



# TARRANT COUNTY TRAVEL REQUEST FORM

DEPARTMENT	ATTENDEE NAME(S)
Administrator's Office -Office of Emergency Management	Esmeralda Sanchez

**EVENT NAME** *Acronyms should not be used. Please provide the full name of the conference/seminar.*

National Emergency Management Advanced Academy

Destination: Emmitsburg, Maryland      Departure Date: 8/18/24      Return Date: 8/24/24

**TRAVEL EXPENDITURES** *Provide a per-person breakdown for each category.*

Category	GSA Rate	Per Person	Total Cost
Lodging:	N/A	N/A      Per Night:	
Transportation:		\$498.00	\$498.00
Registration:	N/A	N/A	
Meal Per Diem/Other (Specify)	\$383.50	\$383.50	\$383.50
<b>Total</b>			<b>\$881.50</b>

*Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:*

Lodging and registration will be covered by FEMA. Transportation cost will be reimbursed by FEMA. Meal ticket will be paid out of Grant #:M0040-2024.

### RATIONALE FOR TRAVEL

The National Emergency Management Advanced Academy (NEMAA), is the Federal Emergency Management Agency's flagship program for emergency management professional development. Acceptance into this Advanced Academy is very competitive and the number of students accepted is very limited. By attending this Academy, one will gain a deeper understanding of contemporary and emerging issues in the Emergency Management community of practice. NEMAA is designed to enhance the skills required to successfully collaborate on developing best practices with other Emergency Management Professionals facing similar challenges. This collaboration and learning from other national Emergency Management colleagues will benefit Tarrant County and its citizens by increasing preparedness and resiliency strategies.

The NEMAA consists of four separate classes that must all be completed in order to meet the requirements for graduation. This travel request is for course 4 of 4. Attendees are required to utilize the meal plan which will be funded out of the Urban Area Security Initiative Grant Program. Travel and all other expenses will be covered by the Federal Government.

The flight information for these dates are based off the price of April 21, 2024 (departure) and April 26, 2024 (return) ticket price due to the airline not having flight information available for August 2024.

**FUNDING SOURCE(S)** *Account coding must be confirmed with the Budget Department. If funds are not available, the request will be denied and will not appear on the agenda.*

GL #(s)	Grant #(s)	Fund #(s)	Cost Center #(s)	Total Breakdown
588291	M0040-2024	Grant-2004	1120100000	\$881.50

Employee Signature(s) : *Esmeralda Sanchez*      Date: 9/8/23

Department Head/Elected Official Signature: *[Signature]*      Date: 9/15/23

Approved   
  Denied   
 Court Order # :   
 Court Date:



# TARRANT COUNTY TRAVEL REQUEST FORM

DEPARTMENT	ATTENDEE NAME(S)
Administrator's Office -Office of Emergency Management	Esmeralda Sanchez

**EVENT NAME** *Acronyms should not be used. Please provide the full name of the conference/seminar.*

National Emergency Management Advanced Academy

Destination: Emmitsburg, Maryland	Departure Date: 4/21/24	Return Date: 4/27/24
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**TRAVEL EXPENDITURES** *Provide a per-person breakdown for each category.*

Category	GSA Rate	Per Person	Total Cost
Lodging:	N/A	N/A Per Night:	
Transportation:		\$498.00	\$498.00
Registration:	N/A	N/A	
Meal Per Diem/Other (Specify)	\$383.50	\$383.50	\$383.50
<b>Total</b>			<b>\$881.50</b>

*Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:*

Lodging and registration will be covered by FEMA. Transportation cost will be reimbursed by FEMA. Meal ticket will paid out of Grant #:M0040-2024.

**RATIONALE FOR TRAVEL**

The National Emergency Management Advanced Academy (NEMAA), is the Federal Emergency Management Agency's flagship program for emergency management professional development. Acceptance into this Advanced Academy is very competitive and the number of students accepted is very limited. By attending this Academy, one will gain a deeper understanding of contemporary and emerging issues in the Emergency Management community of practice. NEMAA is designed to enhance the skills required to successfully collaborate on developing best practices with other Emergency Management Professionals facing similar challenges. This collaboration and learning from other national Emergency Management colleagues will benefit Tarrant County and its citizens by increasing preparedness and resiliency strategies.

The NEMAA consists of four separate classes that must all be completed in order to meet the requirements for graduation. This travel request is for course 3 of 4. Attendees are required to utilize the meal plan which will be funded out of the Urban Area Security Initiative Grant Program. Travel and all other expenses will be covered by the Federal Government.

**FUNDING SOURCE(S)** *Account coding must be confirmed with the Budget Department. If funds are not available, the request will be denied and will not appear on the agenda.*

GL #(s)	Grant #(s)	Fund #(s)	Cost Center #(s)	Total Breakdown
588291	M0040-2024	Grant-2004	1120100000	\$881.50

Employee Signature(s) :  <i>Esmeralda Sanchez</i>	Date: 9/8/23
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Department Head/Elected Official Signature: <i>[Signature]</i>	Date: <i>9/15/23</i>
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<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Court Order # :	Court Date:
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# TARRANT COUNTY TRAVEL REQUEST FORM

DEPARTMENT		ATTENDEE NAME(S)		
Administrator's Office -Office of Emergency Management		Esmeralda Sanchez		
EVENT NAME <i>Acronyms should not be used. Please provide the full name of the conference/seminar.</i>				
National Emergency Management Advanced Academy				
Destination: Emmitsburg, Maryland		Departure Date: 2/4/24	Return Date: 2/10/24	
TRAVEL EXPENDITURES <i>Provide a per-person breakdown for each category.</i>				
Category	GSA Rate	Per Person		Total Cost
Lodging:	N/A	N/A Per Night:		
Transportation:		\$328.00		\$328.00
Registration:	N/A	N/A		
Meal Per Diem/Other (Specify)	\$383.50	\$383.50		\$383.50
Total				\$711.50
Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:				
Lodging and registration will be covered by FEMA. Transportation cost will be reimbursed by FEMA. Meal ticket will paid out of Grant #:M0040-2024.				
RATIONALE FOR TRAVEL				
<p>The National Emergency Management Advanced Academy (NEMAA), is the Federal Emergency Management Agency's flagship program for emergency management professional development. Acceptance into this Advanced Academy is very competitive and the number of students accepted is very limited. By attending this Academy, one will gain a deeper understanding of contemporary and emerging issues in the Emergency Management community of practice. NEMAA is designed to enhance the skills required to successfully collaborate on developing best practices with other Emergency Management Professionals facing similar challenges. This collaboration and learning from other national Emergency Management colleagues will benefit Tarrant County and its citizens by increasing preparedness and resiliency strategies.</p> <p>The NEMAA consists of four separate classes that must all be completed in order to meet the requirements for graduation. This travel request is for course 2 of 4. Attendees are required to utilize the meal plan which will be funded out of the Urban Area Security Initiative Grant Program. Travel and all other expenses will be covered by the Federal Government.</p>				
FUNDING SOURCE(S) <i>Account coding must be confirmed with the Budget Department. If funds are not available, the request will be denied and will not appear on the agenda.</i>				
GL #(s)	Grant #(s)	Fund #(s)	Cost Center #(s)	Total Breakdown
588291	M0040-2024	Grant-2004	1120100000	\$711.50
Employee Signature(s) :				Date: 9/8/23
Esmeralda Sanchez				
Department Head/Elected Official Signature:				Date: 9/15/23
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Court Order # :		Court Date:



# TARRANT COUNTY TRAVEL REQUEST FORM

DEPARTMENT	ATTENDEE NAME(S)
Administrator's Office -Office of Emergency Management	Esmeralda Sanchez

**EVENT NAME** *Acronyms should not be used. Please provide the full name of the conference/seminar.*

National Emergency Management Advanced Academy

Destination: Emmitsburg, Maryland | Departure Date: 10/29/23 | Return Date: 11/4/23

**TRAVEL EXPENDITURES** *Provide a per-person breakdown for each category.*

Category	GSA Rate	Per Person	Total Cost
Lodging:	N/A	N/A Per Night:	
Transportation:		\$428.00	\$428.00
Registration:	N/A	N/A	
Meal Per Diem/Other (Specify)	\$383.50	\$383.50	\$383.50
Total			\$811.50

*Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:*

Lodging and registration will be covered by FEMA. Transportation cost will be reimbursed by FEMA. Meal ticket will be paid out of Grant #:M0040-2024.

**RATIONALE FOR TRAVEL**

The National Emergency Management Advanced Academy (NEMAA), is the Federal Emergency Management Agency's flagship program for emergency management professional development. Acceptance into this Advanced Academy is very competitive and the number of students accepted is very limited. By attending this Academy, one will gain a deeper understanding of contemporary and emerging issues in the Emergency Management community of practice. NEMAA is designed to enhance the skills required to successfully collaborate on developing best practices with other Emergency Management Professionals facing similar challenges. This collaboration and learning from other national Emergency Management colleagues will benefit Tarrant County and its citizens by increasing preparedness and resiliency strategies.

The NEMAA consists of four separate classes that must all be completed in order to meet the requirements for graduation. This travel request is for course 1 of 4. Attendees are required to utilize the meal plan which will be funded out of the Urban Area Security Initiative Grant Program. Travel and all other expenses will be covered by the Federal Government.

**FUNDING SOURCE(S)** *Account coding must be confirmed with the Budget Department. If funds are not available, the request will be denied and will not appear on the agenda.*

GL #(s)	Grant #(s)	Fund #(s)	Cost Center #(s)	Total Breakdown
588291	M0040-2024	Grant-2004	1120100000	\$811.50

Employee Signature(s) : *Esmeralda Sanchez* | Date: 9/8/23

Department Head/Elected Official Signature: *[Signature]* | Date: 9/15/23

Approved  Denied | Court Order #: | Court Date:

## Your search for Emmitsburg, Maryland ( including Standard Rate)

Estimated per diem total: \$1025.50 (Max lodging total + M&IE total)

### Lodging breakdown: October 29, 2023 - November 04, 2023

Date	Daily Rate	# of Nights	Total
October	\$107	3	\$321
November	\$107	3	\$321

Max lodging total: **\$642**

### Meals & incidental expenses breakdown: October 29, 2023 - November 04, 2023

Days, Month	Daily Rate	# of Days	Total
First day (10/29/23)*	\$44.25	1	\$44.25
Full day (Oct)	\$59	2	\$118
Full day (Nov)	\$59	3	\$177
Last day (11/04/23)*	\$44.25	1	\$44.25

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$383.50**



# TARRANT COUNTY TRAVEL REQUEST FORM

DEPARTMENT	ATTENDEE NAME(S)
Administrator's Office	Maegan South

**EVENT NAME** *Acronyms should not be used. Please provide the full name of the conference/seminar.*

Fort Worth-Tarrant County Innovation Partnership Case Study Visit

Destination: Cambridge, MA & Philadelphia, PA | Departure Date: 10/2/23 | Return Date: 10/4/23

**TRAVEL EXPENDITURES** *Provide a per-person breakdown for each category.*

Category	GSA Rate	Per Person	Total Cost
Lodging:	\$0.00	\$0.00 Per Night: \$0.00	\$0.00
Transportation:	\$0.00		\$0.00
Registration:	\$0.00		\$0.00
Meal Per Diem/Other (Specify)	\$197.50		\$197.50
<b>Total</b>	<b>\$197.50</b>		<b>\$197.50</b>

**Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:**

**RATIONALE FOR TRAVEL**

As part of the work to advance the new Texas A&M Fort Worth Campus, the Fort Worth-Tarrant County Innovation Partnership has been studying varying models of innovation districts to better understand their evolution, governance, industry partnership models, management or real estate and property, and other key programs. The FWTCIP has identified three innovation districts to investigate more deeply, two of which are in Cambridge, MA and Philadelphia, PA. These three districts represent different stages of evolution from mature to emerging. They also represent unique partnerships between higher education, the public sector, industry, developers, and non-profit organizations. FWTCIP is organizing case study visits to these three districts to learn more and meet with leadership.

FWTCIP will pay for lodging and transportation associated with this trip.

**FUNDING SOURCE(S)** *Account coding must be confirmed with the Budget Department. If funds are not available, the request will be denied and will not appear on the agenda.*

GL #(s)	Grant #(s)	Fund #(s)	Cost Center #(s)	Total Breakdown
588261		10000-2023	1120100000	\$197.50

Employee Signature(s) : *Maegan South* Date: 9/8/23

Department Head/Elected Official Signature: *AT Maenius* Date: 9/8/2023

Approved
  Denied
 Court Order # : \_\_\_\_\_ Court Date: \_\_\_\_\_

# **Your search for Cambridge, Massachusetts (Suffolk, city of Cambridge including Boston / Cambridge)**

Estimated per diem total: \$841.50 (Max lodging total + M&IE total)

## **Lodging breakdown: October 02, 2023 - October 04, 2023**

<b>Date</b>	<b>Daily Rate</b>	<b># of Nights</b>	<b>Total</b>
October	\$322	2	\$644

Max lodging total: **\$644**

## **Meals & incidental expenses breakdown: October 02, 2023 - October 04, 2023**

<b>Days, Month</b>	<b>Daily Rate</b>	<b># of Days</b>	<b>Total</b>
First day (10/02/23)*	\$59.25	1	\$59.25
Full day (Oct)	\$79	1	\$79
Last day (10/04/23)*	\$59.25	1	\$59.25

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$197.50**



# TARRANT COUNTY TRAVEL REQUEST FORM

DEPARTMENT	ATTENDEE NAME(S)
Commissioner, Precinct 1	Roy C. Brooks

**EVENT NAME** *Acronyms should not be used. Please provide the full name of the conference/seminar.*

2023 Large Urban County Caucus Symposium

Destination: Lake Buena Vista, Florida	Departure Date: 10/4/23	Return Date: 10/6/23
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**TRAVEL EXPENDITURES** *Provide a per-person breakdown for each category.*

Category	GSA Rate	Per Person	Total Cost
Lodging:	\$140.00	\$418.00 Per Night: 209.00	\$418.00
Transportation:		\$424.00	\$424.00
Registration:		\$0.00	\$0.00
Meal Per Diem/Other (Specify)	51.75/69	\$172.50	\$172.50
<b>Total</b>			<b>\$1,014.50</b>

*Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:*

**RATIONALE FOR TRAVEL**

The 2023 NACo Large Urban County Caucus Symposium will gather county executive, governing board members and other senior elected officials alongside national thought leaders and partners in Orange County, Florida to identify urban challenges and elevate solutions through peer-to-peer information exchanges and national policy discussions.

**FUNDING SOURCE(S)** *Account coding must be confirmed with the Budget Department. If funds are not available, the request will be denied and will not appear on the agenda.*

GL #(s)	Grant #(s)	Fund #(s)	Cost Center #(s)	Total Breakdown
588261		26100-2024	6110100000	\$1,014.50

Employee Signature(s):	Date:

Department Head/Elected Official Signature: <i>Roy C. Brooks</i>	Date: 9/1/23
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<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Court Order #:	Court Date:
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## Your search for Lake Buena Vista, Florida (Orange including Orlando)

Estimated per diem total: \$452.50 (Max lodging total + M&IE total)

### Lodging breakdown: October 04, 2023 - October 06, 2023

Date	Daily Rate	# of Nights	Total
October	\$140	2	\$280

Max lodging total: \$280

### Meals & incidental expenses breakdown: October 04, 2023 - October 06, 2023

Days, Month	Daily Rate	# of Days	Total
First day (10/04/23)*	\$51.75	1	\$51.75
Full day (Oct)	\$69	1	\$69
Last day (10/06/23)*	\$51.75	1	\$51.75

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: \$172.50



# TARRANT COUNTY TRAVEL REQUEST FORM

**DEPARTMENT** **ATTENDEE NAME(S)**

Tarrant County Housing Assistance Office | Wayne Pollard

**EVENT NAME** *Acronyms should not be used. Please provide the full name of the conference/seminar.*

2023 National Association of Housing and Redevelopment Officials (NAHRO) National Conference

Destination: New Orleans, LA | Departure Date: 10/4/23 | Return Date: 10/8/23

**TRAVEL EXPENDITURES** *Provide a per-person breakdown for each category.*

Category	GSA Rate	Per Person	Total Cost
Lodging:		Per Night:	\$ 0.00
Transportation:		\$340.58	\$340.58
Registration:			\$ 0.00
Meal Per Diem/Other (Specify)	\$333.00		\$333.00
<b>Total</b>	<b>\$1,901.00</b>		<b>\$673.58</b>

*Include a justification below if the nightly, per-person lodging rate exceeds the GSA nightly lodging rate:*

**RATIONALE FOR TRAVEL**

Tarrant County Housing Assistance Office (TCHAO), has been a member of the National Association of Housing Redevelopment Officials (NAHRO) for over 20 years at the State, regional, and National levels. NAHRO has represented the needs and interests of organizations in the housing and community development/redevelopment fields. NAHRO fights to secure needed housing and redevelopment resources, expressing its members' concerns at HUD and Capitol Hill. In addition, NAHRO provides analysis and training to provide affordable housing in sustainable communities. Wayne Pollard is the Director of the TCHAO, is on NAHRO's Board of Governors, and serves as the Chair of the Housing Committee. Wayne is requesting to attend the New Orleans conference, to fulfill his duties as a member of the Board of Governors (BOG) and Committee Chair. NAHRO covers hotel and registration expenses for BOG Members. The conference will have top feature speakers such as Michelle Poler, and Marc Monal, as well as innovative workshops which addresses housing needs.

**FUNDING SOURCE(S)** *Account coding must be confirmed with the Budget Department. If funds are not available, the request will be denied and will not appear on the agenda.*

GL #(s)	Grant #(s)	Fund #(s)	Cost Center #(s)	Total Breakdown
588291	Grant-2004	R0014-2023	5590100000	\$673.58

Employee Signature(s) *Wayne E Pollard* | Date: 8/24/23

Department Head/Elected Official Signature *Jan A. McClinton* | Date: 8-24-23

Approved  Denied | Court Order # | Court Date

# Your search for new orleans, Louisiana (Orleans / Jefferson Parishes including New Orleans)

Estimated per diem total: \$981 (Max lodging total + M&IE total)

## Lodging breakdown: October 04, 2023 - October 08, 2023

Date	Daily Rate	# of Nights	Total
October	\$162	4	\$648

Max lodging total: **\$648**

## Meals & incidental expenses breakdown: October 04, 2023 - October 08, 2023

Days, Month	Daily Rate	# of Days	Total
First day (10/04/23)*	\$55.50	1	\$55.50
Full day (Oct)	\$74	3	\$222
Last day (10/08/23)*	\$55.50	1	\$55.50

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$333**