



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 3

DATE: 04/18/2023

**SUBJECT: APPROVAL OF AN EXCEPTION TO THE TRAVEL POLICY FOR
WITHIN REGION TRAVEL – CRIMINAL COURTS
ADMINISTRATION**

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 Tarrant County Criminal Courts Administration.

BACKGROUND

Greg Shugart, Criminal Courts Administrator, and two (2) employees, Cheryl Bennett-Wright and Naomi Daniel, will attend the Texas Association of Pretrial Services Annual Conference on May 9-12, 2023, in Rockwall, Texas.

In order to avoid heavy traffic each morning and evening, Greg Shugart, Cheryl Bennett-Wright and Naomi Daniel are requesting that the Commissioners Court approve an exception to the travel policy, allowing within region overnight lodging.

FISCAL IMPACT

The lodging rate is \$157.07 per person, per night for three (3) nights. Funding in the amount of \$1,413.00 for lodging is available in account 588261/10000-2023/4192500000.

SUBMITTED BY: Administrator's Office

PREPARED BY: Miriam Garza
APPROVED BY: