



TARRANT COUNTY
CRIMINAL COURTS ADMINISTRATOR

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JUSTICE CENTER
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March 28, 2023

Dear Judge O'Hare and Commissioners:

The Criminal Court Administration (CCA) requests Within Region Travel expenses for Greg Shugart, Cheryl Bennett-Wright, and Naomi Daniel to attend the Texas Association of Pretrial Services Annual Conference, May 9 - 12, 2023, in Rockwall, Texas. Due to the extremely heavy traffic in the mornings and late evening commuting to Rockwall from Fort Worth for 4 days, CCA is requesting overnight lodging. CCA will be presenting at the conference. Classes begin at 8:00 am on May 9-12, 2023, and end at 5:00 pm.

The staff attending this Texas Association of Pretrial Services Annual Conference will hear and learn evidence-based and best practices; recent bail reform legislation and litigation; latest research, data, and trends; fundamental skills; specialty topics; and much more to become more informed, legally-sound, effective, and efficient back in your jurisdictions.

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

Sincerely,


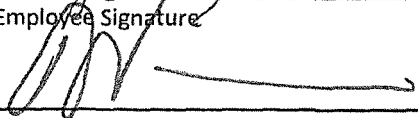
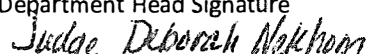
A handwritten signature in black ink, appearing to read "Greg Shugart", with a long, sweeping horizontal stroke extending to the right.

Greg Shugart
Criminal Courts Administrator
CC: District and Statutory County Criminal Court Judges trying Criminal Cases



Tarrant County Within Region Travel Request

Department: Criminal Courts Administration		Name: Greg Shugart <small>**if applicable, list additional names below.</small>											
Conference/Seminar Name: Texas Association of Pretrial Services Annual Conference													
Destination: Rockwall, TX		Dates: Departure: May 9, 2023 Return: May 12, 2023											
Project Expenditures: <table border="1"><tr><td>Transportation: 112 x 3 x .625</td><td>\$ 210.00</td></tr><tr><td>Hotel/Motel: \$157.07 per night</td><td>\$ 1413.00</td></tr><tr><td>Registration: \$250 x 2</td><td>\$ 500.00</td></tr><tr><td>Other (specify): Per Diem \$170 x 3</td><td>\$ 510.00</td></tr><tr><td>Total:</td><td>\$ 2,633</td></tr></table>		Transportation: 112 x 3 x .625	\$ 210.00	Hotel/Motel: \$157.07 per night	\$ 1413.00	Registration: \$250 x 2	\$ 500.00	Other (specify): Per Diem \$170 x 3	\$ 510.00	Total:	\$ 2,633	Rationale: To gain knowledge on new evidence-based and best practices; recent bail reform legislation and litigation; latest research, data, and trends; fundamental skills; specialty topics; and much more to become more informed, legally-sound, effective, and efficient back in our jurisdictions.	
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Other (specify): Per Diem \$170 x 3	\$ 510.00												
Total:	\$ 2,633												
**Additional Person(s): Cheryl Bennett-Wright Naomi Daniel		Funds Available in Department Budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (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>10000-2023</td><td>588261</td><td>4192500000</td></tr></tbody></table>		Commitment #	Fund #	Cost Center#	10000-2023	588261	4192500000				
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10000-2023	588261	4192500000											

 Employee Signature		Court Order No:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
 Supervisor/Department Head Signature			
Date: 3/29/23		Date:	
Date: 3/30/23			
 Judge Deborah Nekhom			

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.