



**MARY TOM CURNUTT**

**JUSTICE OF THE PEACE, PCT. 2**

700 E. ABRAM, STE. 200  
ARLINGTON, TEXAS 76010  
(817) 548-3925

July 11, 2023

County Administrator's Office  
100 E. Weatherford Street, Suite 404  
Fort Worth, Texas 76196

Good morning,

I am requesting approval for within region travel for myself, Judge Mary Tom Curnutt, to attend a Legislative Update in McKinney, Texas held by the Texas Justice Court Training Center on September 1, 2023.

The class begins promptly at 9:00 A.M.; therefore, I am requesting to stay overnight August 31, 2023. The route from Arlington to McKinney is extremely congested and could create delays that would cause me to be late for this class.

I sincerely appreciate your assistance and consideration of this request. Please feel free to contact me should you need further information.


Sincerely,

Mary Tom Curnutt  
Justice of the Peace, Precinct 2



## Tarrant County Within Region Travel Request

Department: JP2		Name: Mary Tom Curnutt <small>**if applicable, list additional names below.</small>											
Conference/Seminar Name: TJCTC Legislative Update													
Destination: McKinney, TX		Dates: Departure: 8/31/2023 Return: 9/1/2023											
Project Expenditures: <table border="1"><tr><td>Transportation:</td><td>\$</td></tr><tr><td>Hotel/Motel:</td><td>\$ 55.00</td></tr><tr><td>Registration:</td><td>\$ 75.00</td></tr><tr><td>Other (specify):</td><td>\$</td></tr><tr><td>Total:</td><td>\$ 130.00</td></tr></table>		Transportation:	\$	Hotel/Motel:	\$ 55.00	Registration:	\$ 75.00	Other (specify):	\$	Total:	\$ 130.00	Rationale: Continuing education course as required for judicial education hours.	
Transportation:	\$												
Hotel/Motel:	\$ 55.00												
Registration:	\$ 75.00												
Other (specify):	\$												
Total:	\$ 130.00												
**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"><tr><th>Commitment #</th><th>Fund #</th><th>Cost Center#</th></tr><tr><td>588261</td><td>10000-2023</td><td>4420100000</td></tr></table>		Commitment #	Fund #	Cost Center#	588261	10000-2023	4420100000				
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588261	10000-2023	4420100000											

 Employee Signature _____ Date _____		Court Order No:  Date:	<input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved
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.