



# Tarrant County Out-of-State Travel Request

Department: TCSO CNET/USPIS Task Force		Name: Jerome Adams <i>**If applicable, list additional names below.</i>											
Conference/Seminar Name: USPIS Task Force Narcotics Interdiction Operation													
Destination: Tulsa, OK		Dates: Departure: 7-17-2023 Return: 7-22-2023											
Project Expenditures: <table border="1" style="width: 100%;"> <tr> <td>Transportation:</td> <td>\$</td> </tr> <tr> <td>Hotel/Motel:</td> <td>\$</td> </tr> <tr> <td>Registration:</td> <td>\$</td> </tr> <tr> <td>Other (specify): Fuel and meals</td> <td>\$670.00</td> </tr> <tr> <td>Total:</td> <td>\$</td> </tr> </table>		Transportation:	\$	Hotel/Motel:	\$	Registration:	\$	Other (specify): Fuel and meals	\$670.00	Total:	\$	Rationale: Deputy is assigned as a Task Force Officer on the United States Postal Inspections Service Task Force. This travel is to conduct narcotics interdiction via the US Mail which is a daily job function of the task force. The Tarrant County Sheriffs Office is also asking the Commissioners Court for approval to use a Tarrant County vehicle for transportation.	
Transportation:	\$												
Hotel/Motel:	\$												
Registration:	\$												
Other (specify): Fuel and meals	\$670.00												
Total:	\$												
**Additional Person(s):		Funds Available in Department Budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (List department, line item and amount) <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Commitment #</th> <th>Fund #</th> <th>Cost Center #</th> </tr> </thead> <tbody> <tr> <td>588291</td> <td>S9300-2023</td> <td>2110730000</td> </tr> </tbody> </table>		Commitment #	Fund #	Cost Center #	588291	S9300-2023	2110730000				
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<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p>Employee Signature</p> </div> <div style="width: 15%;"> <p>6-23-2023</p> <p>Date</p> </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p>Supervisor/Department Head Signature</p> </div> <div style="width: 15%;"> <p>06-23-2023</p> <p>Date</p> </div> </div>	Court Order No:  Date:  <div style="display: flex; flex-direction: column; align-items: center;"> <input type="checkbox"/> Approved            <input type="checkbox"/> Disapproved       </div>
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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.