total:	\$ 1,150.50	Rationale: The information presented will support the Project SAFer program that is used with juvenile offenders in Tarrant County in coordination with law enforcement agencies, the District Attorney's Office, Alliance for Children and Lena Pope. This training is only offered in Oklahoma City, OK.  The hotel chosen is 5 minutes from the location of the training with a room rate of \$166.00 and \$169.00 per night. Mileage for Mr. Shahan has been included for his expenses.	
Transportation:	\$ 247.50												
Hotel/Motel:	\$ 433.00												
Registration:	\$ 300.00												
Other (specify):	\$ 170.00 meals												
Total:	\$ 1,150.50												
**Additional Person(s): Chris Shahan, Senior Casework Supervisor  <div style="text-align: right;">\$455.55</div> <div style="text-align: right;">\$694.95</div>		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" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <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>10000-2023</td> <td>2610510000</td> </tr> <tr> <td>588261</td> <td>10020-2023/P0111-2023</td> <td>2610140000</td> </tr> </tbody> </table>		Commitment #	Fund #	Cost Center #	588261	10000-2023	2610510000	588261	10020-2023/P0111-2023	2610140000	
Commitment #	Fund #	Cost Center #											
588261	10000-2023	2610510000											
588261	10020-2023/P0111-2023	2610140000											

<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">   <small>Employee Signature</small> </div> <div style="width: 45%; text-align: center;"> <div style="font-size: 1.2em;">3/30/23</div> <small>Date</small> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">   <small>Supervisor/Department Head Signature</small> </div> <div style="width: 45%; text-align: center;"> <div style="font-size: 1.2em;">3/30/23</div> <small>Date</small> </div> </div>	Court Order No:   Date:	<input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved
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## Tarrant County Out-of-State Travel Request

Department: <b>PUBLIC HEALTH - Chronic Disease Prevention</b>		Name: <b>Keisha Leatherman</b> <small>** If applicable, list additional names below.</small>																			
Conference/Seminar Name: <b>ASPIRE (Advancing Science and Practice in the Retail Environment) Summit</b>																					
Destination: <b>San Diego, CA</b>		Dates: Departure: <b>5/5/2023</b> Return: <b>5/10/2023</b>																			
Project Expenditures: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 30%;">Meals</td> <td style="width: 10%;">\$</td> <td style="width: 60%; text-align: right;">70.00</td> </tr> <tr> <td>Hotel/Motel:</td> <td>\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Registration:</td> <td>\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Transportation:</td> <td>\$</td> <td style="text-align: right;">88.18</td> </tr> <tr> <td>Other (specify):</td> <td>\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$</b></td> <td style="text-align: right;"><b>158.18</b></td> </tr> </table>		Meals	\$	70.00	Hotel/Motel:	\$	-	Registration:	\$	-	Transportation:	\$	88.18	Other (specify):	\$	-	<b>Total:</b>	<b>\$</b>	<b>158.18</b>	Rationale: Objectives of the 'Using Science and Law to Advance Tobacco Retail Practice' Summit: a) Engage Community Advisory Board (CAB) to advise on ASPIRE research and its relevance to local tobacco control b) Learn about CAB experience implementing retail policies c) Learn about innovative retail policies at the local and state levels d) Discuss important legal issues regarding retail policies No registration cost associated with this Summit. Airfare/hotel paid by ASPIRE. Summit dates are May 9-10; employee arriving on May 5th for personal travel. Only business-related expenses will be submitted for reimbursement.	
Meals	\$	70.00																			
Hotel/Motel:	\$	-																			
Registration:	\$	-																			
Transportation:	\$	88.18																			
Other (specify):	\$	-																			
<b>Total:</b>	<b>\$</b>	<b>158.18</b>																			
**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>																			
		Commitment Account #	Fund #																		
		588261	T0400-2023																		
		Grant # (if applicable)	Cost Center #																		
		NRG	5100 801 000																		

  

<div style="display: flex; align-items: center;"> <div style="text-align: right;"> <b>3/30/23</b>              Date           </div> </div>	Court Order No:	<input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved
Employee Signature <u>Veerinder Taneja</u> <small>(Veerinder Taneja (Per 3, 2012 (F-1) C01))</small>	Date: <b>04/03/2023</b>	
Supervisor/Department Head Signature	Date	

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Updated: January 9, 2018



# Tarrant County Out-of-State Travel Request

Department:  <u>PUBLIC HEALTH -</u>		Name:  Erin Taylor  <i>** If applicable, list additional names below.</i>																			
Conference/Seminar Name:  Public Health Laboratory Training Conference																					
Destination:  Minneapolis, Minnesota		Dates: Departure: 6/20/2023 Return: 6/23/2023																			
Project Expenditures: <table border="1"> <tr> <td>Meals</td> <td>\$</td> <td>170.00</td> </tr> <tr> <td>Hotel/Motel</td> <td>\$</td> <td>-</td> </tr> <tr> <td>Registration</td> <td>\$</td> <td>-</td> </tr> <tr> <td>Transportation</td> <td>\$</td> <td>114.00</td> </tr> <tr> <td>Other (specify): Baggage</td> <td>\$</td> <td>60.00</td> </tr> <tr> <td>Total:</td> <td>\$</td> <td>344.00</td> </tr> </table>		Meals	\$	170.00	Hotel/Motel	\$	-	Registration	\$	-	Transportation	\$	114.00	Other (specify): Baggage	\$	60.00	Total:	\$	344.00	Rationale:  This conference offers an excellent opportunity to learn about new laboratory training methods and approaches. Networking opportunities are also invaluable. The Association of Public Health Laboratories will cover registration, hotel, and <del>airfare</del> . This conference was not in the budget, but the 2023 Horizon Laboratory Information Management System Tech Forum will be held in Frisco, TX, which will allow cost savings (no airfare for two people), corresponding to approximately \$1,000.	
Meals	\$	170.00																			
Hotel/Motel	\$	-																			
Registration	\$	-																			
Transportation	\$	114.00																			
Other (specify): Baggage	\$	60.00																			
Total:	\$	344.00																			
**Additional Person(s):		Funds Available in Department Budget? <input type="checkbox"/> YES <input type="checkbox"/> NO (List department, line item and amount)																			
		Commitment Account #	Fund #																		
		598261	T0400-2023																		
		Grant # (if applicable)	Cost Center #																		
		Non-Rel	5100 501 000																		
Employee Signature: <u>E. Taylor</u> Date: <u>6-22-2023</u> <u>McGinnis, Tanja</u> 03/29/2023		Court Order No: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>																			
Supervisor/Department Head Signature: _____ Date: _____																					

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Updated January 3, 2010



# Tarrant County Out-of-State Travel Request

Department: Purchasing - HUB Program		Name: M. Teresa Lobacz <i>**If applicable, list additional names below.</i>											
Conference/Seminar Name: <b>American Contract Compliance Association (ACCA)</b>													
Destination: <b>Memphis Tennessee</b>		Dates: Departure: <b>Aug 14-19, 2023</b> Return:											
Project Expenditures: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Transportation:</td> <td>\$ 325.00 air &amp; ground</td> </tr> <tr> <td>Hotel/Motel:</td> <td>\$ 745.00 plus tax &amp; fees</td> </tr> <tr> <td>Registration:</td> <td>\$ 850.00</td> </tr> <tr> <td>Other (specify): per-diem</td> <td>\$ 170.00</td> </tr> <tr> <td>Total:</td> <td>\$ 2090.00</td> </tr> </table>		Transportation:	\$ 325.00 air & ground	Hotel/Motel:	\$ 745.00 plus tax & fees	Registration:	\$ 850.00	Other (specify): per-diem	\$ 170.00	Total:	\$ 2090.00	Rationale: ACCA's comprehensive training program provides a unique opportunity to study among nationally recognized experts in their respective fields. The program is design to focus on the critical issues challenging our diversity in the profession. ACCA has a tradition of providing 2.1 Continuing Education Units (CEUs) from Morgan State University to attendees who complete 21 hours of training. This is a 2 year program with a Certification in Contract Compliance. Nightly Rate for Hotel \$149/night plus taxes and fees.	
Transportation:	\$ 325.00 air & ground												
Hotel/Motel:	\$ 745.00 plus tax & fees												
Registration:	\$ 850.00												
Other (specify): per-diem	\$ 170.00												
Total:	\$ 2090.00												
**Additional Person(s):		Funds Available in Department Budget? Yes <input type="checkbox"/> No <input type="checkbox"/> (List department, line item and amount) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Commitment #</td> <td style="width: 33%;">Fund #</td> <td style="width: 33%;">Cost Center #</td> </tr> <tr> <td>576285</td> <td>10000-2023</td> <td>1830100000</td> </tr> </table>		Commitment #	Fund #	Cost Center #	576285	10000-2023	1830100000				
Commitment #	Fund #	Cost Center #											
576285	10000-2023	1830100000											

Employee Signature: <u>M. Teresa Lobacz</u> Date: <u>4/10/23</u>	Court Order No:	<input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved
Supervisor/Department Head Signature: <u>[Signature]</u> Date: <u>4/10/23</u>	Date:	

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