



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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DATE: 05/10/2022

SUBJECT: **APPROVAL OF AN EXCEPTION TO THE TRAVEL POLICY FOR
WITHIN REGION TRAVEL – COUNTY ADMINISTRATOR’S
OFFICE AND FACILITIES MANAGEMENT**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve an exception to the County’s Travel Policy for a Within Region Travel Request for the County Administrator’s Office and Facilities Management.

BACKGROUND

Due to the ice storm in the DFW area on February 2-4, 2022, two (2) employees from the County Administrator’s Office stayed in a downtown hotel in order to be on-site to coordinate county operations and facilitate the compilation and posting of the Commissioners Court Agenda.

Additionally, two (2) employees from Facilities Management were placed in a downtown Fort Worth hotel to be available for any building emergencies.

Because of the inclement weather and unsafe road conditions, the County Administrator’s Office and Facilities Management is requesting that the Court approve an exception to the travel policy, allowing within region overnight lodging.

FISCAL IMPACT

County Administrator’s Office	588291/10000-2022/1120100000 = \$788.92
Facilities Management	588291/10000-2022/1860100000 = \$721.90

SUBMITTED BY: Administrator’s Office

PREPARED BY: Teresa Ralls
APPROVED BY: