

a. Out of Texas

	Dept.	No.	Purpose	Date(s)	Location	Cost	Fund
1.	OCA	2	Welcoming Interactive Conference	5/19-22	Detroit, MI	\$1,230	General
						\$3,144	Grant
2.	OMB	1	Harris Health bond pricing training	5/12-13	New York, NY	\$960	Other
3.	OMB	2	Government Finance Officials Association Conference	6/29-7/2	Washington, DC	\$5,070	General
4.	FCD	3	Government Finance Officers Association Conference	6/28-7/2	Washington, DC	\$8,962	FCD
5.	FCD	2	ESRI International User Conference	7/13-18	San Diego, CA	\$7,120	FCD
6.	FCD	1	Ecological Restoration World Conference	9/27-10/5	Denver, CO	\$4,595	FCD
7.	PHS	-	MAVEN user group meeting ( <i>\$7,710 appvd. 2/6 for 3 attnds.-change funding source</i> )	3/31-4/3	Orlando, FL	\$7,710	Other
8.	PHS	10	National Adult & Influenza Immunization Summit	5/12-15	Atlanta, GA	\$14,608	Grant
9.	PHS	3	NEHA-NEARS user meeting	5/12-16	Atlanta, GA	\$8,475	Other
10.	PHS	1	International Association of Administrative Prof. Summit	7/18-22	Chicago, IL	\$4,974	Other
11.	HCD	1	Esri User Conference	7/12-20	San Diego, CA	\$2,742	Grant
12.	HCD	1	Administrative Professional Conference ( <i>\$5,330 appvd. 3/27 for 1 attnd.-add attnd. &amp; exp.</i> )	9/6-11	Seattle, WA	\$5,000	Grant
13.	VS	2	Staff Sgt. Gordan Fox Suicide Prevention Grant Summit	5/12-15	Seattle, WA	\$5,140	Grant
14.	C1	1	Law Enforcement Technology Advisory Council meeting	6/9-12	Chicago, IL	\$4,220	Other
15.	C7	5	National Police Week visit	5/12-16	Washington, DC	\$14,136	Other
16.	SHERIFF	4	Federal Bureau of Investigation National Academy course	FY 2025	Quantico, VA	\$20,000	Other
17.	SHERIFF	-	Maritime law enforcement training program ( <i>\$35,300 appvd. 1/23 for 3 attnds.-add location &amp; funding source</i> )	TBD	Various	\$33,300	Grant
						\$2,000	Other
18.	SHERIFF	1	National Law Enforcement Summit	2/24-26	Tampa, FL	\$2,032	Other
19.	SHERIFF	2	Com. on Accreditation for Law Enf. Agencies Conf.	3/18-21	Garden Grove, CA	\$6,140	Other
20.	SHERIFF	1	CART forensic audio/video program training	3/31-4/12	Huntsville, AL	\$3,896	Other
21.	SHERIFF	1	Safety and justice challenge network meeting	4/14-17	Chicago, IL	\$1,850	Other
22.	SHERIFF	3	National Police Athletic Activities League Conference	5/13-16	Memphis, TN	\$5,535	Other
23.	SHERIFF	2	Legacy 182 systems and procedures training	5/29-6/2	Jackson, TN	\$3,056	General
						\$3,056	Other
24.	SHERIFF	2	Berla iVE Chip-Off course	7/21-25	Annapolis, MD	\$10,440	Other
25.	SHERIFF	3	Natl. Tech. Investigators' Assn. Conf. & training seminars	8/3-8	Milwaukee, WI	\$7,890	Other
26.	SHERIFF	1	911 Directors Forum ( <i>\$1,514 appvd. 12/10/2024 for 1 attnd.-date change</i> )	9/3-5	Atlanta, GA	-	Other
27.	FM	5	Federal Deposit Insurance Corporation Intl. Conference	4/6-13	Indianapolis, IN	\$14,000	Grant
						\$6,000	Other
28.	FM	6	Intl. Assn. of Fire Chiefs Hazmat Response Teams Conf.	6/11-16	Baltimore, MD	\$16,800	Grant
						\$3,200	Other
29.	FM	5	International Association of Chiefs of Police Conf.	10/15-22	Denver, CO	\$20,950	Other
30.	CCLK	2	Society of Southwest Archivists in-person/virtual meeting	5/6-10	Lafayette, LA	\$780	Other
31.	CCLK	3	International Association of Government Officials Conf.	5/18-26	Kansas City, MO	\$12,230	Other
32.	CCLK	2	National Association of Counties Conference & Expo.	7/10-15	Philadelphia, PA	\$6,674	Other
<b>Subtotal</b>		<b>78</b>	<b>Out of Texas average cost per attendee:</b>		<b>\$3,563</b>	<b>\$277,915</b>	

# OUT OF TEXAS

## Travel & Training Request

### Request Form Guidelines

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### [a] Previously Approved

*\*This section is to be completed only when a request has been approved in court and additional changes are being requested.*

#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

*(Only select the changes that apply)*

- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> Office of County Administration- Research and Analysis Division	[2] <b>Number of Attendees:</b> Two <i>(If more than one to attend, please explain):</i> Two attendees can split sessions, workshops, and network events.
[3] <b>Subject/Purpose:</b> Welcoming Interactive 2025	
[4] <b>Benefit to County:</b> The Welcoming Interactive is an annual conference highlighting successful practices in Language Access, covering economic development, civic engagement, and more.	
[5] <b>Event Dates (travel dates included):</b> May 19-22, 2025	[6] <b>City, State:</b> Detroit, Michigan

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	1,498.00	[12] <b>Taxi/Other Ground Transportation:</b>	100.00
[8] <b>Per Diem (\$55 daily):</b>	440.00	[13] <b>Personal Vehicle Mileage:</b>	100.00
[9] <b>Hotel:</b>	1,686.00	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	550.00	[15] <b>Other (Explain):</b>	
[11] <b>Parking/Tolls:</b>			
<b>Total Cost:</b>			<b>\$4,374.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both *(using county & personal)*

### [d] Funding Source

[17] <b>General Fund:</b>	1,230.00	
[18] <b>Grant Fund:</b> <i>(County grants only)</i>	3,144.00	[19] <b>Name of Grant &amp; Fund #:</b> Language Access Program Fund #2604, Project: 1583
[20] <b>Other Source:</b>		[21] <b>Name of Other Source (&amp; fund # if applicable):</b>
<b>Total:</b>	<b>\$4,374.00</b>	

**Authorized By:** Diana Ramirez

*(Name may be typed; signature is not required.)*

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Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

*(Only select the changes that apply)*

- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> Office of Management & Budget	[2] <b>Number of Attendees:</b> 1 <i>(If more than one to attend, please explain):</i>
[3] <b>Subject/Purpose:</b> Harris Health Bond pricing	
[4] <b>Benefit to County:</b> Fosters trust and credibility in the market. We can convey our financial health, growth prospects, and purpose behind the bond issuance more effectively. Real-time feedback and market insights help fine-tune	
[5] <b>Event Dates</b> <i>(travel dates included):</i> May 12-13, 2025	[6] <b>City, State:</b> New York, NY

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>		[12] <b>Taxi/Other Ground Transportation:</b>	100.00
[8] <b>Per Diem</b> <i>(\$55 daily):</i>	110.00	[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>	450.00	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	300.00	[15] <b>Other</b> <i>(Explain):</i>	
[11] <b>Parking/Tolls:</b>			
<b>Total Cost:</b>			<b>\$960.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both *(using county & personal)*

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> <i>(County grants only)</i>		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	960.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> bond proceeds
<b>Total:</b>	<b>\$960.00</b>	

**Authorized By:** Daniel Ramos

*(Name may be typed; signature is not required.)*

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Amount:	
# of Attendees:	
Fund Source:	

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*(Only select the changes that apply)*

- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> Office of Management & Budget	[2] <b>Number of Attendees:</b> 2 <i>(If more than one to attend, please explain):</i> Attending different sessions
[3] <b>Subject/Purpose:</b> Government Finance Officials Association (GFOA) Annual Conference	
[4] <b>Benefit to County:</b> Interact and learn from other large organizations best practices as it relates to finance while enhancing our professional skills to benefit Harris County and our community.	
[5] <b>Event Dates (travel dates included):</b> June 29-July 2, 2025	[6] <b>City, State:</b> Washington, DC

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	1,080.00	[12] <b>Taxi/Other Ground Transportation:</b>	200.00
[8] <b>Per Diem (\$55 daily):</b>	440.00	[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>	1,750.00	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	1,600.00	[15] <b>Other (Explain):</b>	
[11] <b>Parking/Tolls:</b>			
<b>Total Cost:</b>			<b>\$5,070.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both *(using county & personal)*

### [d] Funding Source

[17] <b>General Fund:</b>	5,070.00	
[18] <b>Grant Fund:</b> <i>(County grants only)</i>		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>		[21] <b>Name of Other Source (&amp; fund # if applicable):</b>
<b>Total:</b>	<b>\$5,070.00</b>	

**Authorized By:** Daniel Ramos

*(Name may be typed; signature is not required.)*

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# of Attendees:	
Fund Source:	

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- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> Flood Control District	[2] <b>Number of Attendees:</b> 3 <i>(If more than one to attend, please explain):</i> To focus on multiple agendas.
[3] <b>Subject/Purpose:</b> 119th Government Finance Officers Association Annual Conference (GFOA) sponsored by GFOA	
[4] <b>Benefit to County:</b> Knowledge exchange, educational sessions, and updates on best practices and innovations around government operational and capital projects, debt management, procurement and more.	
[5] <b>Event Dates</b> <i>(travel dates included):</i> 06/28-07/02/2025	[6] <b>City, State:</b> Washington, D.C.

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	1,300.00	[12] <b>Taxi/Other Ground Transportation:</b>	810.00
[8] <b>Per Diem</b> <i>(\$55 daily):</i>	825.00	[13] <b>Personal Vehicle Mileage:</b>	105.00
[9] <b>Hotel:</b>	3,522.00	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	1,950.00	[15] <b>Other</b> <i>(Explain):</i>	
[11] <b>Parking/Tolls:</b>	450.00		
<b>Total Cost:</b>			<b>\$8,962.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both *(using county & personal)*

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> <i>(County grants only)</i>		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	8,962.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> Flood Control District - 090
<b>Total:</b>	<b>\$8,962.00</b>	

**Authorized By:** Tina Petersen, Ph.D., P.E., Executive Director

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Amount:	
# of Attendees:	
Fund Source:	

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- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> Flood Control District	[2] <b>Number of Attendees:</b> 2 <i>(If more than one to attend, please explain):</i> To focus on multiple agendas.
[3] <b>Subject/Purpose:</b> 2025 Environmental Systems Research Institute (ESRI) International User Conference sponsored by ESRI	
[4] <b>Benefit to County:</b> Opportunity to work with other ESRI network users in the public and private sectors.	
[5] <b>Event Dates</b> <i>(travel dates included):</i> 07/13-18/2025	[6] <b>City, State:</b> San Diego, CA

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>		[12] <b>Taxi/Other Ground Transportation:</b>	200.00
[8] <b>Per Diem</b> <i>(\$55 daily):</i>	660.00	[13] <b>Personal Vehicle Mileage:</b>	60.00
[9] <b>Hotel:</b>	4,000.00	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	2,000.00	[15] <b>Other</b> <i>(Explain):</i>	
[11] <b>Parking/Tolls:</b>	200.00		
<b>Total Cost:</b>			<b>\$7,120.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both *(using county & personal)*

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> <i>(County grants only)</i>		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	7,120.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> Flood Control District - 090
<b>Total:</b>	<b>\$7,120.00</b>	

**Authorized By:** Tina Petersen, Ph.D., P.E., Executive Director

*(Name may be typed; signature is not required.)*

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Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

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- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> Flood Control District	[2] <b>Number of Attendees:</b> 1 <i>(If more than one to attend, please explain):</i>
[3] <b>Subject/Purpose:</b> 11th World Conference on Ecological Restoration sponsored by the Society for Ecological Restoration	
[4] <b>Benefit to County:</b> This conference provides expert training and convening of practitioners to deepen the practice of planning, designing, constructing, and maintaining nature and ecologically based assets.	
[5] <b>Event Dates</b> <i>(travel dates included):</i> 09/27-10/5/2025	[6] <b>City, State:</b> Denver, CO

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	1,200.00	[12] <b>Taxi/Other Ground Transportation:</b>	200.00
[8] <b>Per Diem</b> <i>(\$55 daily):</i>	495.00	[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>	2,100.00	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	600.00	[15] <b>Other</b> <i>(Explain):</i>	
[11] <b>Parking/Tolls:</b>			
<b>Total Cost:</b>			<b>\$4,595.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both *(using county & personal)*

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> <i>(County grants only)</i>		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	4,595.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> Flood Control District - 090
<b>Total:</b>	<b>\$4,595.00</b>	

**Authorized By:** Tina Petersen, Ph.D., P.E., Executive Director

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### [a] Previously Approved

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#### Previously Approved Information

Court Date:	02/06/2025
Amount:	\$7,710.00
# of Attendees:	3
Fund Source:	Grant

#### What additional changes are being requested?

(Only select the changes that apply)

- ☐ Number of Attendees      ☐ Event Dates  
☐ City      ☐ Estimated Expenses  
☐ Use of County Vehicle      ☒ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> Public Health Services (PHS) / Office of Epidemiology, Surveillance, and Emerging Diseases (OESED)	[2] <b>Number of Attendees:</b> (If more than one to attend, please explain):
[3] <b>Subject/Purpose:</b> To attend the Annual MAVEN User Group Meeting	
[4] <b>Benefit to County:</b> To receive information and training from the MAVEN vendor and other users across the country to improve utility of the MAVEN epi case management and surveillance system.	
[5] <b>Event Dates (travel dates included):</b> March 31 - April 3, 2025	[6] <b>City, State:</b> Orlando, FL

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	[12] <b>Taxi/Other Ground Transportation:</b>	[16] <b>Use of County Vehicle?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Both (using county & personal)
[8] <b>Per Diem (\$55 daily):</b>	[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	[15] <b>Other (Explain):</b>	
[11] <b>Parking/Tolls:</b>		
<b>Total Cost:</b>		

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> (County grants only)		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	7,710.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> Delivery System Reform Incentive Payment (DSRIP), Fund # 2116
<b>Total:</b>	\$ 7,710.00	

**Authorized By:** Leah Barton — Interim Executive Director

(Name may be typed; signature is not required.)

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# OUT OF TEXAS

## Travel & Training Request

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- If a non-county fund is covering expenses, list under "Other" for funding source.

This space for County Clerk's Office use only.

### [a] Previously Approved

*\*This section is to be completed only when a request has been approved in court and additional changes are being requested.*

#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

(Only select the changes that apply)

- ☐ Number of Attendees      ☐ Event Dates  
☐ City      ☐ Estimated Expenses  
☐ Use of County Vehicle      ☐ Funding Source

### [b] Requested Information

<b>[1] Department Name:</b> Public Health Services (PHS) / Community Health and Wellness (CHW)		<b>[2] Number of Attendees:</b> 10 <i>(If more than one to attend, please explain):</i> Staff can gain valuable experiences.	
<b>[3] Subject/Purpose:</b> 2025 National Adult and Influenza Immunization Summit			
<b>[4] Benefit to County:</b> Enhance Harris County Public Health expertise in immunization operation, stay informed about the latest vaccine policies, vaccine-preventable diseases, and ongoing Perinatal Hepatitis.			
<b>[5] Event Dates (travel dates included):</b> May 12, 2025 - May 15, 2025		<b>[6] City, State:</b> Atlanta, GA	

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>		[12] <b>Taxi/Other Ground Transportation:</b>	400.00
[8] <b>Per Diem (\$55 daily):</b>	2,200.00	[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>	6,708.00	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	4,900.00	[15] <b>Other (Explain):</b>	400.00
[11] <b>Parking/Tolls:</b>		luggage	
<b>Total Cost:</b>			<b>\$14,608.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both (using county & personal)

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> <i>(County grants only)</i>	14,608.00	[19] <b>Name of Grant &amp; Fund #:</b> Immunization Grant, Fund # 2601 FY25_IMMUN_RE 1001 PH001 2601 27540130
[20] <b>Other Source:</b>		[21] <b>Name of Other Source (&amp; fund # if applicable):</b>
<b>Total:</b>	<b>\$ 14,608.00</b>	

**Authorized By:** Leah Barton — Interim Executive Director

*(Name may be typed; signature is not required.)*

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# OUT OF TEXAS

## Travel & Training Request

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### [a] Previously Approved

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#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

(Only select the changes that apply)

- ☐ Number of Attendees      ☐ Event Dates  
☐ City      ☐ Estimated Expenses  
☐ Use of County Vehicle      ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> Public Health Services (PHS) / Environmental Public Health (EPH)		[2] <b>Number of Attendees:</b> 3 (If more than one to attend, please explain): Attending different sessions	
[3] <b>Subject/Purpose:</b> National Environmental Health Association (NEHA)- National Environmental Assessment Reporting System (NEARS) User Annual Meeting			
[4] <b>Benefit to County:</b> Bringing together CDC NEARS sites to review the analysis of CDC NEARS data, train in the system, share experiences, & more.			
[5] <b>Event Dates (travel dates included):</b> May 12-16, 2025		[6] <b>City, State:</b> Atlanta, GA	

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>		[12] <b>Taxi/Other Ground Transportation:</b>	600.00
[8] <b>Per Diem (\$55 daily):</b>	825.00	[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>	3,000.00	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	3,000.00	[15] <b>Other (Explain):</b>	600.00
[11] <b>Parking/Tolls:</b>	450.00	Luggage & incidentals	
<b>Total Cost:</b>			<b>\$ 8,475.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both (using county & personal)

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> (County grants only)		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	2,825.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> Special Revenue- 27520110- 2341
	5,650.00	NEHA Scholarship
<b>Total:</b>	<b>\$ 8,475.00</b>	

**Authorized By:** Leah Barton — Interim Executive Director

(Name may be typed; signature is not required.)

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# OUT OF TEXAS

## Travel & Training Request

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#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

(Only select the changes that apply)

- ☐ Number of Attendees      ☐ Event Dates  
☐ City      ☐ Estimated Expenses  
☐ Use of County Vehicle      ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> Public Health Services (PHS) / Office of the Executive Director (OED)	[2] <b>Number of Attendees:</b> 1 (If more than one to attend, please explain):
[3] <b>Subject/Purpose:</b> International Association of Administrative Professionals (IAAP) Summit 2025	
[4] <b>Benefit to County:</b> Attending the administrative conference will gain valuable knowledge and strategies to streamline operations, ultimately improving overall productivity and service delivery	
[5] <b>Event Dates (travel dates included):</b> July 18-22, 2025	[6] <b>City, State:</b> Chicago, IL

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	1,599.00	[12] <b>Taxi/Other Ground Transportation:</b>	400.00
[8] <b>Per Diem (\$55 daily):</b>	275.00	[13] <b>Personal Vehicle Mileage:</b>	100.00
[9] <b>Hotel:</b>	1,500.00	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	600.00	[15] <b>Other (Explain):</b>	300.00
[11] <b>Parking/Tolls:</b>	200.00	membership, misc.	
		<b>Total Cost:</b>	<b>\$ 4,974.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both (using county & personal)

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> (County grants only)		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>		[21] <b>Name of Other Source (&amp; fund # if applicable):</b>
	4,974.00	2116 - Delivery System Reform Incentive Payment (DSRIP)
<b>Total:</b>	<b>\$ 4,974.00</b>	

**Authorized By:** Leah Barton — Interim Executive Director

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# OUT OF TEXAS

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### [a] Previously Approved

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#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

*(Only select the changes that apply)*

- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> Housing and Community Development	[2] <b>Number of Attendees:</b> 1 <i>(If more than one to attend, please explain):</i>
[3] <b>Subject/Purpose:</b> 2025 Esri User Conference	
[4] <b>Benefit to County:</b> This conference will help maximize HCD's GIS investment	
[5] <b>Event Dates (travel dates included):</b> 7/12/2025 - 7/20/2025	[6] <b>City, State:</b> San Diego, CA

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>		[12] <b>Taxi/Other Ground Transportation:</b>	100.00
[8] <b>Per Diem (\$55 daily):</b>	495.00	[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>	1,474.00	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	673.00	[15] <b>Other (Explain):</b>	
[11] <b>Parking/Tolls:</b>			
<b>Total Cost:</b>			<b>\$2,742.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both *(using county & personal)*

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> <i>(County grants only)</i>	2,742.00	[19] <b>Name of Grant &amp; Fund #:</b> 2601 - CDBG_GY24
[20] <b>Other Source:</b>		[21] <b>Name of Other Source (&amp; fund # if applicable):</b>
<b>Total:</b>	<b>\$2,742.00</b>	

**Authorized By:** (Executive Director), Thao Costis

*(Name may be typed; signature is not required.)*

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# OUT OF TEXAS

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### [a] Previously Approved

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#### Previously Approved Information

Court Date:	3/27/25
Amount:	\$5,330.00
# of Attendees:	1
Fund Source:	Grant

#### What additional changes are being requested?

(Only select the changes that apply)

- ☒ Number of Attendees
 ☐ Event Dates  
☐ City
 ☒ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> Housing and Community Development	[2] <b>Number of Attendees:</b> 1 (If more than one to attend, please explain):
[3] <b>Subject/Purpose:</b> 2025 Administrative Professional Conference	
[4] <b>Benefit to County:</b> Staff will exchange best practice and innovative ideas with like minded admin pro. and learn new solutions from providers/training leading experts	
[5] <b>Event Dates (travel dates included):</b> 9/6/2025 - 9/11/2025	[6] <b>City, State:</b> Seattle, WA

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	1,825.00	[12] <b>Taxi/Other Ground Transportation:</b>	525.00
[8] <b>Per Diem (\$55 daily):</b>	330.00	[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>	1,750.00	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	570.00	[15] <b>Other (Explain):</b>	
[11] <b>Parking/Tolls:</b>			
<b>Total Cost:</b>			<b>\$5,000.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both (using county & personal)

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> (County grants only)	5,000.00	[19] <b>Name of Grant &amp; Fund #:</b> 2601 - CDBG_GY24
[20] <b>Other Source:</b>		[21] <b>Name of Other Source (&amp; fund # if applicable):</b>
<b>Total:</b>	<b>\$5,000.00</b>	

**Authorized By:** (Executive Director), Thao Costis

(Name may be typed; signature is not required.)

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# OUT OF TEXAS

## Travel & Training Request

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#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

*(Only select the changes that apply)*

- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> Harris County Veteran Services Dept.	[2] <b>Number of Attendees:</b> 2 <i>(If more than one to attend, please explain):</i> Director and Compliance Manager
[3] <b>Subject/Purpose:</b> The SSG Fox Suicide Prevention Grant in person summit is designed to provide strong foundation to provide suicide prevention services within the statute, regulation and guidelines of the grant. Topics will focus on lessons learned after the 3 year pilot grant, overviews of audit findings and best practices.	
[4] <b>Benefit to County:</b> Attendees are primary representatives on the grant and will get to network with other grantee managers and share best practices for program and fiscal management.	
[5] <b>Event Dates (travel dates included):</b> 05/12/25 - 05/15/25	[6] <b>City, State:</b> Seattle, WA

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	400.00	[12] <b>Taxi/Other Ground Transportation:</b>	250.00	[16] <b>Use of County Vehicle?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Both <i>(using county &amp; personal)</i>
[8] <b>Per Diem (\$55 daily):</b>	440.00	[13] <b>Personal Vehicle Mileage:</b>	0.00	
[9] <b>Hotel:</b>	1,850.00	[14] <b>Vehicle Rental:</b>		
[10] <b>Airline/bus/train:</b>	2,200.00	[15] <b>Other (Explain):</b>		
[11] <b>Parking/Tolls:</b>	0.00			
<b>Total Cost:</b>			\$5,140.00	

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> <i>(County grants only)</i>	5,140.00	[19] <b>Name of Grant &amp; Fund #:</b>
		Staff Sergeant Gordon Parker Gordon Fox Suicide Prevention Grant
		Fund#2601
[20] <b>Other Source:</b>		[21] <b>Name of Other Source (&amp; fund # if applicable):</b>
<b>Total:</b>	\$5,140.00	

**Authorized By:** Dave Lewis - Executive Director

*(Name may be typed; signature is not required.)*

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# OUT OF TEXAS

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Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

(Only select the changes that apply)

- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> Harris County Constable Precinct 1	[2] <b>Number of Attendees:</b> 1 (If more than one to attend, please explain):
[3] <b>Subject/Purpose:</b> Law Enforcement Technology Advisory Council Meeting	
[4] <b>Benefit to County:</b> Technology for law enforcement	
[5] <b>Event Dates (travel dates included):</b> June 9, 2025 - June 12, 2025	[6] <b>City, State:</b> Chicago, IL

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>		[12] <b>Taxi/Other Ground Transportation:</b>	150.00
[8] <b>Per Diem (\$55 daily):</b>	220.00	[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>	2,800.00	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	950.00	[15] <b>Other (Explain):</b>	
[11] <b>Parking/Tolls:</b>	100.00		
<b>Total Cost:</b>			<b>\$4,220.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both (using county & personal)

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> (County grants only)		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	4,220.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> Seized Funds
<b>Total:</b>	<b>\$4,220.00</b>	

**Authorized By:** Alan Rosen, Constable

(Name may be typed; signature is not required.)

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# OUT OF TEXAS

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#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

*(Only select the changes that apply)*

- |  |   |
|--|---|
| <input type="checkbox"/> Number of Attendees   | <input type="checkbox"/> Event Dates        |
| <input type="checkbox"/> City                  | <input type="checkbox"/> Estimated Expenses |
| <input type="checkbox"/> Use of County Vehicle | <input type="checkbox"/> Funding Source     |

### [b] Requested Information

[1] <b>Department Name:</b> Harris County Constable Precinct 7	[2] <b>Number of Attendees:</b> 5 <i>(If more than one to attend, please explain):</i> To Support And Escort Survivors of Fallen Deputy
[3] <b>Subject/Purpose:</b> The Harris County Constable Precinct 7 Honor Guard to attend the National Police Week to Represent and provide Comfort to Survivors.	
[4] <b>Benefit to County:</b> To Represent Harris County Constable Precinct 7 at National Police Week	
[5] <b>Event Dates (travel dates included):</b> May 12, 2025 - May 16, 2025	[6] <b>City, State:</b> Washington, D.C.

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	0.00	[12] <b>Taxi/Other Ground Transportation:</b>	0.00
[8] <b>Per Diem (\$55 daily):</b>	1,375.00	[13] <b>Personal Vehicle Mileage:</b>	0.00
[9] <b>Hotel:</b>	9,719.00	[14] <b>Vehicle Rental:</b>	0.00
[10] <b>Airline/bus/train:</b>	3,042.00	[15] <b>Other (Explain):</b>	0.00
[11] <b>Parking/Tolls:</b>			
<b>Total Cost:</b>		\$14,136.00	

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both *(using county & personal)*

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> <i>(County grants only)</i>		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	14,136.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> LEOSE/2331
<b>Total:</b>	\$14,136.00	

**Authorized By:** Constable James Phillips

*(Name may be typed; signature is not required.)*

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# OUT OF TEXAS

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This space for County Clerk's Office use only.

### [a] Previously Approved

*\*This section is to be completed only when a request has been approved in court and additional changes are being requested.*

#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

(Only select the changes that apply)

- ☐ Number of Attendees    ☐ Event Dates  
☐ City    ☐ Estimated Expenses  
☐ Use of County Vehicle    ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> 540-Harris County Sheriff's Office, Bureau	[2] <b>Number of Attendees:</b> 4 (If more than one to attend, please explain): 1 person to attend FBI Academy per Quarter
[3] <b>Subject/Purpose:</b> Federal Bureau of Investigation National Academy	
[4] <b>Benefit to County:</b> attendees are trained on how supervisory to better serve Harris County	
[5] <b>Event Dates (travel dates included):</b> FY 2025	[6] <b>City, State:</b> Quantico, VA

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	2,000.00	[12] <b>Taxi/Other Ground Transportation:</b>		[16] <b>Use of County Vehicle?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Both (using county & personal)
[8] <b>Per Diem (\$55 daily):</b>	2,000.00	[13] <b>Personal Vehicle Mileage:</b>		
[9] <b>Hotel:</b>	2,000.00	[14] <b>Vehicle Rental:</b>		
[10] <b>Airline/bus/train:</b>	4,000.00	[15] <b>Other (Explain):</b>	10,000.00	
[11] <b>Parking/Tolls:</b>		Uniforms and Supplies for 3 Months Course		
<b>Total Cost:</b>			\$20,000.00	

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> (County grants only)		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	20,000.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> LEOSE/SEIZED
<b>Total:</b>	\$20,000.00	

**Authorized By:** Ed Gonzalez, Sheriff

(Name may be typed; signature is not required.)

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# OUT OF TEXAS

## Travel & Training Request

### Request Form Guidelines

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### [a] Previously Approved

*\*This section is to be completed only when a request has been approved in court and additional changes are being requested.*

#### Previously Approved Information

Court Date:	1/23/25
Amount:	\$35,300.00
# of Attendees:	3
Fund Source:	Grant & Other

#### What additional changes are being requested?

*(Only select the changes that apply)*

- ☐ Number of Attendees
 ☐ Event Dates  
☒ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☒ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> 540-Harris County Sheriff's Office, Special Enforcement Bureau	[2] <b>Number of Attendees:</b> <i>(If more than one to attend, please explain):</i>
[3] <b>Subject/Purpose:</b> Maritime Law Enforcement Training Program	
[4] <b>Benefit to County:</b> Necessary to get qualified for Law Enforcement Boat Operation for search and rescue.	
[5] <b>Event Dates</b> <i>(travel dates included):</i> TBD	[6] <b>City, State:</b> Brunswick, GA / Jacksonville, FL

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	[12] <b>Taxi/Other Ground Transportation:</b>	<b>[16] Use of County Vehicle?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Both <i>(using county &amp; personal)</i>
[8] <b>Per Diem</b> <i>(\$55 daily):</i>	[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	[15] <b>Other</b> <i>(Explain):</i>	
[11] <b>Parking/Tolls:</b>		
<b>Total Cost:</b>		\$0.00

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> <i>(County grants only)</i>	33,300.00	[19] <b>Name of Grant &amp; Fund #:</b> FY21 Port Security Grant & FY23 Port Security Grant
[20] <b>Other Source:</b>	2,000.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> SEIZED
<b>Total:</b>	\$35,300.00	

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# OUT OF TEXAS

## Travel & Training Request

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### [a] Previously Approved

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#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

*(Only select the changes that apply)*

- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> 540-Harris County Sheriff's Office, Special Investigations Bureau	[2] <b>Number of Attendees:</b> 1 <i>(If more than one to attend, please explain):</i>
[3] <b>Subject/Purpose:</b> Police Assisted Addiction & Recovery Initiative, 2025 National Law Enforcement Summit	
[4] <b>Benefit to County:</b> Promotes public safety by helping law enforcement create non-arrest deflection programs for addiction recovery.	
[5] <b>Event Dates</b> <i>(travel dates included):</i> February 24-26, 2025	[6] <b>City, State:</b> Tampa, FL

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	294.37	[12] <b>Taxi/Other Ground Transportation:</b>	257.35
[8] <b>Per Diem</b> <i>(\$55 daily):</i>	165.00	[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>	646.12	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	599.94	[15] <b>Other</b> <i>(Explain):</i>	
[11] <b>Parking/Tolls:</b>	69.50		
<b>Total Cost:</b>			<b>\$2,032.28</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both *(using county & personal)*

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> <i>(County grants only)</i>		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	2,032.28	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> SEIZED
<b>Total:</b>	<b>\$2,032.28</b>	

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# OUT OF TEXAS

## Travel & Training Request

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### [a] Previously Approved

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#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

*(Only select the changes that apply)*

- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> 540-Harris County Sheriff's Office, Office of Research and Development		[2] <b>Number of Attendees:</b> 2 <i>(If more than one to attend, please explain):</i> Different Ranks	
[3] <b>Subject/Purpose:</b> Attendance of the Commission on Accreditation for Law Enforcement Agencies 2025 Conference			
[4] <b>Benefit to County:</b> Gain insight on the latest industry standards and best practices in law enforcement accreditation			
[5] <b>Event Dates (travel dates included):</b> March 18-21, 2025		[6] <b>City, State:</b> Garden Grove, CA	

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	1,600.00	[12] <b>Taxi/Other Ground Transportation:</b>	300.00
[8] <b>Per Diem (\$55 daily):</b>	440.00	[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>	1,400.00	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	2,000.00	[15] <b>Other (Explain):</b>	
[11] <b>Parking/Tolls:</b>	400.00		
<b>Total Cost:</b>			<b>\$6,140.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both *(using county & personal)*

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> <i>(County grants only)</i>		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	6,140.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> SEIZED/LEOSE
<b>Total:</b>	<b>\$6,140.00</b>	

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# OUT OF TEXAS

## Travel & Training Request

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#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

*(Only select the changes that apply)*

- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> 540-Harris County Sheriff's Office, High Tech Crime Unit	[2] <b>Number of Attendees:</b> 1 <i>(If more than one to attend, please explain):</i>
[3] <b>Subject/Purpose:</b> FBI Computer Analysis Response Team (CART) Forensic Audio/Video Program (FAVP) Training	
[4] <b>Benefit to County:</b> Investigators will gain expertise with the forensic processes with Windows environments, File Systems, Registry, and other Artifacts, as well as Live Response and report generation for law enforcement.	
[5] <b>Event Dates (travel dates included):</b> March 31 - April 12, 2025	[6] <b>City, State:</b> Huntsville, Alabama

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	0.00	[12] <b>Taxi/Other Ground Transportation:</b>	215.00
[8] <b>Per Diem (\$55 daily):</b>	715.00	[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>	1,881.00	[14] <b>Vehicle Rental:</b>	0.00
[10] <b>Airline/bus/train:</b>	875.00	[15] <b>Other (Explain):</b>	210.00
[11] <b>Parking/Tolls:</b>		Per Diem Higher in VA	
<b>Total Cost:</b>			<b>\$3,896.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both *(using county & personal)*

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> <i>(County grants only)</i>		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	3,896.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b>
		All costs covered by the FBI Regional Computer Forensic Lab.
<b>Total:</b>	<b>\$3,896.00</b>	

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# OUT OF TEXAS

## Travel & Training Request

### Request Form Guidelines

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### [a] Previously Approved

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#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

(Only select the changes that apply)

- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> 540-Harris County Sheriff's Office, Office of Research & Development	[2] <b>Number of Attendees:</b> 1 (If more than one to attend, please explain):
[3] <b>Subject/Purpose:</b> Safety and Justice Challenge Network Meeting	
[4] <b>Benefit to County:</b> Meet and hear presentations from other justice challenge sites from around the nation on various criminal projects.	
[5] <b>Event Dates (travel dates included):</b> April 14-17, 2025	[6] <b>City, State:</b> Chicago, IL

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>		[12] <b>Taxi/Other Ground Transportation:</b>	200.00
[8] <b>Per Diem (\$55 daily):</b>	220.00	[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>	890.00	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	460.00	[15] <b>Other (Explain):</b>	
[11] <b>Parking/Tolls:</b>	80.00		
<b>Total Cost:</b>			<b>\$1,850.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both (using county & personal)

### [d] Funding Source

[17] <b>General Fund:</b>	0.00	
[18] <b>Grant Fund:</b> (County grants only)		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	1,850.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> SEIZED/LEOSE
<b>Total:</b>	<b>\$1,850.00</b>	

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# OUT OF TEXAS

## Travel & Training Request

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### [a] Previously Approved

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#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

*(Only select the changes that apply)*

- ☐ Number of Attendees      ☐ Event Dates  
☐ City      ☐ Estimated Expenses  
☐ Use of County Vehicle      ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> 540-Harris County Sheriff's Office, Support Services, Bureau	[2] <b>Number of Attendees:</b> 3 <i>(If more than one to attend, please explain):</i> Different Ranks
[3] <b>Subject/Purpose:</b> National Police Athletic Activities League Conference	
[4] <b>Benefit to County:</b> This training will provide the our team more insight information on how to manage the Police Athletic Activities League and allow us to perform job duties in a more efficient manner.	
[5] <b>Event Dates</b> <i>(travel dates included):</i> May 13-16, 2025	[6] <b>City, State:</b> Memphis, TN

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	2,475.00	[12] <b>Taxi/Other Ground Transportation:</b>	200.00
[8] <b>Per Diem</b> <i>(\$55 daily):</i>	660.00	[13] <b>Personal Vehicle Mileage:</b>	0.00
[9] <b>Hotel:</b>	1,500.00	[14] <b>Vehicle Rental:</b>	0.00
[10] <b>Airline/bus/train:</b>	700.00	[15] <b>Other</b> <i>(Explain):</i>	0.00
[11] <b>Parking/Tolls:</b>	0.00		
<b>Total Cost:</b>			<b>\$5,535.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both *(using county & personal)*

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> <i>(County grants only)</i>		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	5,535.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> LEOSE / SEIZED
<b>Total:</b>	<b>\$5,535.00</b>	

**Authorized By:** Ed Gonzalez, Sheriff

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# OUT OF TEXAS

## Travel & Training Request

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#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

(Only select the changes that apply)

- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> 540-Harris County Sheriff's Office, Special Enforcement Bureau	[2] <b>Number of Attendees:</b> 2 (If more than one to attend, please explain): Different Ranks
[3] <b>Subject/Purpose:</b> Cessna Pilots Association, Legacy 182 Systems and Procedures Training	
[4] <b>Benefit to County:</b> This course covers the details of every system in the 182: Flight Controls, Landing Gear, Electrical, Hydraulic, Fuel, Pressurization, Propeller, Powerplant, and Engine Management.	
[5] <b>Event Dates (travel dates included):</b> May 29 - June 2, 2025	[6] <b>City, State:</b> Jackson, TN

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	2,590.00	[12] <b>Taxi/Other Ground Transportation:</b>		[16] <b>Use of County Vehicle?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Both (using county & personal)
[8] <b>Per Diem (\$55 daily):</b>	550.00	[13] <b>Personal Vehicle Mileage:</b>		
[9] <b>Hotel:</b>	1,272.00	[14] <b>Vehicle Rental:</b>		
[10] <b>Airline/bus/train:</b>	1,700.00	[15] <b>Other (Explain):</b>		
[11] <b>Parking/Tolls:</b>				
<b>Total Cost:</b>			\$6,112.00	

### [d] Funding Source

[17] <b>General Fund:</b>	3,056.00	[19] <b>Name of Grant &amp; Fund #:</b>
[18] <b>Grant Fund:</b> (County grants only)		
[20] <b>Other Source:</b>	3,056.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> Lt. Cabrera covering his own expenses.
<b>Total:</b>	\$6,112.00	

**Authorized By:** Ed Gonzalez, Sheriff

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# OUT OF TEXAS

## Travel & Training Request

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#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

*(Only select the changes that apply)*

- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> 540-Harris County Sheriff's Office, Special Enforcement Bureau & High Tech Crime Unit		[2] <b>Number of Attendees:</b> 2 <i>(If more than one to attend, please explain):</i> Different Assignments	
[3] <b>Subject/Purpose:</b> Berla iVE Chip-Off Course			
[4] <b>Benefit to County:</b> Advanced training in the acquisition of vehicle data used in forensic vehicle processing.			
[5] <b>Event Dates</b> <i>(travel dates included):</i> July 21-25, 2025		[6] <b>City, State:</b> Annapolis, Maryland	

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	5,990.00	[12] <b>Taxi/Other Ground Transportation:</b>	500.00	[16] <b>Use of County Vehicle?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Both <i>(using county &amp; personal)</i>
[8] <b>Per Diem</b> <i>(\$55 daily):</i>	550.00	[13] <b>Personal Vehicle Mileage:</b>		
[9] <b>Hotel:</b>	1,800.00	[14] <b>Vehicle Rental:</b>		
[10] <b>Airline/bus/train:</b>	1,600.00	[15] <b>Other</b> <i>(Explain):</i>		
[11] <b>Parking/Tolls:</b>				
<b>Total Cost:</b>			\$10,440.00	

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> <i>(County grants only)</i>		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	10,440.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> SEIZED/LEOSE
<b>Total:</b>	\$10,440.00	

**Authorized By:** Ed Gonzalez, Sheriff

*(Name may be typed; signature is not required.)*

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# OUT OF TEXAS

## Travel & Training Request

### Request Form Guidelines

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- If a non-county fund is covering expenses, list under "Other" for funding source.

This space for County Clerk's Office use only.

### [a] Previously Approved

*\*This section is to be completed only when a request has been approved in court and additional changes are being requested.*

#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

(Only select the changes that apply)

- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> 540-Harris County Sheriff's Office, Bureau	[2] <b>Number of Attendees:</b> 3 (If more than one to attend, please explain): Different Ranks
[3] <b>Subject/Purpose:</b> To attend the National Technical Investigators' Association, yearly conference and training seminars	
[4] <b>Benefit to County:</b> Attendees will have the opportunity to attend classes regarding: High Voltage, Surveillance, Covert Installations classes	
[5] <b>Event Dates (travel dates included):</b> August 3-8, 2025	[6] <b>City, State:</b> Milwaukee, WI

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	2,250.00	[12] <b>Taxi/Other Ground Transportation:</b>	200.00
[8] <b>Per Diem (\$55 daily):</b>	990.00	[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>	2,400.00	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	1,600.00	[15] <b>Other (Explain):</b>	450.00
[11] <b>Parking/Tolls:</b>		Training Classes	
<b>Total Cost:</b>			<b>\$7,890.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both (using county & personal)

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> (County grants only)		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	7,890.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> LEOSE/SEIZED
<b>Total:</b>	<b>\$7,890.00</b>	

**Authorized By:** Ed Gonzalez, Sheriff

(Name may be typed; signature is not required.)

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# OUT OF TEXAS

## Travel & Training Request

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### [a] Previously Approved

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#### Previously Approved Information

Court Date:	12/10/24
Amount:	\$1,514.00
# of Attendees:	1
Fund Source:	Other

#### What additional changes are being requested?

(Only select the changes that apply)

- ☐ Number of Attendees
 ☒ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> 540-Harris County Sheriff's Office, Support Services Bureau	[2] <b>Number of Attendees:</b> 1 (If more than one to attend, please explain):
[3] <b>Subject/Purpose:</b> 911 Directors Forum	
[4] <b>Benefit to County:</b> Exposure to new technologies, leadership techniques and problem solving strategies for Large Call centers	
[5] <b>Event Dates (travel dates included):</b> September 3-5, 2025	[6] <b>City, State:</b> Atlanta, GA

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	[12] <b>Taxi/Other Ground Transportation:</b>	[16] <b>Use of County Vehicle?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Both (using county & personal)
[8] <b>Per Diem (\$55 daily):</b>	[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	[15] <b>Other (Explain):</b>	
[11] <b>Parking/Tolls:</b>		
<b>Total Cost:</b>		\$0.00

### [d] Funding Source

[17] <b>General Fund:</b>	
[18] <b>Grant Fund:</b> (County grants only)	[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	[21] <b>Name of Other Source (&amp; fund # if applicable):</b>
<b>Total:</b>	\$0.00

Authorized By: Ed Gonzalez, Sheriff

(Name may be typed; signature is not required.)

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# OUT OF TEXAS

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### [a] Previously Approved

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#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

*(Only select the changes that apply)*

- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> 213 - Fire Marshal's Office	[2] <b>Number of Attendees:</b> 5 <i>(If more than one to attend, please explain):</i> Different departments and roles within the FMO
[3] <b>Subject/Purpose:</b> Federal Deposit Insurance Corporation (FDIC) International Conference	
[4] <b>Benefit to County:</b> Provides hands-on training to conduct appropriate measures to ensure the protection of the health and safety of the public and environment from all-hazards in support of responder operations.	
[5] <b>Event Dates</b> <i>(travel dates included):</i> April 6-13, 2025	[6] <b>City, State:</b> Indianapolis, IN

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>		[12] <b>Taxi/Other Ground Transportation:</b>	
[8] <b>Per Diem</b> <i>(\$55 daily):</i>		[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>		[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>		[15] <b>Other</b> <i>(Explain):</i>	20,000.00
[11] <b>Parking/Tolls:</b>		Travel and Training Expenses	
<b>Total Cost:</b>			\$20,000.00

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both *(using county & personal)*

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> <i>(County grants only)</i>	14,000.00	[19] <b>Name of Grant &amp; Fund #:</b> 2601 Urban Area Security Initiative (UASI) Funds
[20] <b>Other Source:</b>	6,000.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> 2326 Fire Code
<b>Total:</b>	\$20,000.00	

**Authorized By:** Laurie L. Christensen, Fire Marshal

*(Name may be typed; signature is not required.)*

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# OUT OF TEXAS

## Travel & Training Request

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### [a] Previously Approved

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#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

*(Only select the changes that apply)*

- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> 213 - Fire Marshal's Office	[2] <b>Number of Attendees:</b> 6 <i>(If more than one to attend, please explain):</i> Different departments and roles within the FMO
[3] <b>Subject/Purpose:</b> International Association of Fire Chiefs HazMat Response Teams Conference	
[4] <b>Benefit to County:</b> Provides hands-on and field trip-based training on what's new in HazMat covering transportation, safety, weapons of mass destruction, gear, terrorism, mass decontamination, bioterrorism, and more.	
[5] <b>Event Dates (travel dates included):</b> June 11-16, 2025	[6] <b>City, State:</b> Baltimore, MD

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>		[12] <b>Taxi/Other Ground Transportation:</b>		[16] <b>Use of County Vehicle?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Both <i>(using county &amp; personal)</i>
[8] <b>Per Diem (\$55 daily):</b>		[13] <b>Personal Vehicle Mileage:</b>		
[9] <b>Hotel:</b>		[14] <b>Vehicle Rental:</b>		
[10] <b>Airline/bus/train:</b>		[15] <b>Other (Explain):</b>	20,000.00	
[11] <b>Parking/Tolls:</b>		Travel and Training Expenses		
<b>Total Cost:</b>			\$20,000.00	

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> <i>(County grants only)</i>	16,800.00	[19] <b>Name of Grant &amp; Fund #:</b> 2601 Urban Area Security Initiative (UASI) Funds
[20] <b>Other Source:</b>	3,200.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> 2326 Fire Code
<b>Total:</b>	\$20,000.00	

**Authorized By:** Laurie L. Christensen, Fire Marshal

*(Name may be typed; signature is not required.)*

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# OUT OF TEXAS

## Travel & Training Request

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#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

*(Only select the changes that apply)*

- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> Fire Marshal's Office - 213	[2] <b>Number of Attendees:</b> 5 <i>(If more than one to attend, please explain):</i> Different departments and roles within the FMO
[3] <b>Subject/Purpose:</b> International Association of Chiefs of Police Conference will expose command staff to new techniques, advancement of knowledge, equipment, and careers through training and networking.	
[4] <b>Benefit to County:</b> Share and implement new public safety ideas, training, and techniques with support staff.	
[5] <b>Event Dates</b> <i>(travel dates included):</i> October 15 - 22, 2025	[6] <b>City, State:</b> Denver, CO

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	2,500.00	[12] <b>Taxi/Other Ground Transportation:</b>	500.00
[8] <b>Per Diem</b> <i>(\$55 daily):</i>	2,200.00	[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>	12,500.00	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	2,500.00	[15] <b>Other</b> <i>(Explain):</i>	
[11] <b>Parking/Tolls:</b>	750.00		
<b>Total Cost:</b>			<b>\$20,950.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both *(using county & personal)*

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> <i>(County grants only)</i>		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>		[21] <b>Name of Other Source (&amp; fund # if applicable):</b>
	20,950.00	2326 Fire Code
<b>Total:</b>	<b>\$20,950.00</b>	

**Authorized By:** Laurie L. Christensen, Fire Marshal

*(Name may be typed; signature is not required.)*

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# OUT OF TEXAS

## Travel & Training Request

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### [a] Previously Approved

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#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

*(Only select the changes that apply)*

- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> County Clerk's Office	[2] <b>Number of Attendees:</b> 1 attending in person, 1 attending virtually <i>(If more than one to attend, please explain):</i> to be informed of county record archiving procedures
[3] <b>Subject/Purpose:</b> Society of Southwest Archivists Annual Meeting Workshop	
[4] <b>Benefit to County:</b> Continuing education on county record archiving	
[5] <b>Event Dates (travel dates included):</b> May 06 - 10, 2025	[6] <b>City, State:</b> Lafayette, LA

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	190.00	[12] <b>Taxi/Other Ground Transportation:</b>	
[8] <b>Per Diem (\$55 daily):</b>	110.00	[13] <b>Personal Vehicle Mileage:</b>	320.00
[9] <b>Hotel:</b>	160.00	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>		[15] <b>Other (Explain):</b>	
[11] <b>Parking/Tolls:</b>			
<b>Total Cost:</b>			<b>\$780.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both *(using county & personal)*

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> <i>(County grants only)</i>		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	780.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> Records Management & Preservation Fund
<b>Total:</b>	<b>\$780.00</b>	

**Authorized By:** Teneshia Hudspeth, County Clerk

*(Name may be typed; signature is not required.)*

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# OUT OF TEXAS

## Travel & Training Request

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### [a] Previously Approved

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#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

(Only select the changes that apply)

- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> County Clerk's Office	[2] <b>Number of Attendees:</b> three attending to be informed of (If more than one to attend, please explain): County Clerk procedures and updates
[3] <b>Subject/Purpose:</b> International Association of Government Officials 8th Annual Conference	
[4] <b>Benefit to County:</b> Education regarding government laws and procedures	
[5] <b>Event Dates (travel dates included):</b> June 18-26, 2025	[6] <b>City, State:</b> Kansas City, MO

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	1,695.00	[12] <b>Taxi/Other Ground Transportation:</b>	750.00
[8] <b>Per Diem (\$55 daily):</b>	1,485.00	[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>	6,000.00	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	2,300.00	[15] <b>Other (Explain):</b>	
[11] <b>Parking/Tolls:</b>			
<b>Total Cost:</b>			<b>\$12,230.00</b>

#### [16] Use of County Vehicle?

- ☐ Yes  
☒ No  
☐ Both (using county & personal)

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> (County grants only)		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	12,230.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> Records Management & Preservation Fund
<b>Total:</b>	<b>\$12,230.00</b>	

**Authorized By:** Teneshia Hudspeth, County Clerk

(Name may be typed; signature is not required.)

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# OUT OF TEXAS

## Travel & Training Request

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### [a] Previously Approved

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#### Previously Approved Information

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

#### What additional changes are being requested?

*(Only select the changes that apply)*

- ☐ Number of Attendees
 ☐ Event Dates  
☐ City
 ☐ Estimated Expenses  
☐ Use of County Vehicle
 ☐ Funding Source

### [b] Requested Information

[1] <b>Department Name:</b> County Clerk's Office	[2] <b>Number of Attendees:</b> two attending to be informed of <i>(If more than one to attend, please explain):</i> county laws and procedures
[3] <b>Subject/Purpose:</b> National Association of Counties 2025 Annual Conference & Exposition	
[4] <b>Benefit to County:</b> Education regarding county laws and procedures	
[5] <b>Event Dates</b> <i>(travel dates included):</i> July 10-15, 2025	[6] <b>City, State:</b> Philadelphia, PA

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	1,100.00	[12] <b>Taxi/Other Ground Transportation:</b>	534.00
[8] <b>Per Diem</b> <i>(\$55 daily):</i>	660.00	[13] <b>Personal Vehicle Mileage:</b>	
[9] <b>Hotel:</b>	3,000.00	[14] <b>Vehicle Rental:</b>	
[10] <b>Airline/bus/train:</b>	1,380.00	[15] <b>Other</b> <i>(Explain):</i>	
[11] <b>Parking/Tolls:</b>			
<b>Total Cost:</b>			<b>\$6,674.00</b>

#### [16] **Use of County Vehicle?**

- ☐ Yes  
☒ No  
☐ Both *(using county & personal)*

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> <i>(County grants only)</i>		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	6,674.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> Records Management & Preservation Fund
<b>Total:</b>	<b>\$6,674.00</b>	

**Authorized By:** Teneshia Hudspeth, County Clerk

*(Name may be typed; signature is not required.)*

Please email completed request forms to [travelagenda@hctx.net](mailto:travelagenda@hctx.net), and do not hand-deliver. Be sure to check the Agenda Deadline section of the agenda intranet website at [www.hcintranet.net/agendaintranet](http://www.hcintranet.net/agendaintranet), as deadlines are subject to change.

For all questions concerning Travel & Training requests, please email the travel agenda email address provided or call 713-274-1111.