



# Tarrant County Out-of-State Travel Request

Department: County Judge		Name: Tim O'Hare <i>**If applicable, list additional names below.</i>							
Conference/Seminar Name: <b>ALEC Annual Meeting</b>									
Destination: <b>Orlando, FL</b>		Dates: Departure: <b>July 26 - 28, 2023</b> Return:							
Project Expenditures:		Rationale:							
Transportation:	\$ 614.00	<p>This event is largely funded by an ALEC scholarship up to \$1,925 to cover 2 nights lodging, airfare, and the registration fee. Potential Cost to Tarrant County is approximately \$350.</p> <p>ALEC is a forum for stakeholders to exchange ideas and develop real, state-based solutions to encourage growth, preserve economic security, and protect hardworking taxpayers. ALEC members understand the importance of hearing from all sides of an issue and value public-private partnership in policy discussions. Job creators and public policy makers alike come to ALEC to offer important policy perspectives to ensure economic security and opportunity in their communities.</p>							
Hotel/Motel:	\$ 200.00								
Registration:	\$ 775.00								
Other (specify):	\$ 150.00								
Total:	\$ 1,739.00								
**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"> <thead> <tr> <th>Commitment #</th> <th>Fund #</th> <th>Cost Center #</th> </tr> </thead> <tbody> <tr> <td>588261</td> <td>1110100000</td> <td>10000-2023</td> </tr> </tbody> </table>	Commitment #	Fund #	Cost Center #	588261	1110100000	10000-2023	
Commitment #	Fund #	Cost Center #							
588261	1110100000	10000-2023							

 Employee Signature	7-17-23 Date	Court Order No:  Date:	<input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved
 Supervisor/Department Head Signature	7-17-23 Date		

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## Tarrant County Out-of-State Travel Request

Department:  <div style="text-align: center;"><b>HIV Administrative Agency</b></div>	Name:  <div style="text-align: center;">Lisa Muttiah</div> <div style="text-align: center; font-size: small;">** If applicable, list additional names below.</div>																					
Conference/Seminar Name:  <div style="text-align: center;"><b>2023 United States Conference on HIV/AIDS</b></div>																						
Destination:  <div style="text-align: center;">Washington, D.C.</div>	Dates:      Departure:      September 5, 2023  Return:      September 9, 2023																					
Project Expenditures: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td style="width: 30%;">Transportation:</td><td style="width: 10%;">\$</td><td style="width: 60%; text-align: right;">1,100.00</td></tr> <tr><td>Hotel:</td><td>\$</td><td style="text-align: right;">2,144.16</td></tr> <tr><td>Registration:</td><td>\$</td><td style="text-align: right;">1,510.00</td></tr> <tr><td>Per Diem:</td><td>\$</td><td style="text-align: right;">540.00</td></tr> <tr><td>Other (specify):*</td><td>\$</td><td style="text-align: right;">90.00</td></tr> <tr><td><b>Total:</b></td><td><b>\$</b></td><td style="text-align: right;"><b>5,384.16</b></td></tr> </table>	Transportation:	\$	1,100.00	Hotel:	\$	2,144.16	Registration:	\$	1,510.00	Per Diem:	\$	540.00	Other (specify):*	\$	90.00	<b>Total:</b>	<b>\$</b>	<b>5,384.16</b>	Rationale: USCHA is the national conference for Ryan White recipients, People Living with HIV, health centers, community organizations, and federal leaders to come together to learn and strategize around the National HIV/AIDS Strategy and Ending the HIV Epidemic. Ms. Wilson will be a conference presenter.			
Transportation:	\$	1,100.00																				
Hotel:	\$	2,144.16																				
Registration:	\$	1,510.00																				
Per Diem:	\$	540.00																				
Other (specify):*	\$	90.00																				
<b>Total:</b>	<b>\$</b>	<b>5,384.16</b>																				
**Additional Person(s):  <div style="text-align: center;">Lonneta Wilson</div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">           Funds Available in Department Budget?    <input checked="" type="checkbox"/> YES    <input type="checkbox"/> NO            (List department, line item and amount)         </td> </tr> <tr> <td style="width: 50%;">Commitment Account #</td> <td colspan="2">Fund #</td> </tr> <tr> <td style="text-align: center;">588291</td> <td colspan="2" style="text-align: center;">Grant-2004</td> </tr> <tr> <td>Grant # (if applicable)</td> <td>Cost Center #</td> <td>Cost</td> </tr> <tr> <td>E0028-2024</td> <td style="text-align: center;">1132000000</td> <td style="text-align: right;">1,204.16</td> </tr> <tr> <td>E0024-2024</td> <td style="text-align: center;">1132000000</td> <td style="text-align: right;">2,530.00</td> </tr> <tr> <td>E0024-2024</td> <td style="text-align: center;">1132300000</td> <td style="text-align: right;">1,650.00</td> </tr> </table>	Funds Available in Department Budget? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (List department, line item and amount)			Commitment Account #	Fund #		588291	Grant-2004		Grant # (if applicable)	Cost Center #	Cost	E0028-2024	1132000000	1,204.16	E0024-2024	1132000000	2,530.00	E0024-2024	1132300000	1,650.00
Funds Available in Department Budget? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (List department, line item and amount)																						
Commitment Account #	Fund #																					
588291	Grant-2004																					
Grant # (if applicable)	Cost Center #	Cost																				
E0028-2024	1132000000	1,204.16																				
E0024-2024	1132000000	2,530.00																				
E0024-2024	1132300000	1,650.00																				

Breakdown of hotel charges are = \$185.00 per night, 15.9% state and local taxes, and 5 nights = \$1,072.08 per per n  
 \*Other - Parking at Airport and mileage to airport for staff

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> <i>Lisa McKamie-Muttiah</i>  <small>Lisa McKamie-Muttiah (Jun 30, 2023 13:10 CDT)</small> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Employee Signature</div> <div style="width: 40%;">Date</div> </div> <div style="border-top: 1px solid black; margin-top: 5px; display: flex; justify-content: space-between;"> <div style="width: 60%;">Supervisor/Department Head Signature</div> <div style="width: 40%;">Date</div> </div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Court Order No:</div> <div style="border-top: 1px solid black; margin-top: 5px;">Date:</div>	<input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved
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Updated: Aug 2011



## Tarrant County Out-of-State Travel Request

Department:  <b>HIV Administrative Agency</b>	Name:  <b>Jonathan Ford</b>  <i>** If applicable, list additional names below.</i>																		
Conference/Seminar Name:  <b>NMAC - ESCALATE Training</b>																			
Destination:  <b>Detroit, Michigan</b>	Dates: Departure: <b>August 13, 2023</b> Return: <b>August 18, 2023</b>																		
Project Expenditures: <table border="1"><tr><td>Transportation:</td><td>\$</td><td>-</td></tr><tr><td>Hotel:</td><td>\$</td><td>-</td></tr><tr><td>Registration:</td><td>\$</td><td>-</td></tr><tr><td>Per Diem:</td><td>\$</td><td>-</td></tr><tr><td>Other (specify):*</td><td>\$</td><td>-</td></tr><tr><td>Total:</td><td>\$</td><td>-</td></tr></table>	Transportation:	\$	-	Hotel:	\$	-	Registration:	\$	-	Per Diem:	\$	-	Other (specify):*	\$	-	Total:	\$	-	Rationale:  ESCALATE (Ending Stigma through Collaboration And Lifting All To Empowerment) trains and empowers participants to recognize and address HIV stigma within every level of Ryan White HIV AIDS Program. HIV stigma is a multi-dimensional social issue with complexities and nuances. Understanding the needs of community is critical. ESCALATE engages subject matter experts from impacted communities throughout every aspect of the project including the curriculum design. This ensures cultural competency and also guarantees meaningful involvement. Escalate provides a three-component program to mitigate and eliminate stigma in HIV-related service provision in the US.
Transportation:	\$	-																	
Hotel:	\$	-																	
Registration:	\$	-																	
Per Diem:	\$	-																	
Other (specify):*	\$	-																	
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"><tr><td>Commitment Account #</td><td>Fund #</td></tr><tr><td>588291</td><td>Grant-2004</td></tr><tr><td>Grant # (if applicable)</td><td>Cost Center #</td><td>Cost</td></tr><tr><td></td><td></td><td>\$ -</td></tr></table> <p>All expenses are being covered by NMAC</p>	Commitment Account #	Fund #	588291	Grant-2004	Grant # (if applicable)	Cost Center #	Cost			\$ -								
Commitment Account #	Fund #																		
588291	Grant-2004																		
Grant # (if applicable)	Cost Center #	Cost																	
		\$ -																	

<b>Jonathan Ford</b> Digitally signed by Jonathan Ford Date: 2023.07.06 23:26:29 -05'00'	Court Order No: <input type="checkbox"/>  Approved <input type="checkbox"/>  Disapproved
Employee Signature <b>Lisa Muttiah</b> Digitally signed by Lisa Muttiah Date: 2023.07.07 08:10:51 -05'00'	
Supervisor/Department Head Signature _____ Date _____	

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Updated: Aug 2011



# Tarrant County Out-of-State Travel Request

Department: <b>PUBLIC HEALTH -</b>		Name: Hope Adams  <i>** If applicable, list additional names below.</i>																			
Conference/Seminar Name: NASTAD Ending the HIV Epidemic Mentorship Meeting																					
Destination: Philadelphia, PA		Dates: Departure: 8/14/2023 Return: 8/16/2023																			
Project Expenditures: <table border="1"> <tr><td>Meals</td><td>\$</td><td>-</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>-</td></tr> <tr><td>Other (specify):</td><td>\$</td><td>-</td></tr> <tr><td>Total:</td><td>\$</td><td>-</td></tr> </table>		Meals	\$	-	Hotel/Motel:	\$	-	Registration:	\$	-	Transportation:	\$	-	Other (specify):	\$	-	Total:	\$	-	Rationale: The National Alliance of State and Territorial AIDS Directors (NASTAD), will be providing a mentor to help design and implement interventions related to HIV education and prevention. Through this mentorship, I will create a Work Plan that includes SMART goals to improve EHE program intervention planning, implementation, and evaluation. The Division will benefit by having enhanced EHE program management; creating more effective collaboration within the Division, across the Health Department, and with community partners. *There is no virtual option for this meeting, and all expenses will be paid by NASTAD*	
Meals	\$	-																			
Hotel/Motel:	\$	-																			
Registration:	\$	-																			
Transportation:	\$	-																			
Other (specify):	\$	-																			
Total:	\$	-																			
**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 #																		
		Grant # (if applicable)	Cost Center #																		

 Employee Signature Date: 06/28/2023		Court Order No: <input type="checkbox"/> Approved Date: <input type="checkbox"/> Disapproved
Supervisor/Department Head Signature Date:		

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Updated: January 9, 2018

Submit by Email

Print Form



## Tarrant County Out-of-State Travel Request

Department: Sheriff's Office		Name: Raul Rodriguez <b>**If applicable, list additional names below.</b>											
Conference/Seminar Name: 2023 International Association of Human Trafficking Investigators Conference													
Destination: Clearwater Beach, FL		Dates: Departure: 09/05/2023 Return: 09/08/2023											
<b>Project Expenditures:</b> <table border="1"> <tr> <td>Transportation:</td> <td>\$911.45</td> </tr> <tr> <td>Hotel/Motel: (150.29) per night/per person</td> <td>\$901.74</td> </tr> <tr> <td>Registration:</td> <td>\$798.00</td> </tr> <tr> <td>Other (specify): Per diem/ gas</td> <td>\$390.00</td> </tr> <tr> <td>Total:</td> <td>\$3001.19</td> </tr> </table>		Transportation:	\$911.45	Hotel/Motel: (150.29) per night/per person	\$901.74	Registration:	\$798.00	Other (specify): Per diem/ gas	\$390.00	Total:	\$3001.19	<b>Rationale:</b> The International Association of Human Trafficking Investigators Annual Conference provides the most up-to-date human trafficking training investigative techniques and technology. The training will enhance the investigators' abilities to effectively identify victims, charge traffickers and successfully present human trafficking cases for prosecution. Grant funds will be used for training costs.	
Transportation:	\$911.45												
Hotel/Motel: (150.29) per night/per person	\$901.74												
Registration:	\$798.00												
Other (specify): Per diem/ gas	\$390.00												
Total:	\$3001.19												
<b>**Additional Person(s):</b> Melinda Clark		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>588261</td> <td>L0019-2023 Grant 2004</td> <td>2110430000</td> </tr> </tbody> </table>		Commitment #	Fund #	Cost Center #	588261	L0019-2023 Grant 2004	2110430000				
Commitment #	Fund #	Cost Center #											
588261	L0019-2023 Grant 2004	2110430000											

Employee Signature: Date: 6/26/2023	Court Order No:  Date:  <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Supervisor/Department Head Signature: Date: 6/27/2023	

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