

b. In Texas

	Dept.	No.	Purpose	Date(s)	Location	Cost	Fund
1.	OCE	1	Transportation Project Delivery Conference	7/29-30	Waco	\$970	General
2.	FCD	8	Heavy equipment training for trainers*	7/29-31	Houston	\$14,125	FCD
3.	FCD	4	Texas Floodplain Management Association Technical Summit	8/26-29	San Antonio	\$7,760	FCD
4.	US	2	Change Management Foundation cert. prep online training	7/28-30	Houston	\$4,170	General
5.	PHS	3	Prasad counseling and training course*	TBD	Houston	\$4,000	General
6.	PHS	3	Var. fisc. yr. blanket request-DSHS trainings & confs.*	FY 2026	Various	\$4,020	General
						\$4,020	Grant
7.	PHS	4	Various fiscal year blanket request-epidemiologist meetings*	FY 2026	Various	\$11,190	General
8.	PHS	1	National Network for Oral Health Access Conference	11/8-12	San Antonio	\$3,347	Other
9.	HCD	-	Grow America remote learning training (\$3,700 appvd. 5/22 for 2 attnds.-date change)	10/20-24	Houston	-	General
10.	JUVPROB	6	Texas Probation Association Legislative Conference*	8/3-6	Allen	\$6,245	Grant
11.	JUVPROB	1	Mid management leadership for corrections profs. training*	8/10-15	Huntsville	\$98	Grant
						\$951	Other
12.	JUVPROB	7	Dialectical behavior therapy virtual training	9/15	Houston	\$33,250	Other
13.	HCRCA	26	Youth in Action Day at the Capitol visit	4/8	Austin	\$2,503	General
14.	HCRCA	-	Foster Youth Conference* (\$1,564 appvd. 6/12 for 2 attnds.-date change)	7/21-24	Allen	-	Grant
15.	HCRCA	11	Culture rise leadership workshop	8/12	Houston	\$17,000	General
16.	CAC	6	Crimes Against Children Conference	8/3-5	Dallas	\$13,459	Other
17.	C5	4	The Medical Foundation of Visual Systems Testing training*	7/27-30	Georgetown	\$2,500	Other
18.	C5	1	Patrol rifle instructor course*	8/18-22	Houston	\$600	Other
19.	C5	2	TAPEIT Conference	10/27-31	Galveston	\$3,260	Other
20.	SHERIFF	-	Texas Gang Investigators Conference* (\$14,770 appvd. 5/8 for 9 attnds.-date change)	6/22-27	San Antonio	-	General
21.	SHERIFF	3	Crime Prevention study session & exam*	7/20-21	College Station	\$966	General
22.	SHERIFF	4	Legal realities and options online course	9/17	Houston	\$976	General
23.	SHERIFF	1	Texas Commission on Law Enforcement Training Conference	9/22-25	McAllen	\$2,592	General
24.	SHERIFF	2	Cops Teaching Cops of Professional Development seminar*	10/20-24	Baytown	\$1,590	General
25.	SHERIFF	2	1st Responder Mental Health & Wellness Conference*	12/11-12	Galveston	\$1,190	General
26.	PTS	1	Maxwell leadership certification online training	TBD	Houston	\$4,995	General
27.	JP 8.1	-	Justice of the Peace and Constables Association Education Conf. (\$3,197 appvd. 5/8 for 1 attnd.-date change & add exp.)	6/21-27	El Paso	\$1,903	General
28.	TAC	500	Various fiscal year blanket request*	FY 2025	Various	\$8,000	General
29.	PA	1	Statewide procurement education system training	5/19-22	Austin	\$2,165	General
30.	PA	2	Certified Texas contract manager training	5/12-15	Austin	\$2,898	General
31.	PA	2	Texas Comptroller Public Procurement training	5/12-15	Austin	\$5,600	General
32.	PCT2	2	American Planning Association Texas Chapter Planning Conf.*	10/22-24	Various	\$2,564	General
Subtotal		610	In Texas average cost per attendee: \$277			\$168,907	
Total		655				\$305,488	

*Travel by county vehicle

FY 2025 = 10/1/24-9/30/25

General \$	Grant \$	Other \$	Total \$
94,458	15,263	195,767	305,488
Cumulative	Out of Texas \$	In Texas \$	Total \$
FY 2025	5,054,732	6,270,087	11,324,819

IN TEXAS

Travel & Training Request

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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] Department Name:	[2] Number of Attendees:
[3] Subject/Purpose:	
[4] Benefit to County:	
[5] Event Dates (travel dates included):	[6] City:

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	
[8] Per Diem:		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:		

Authorized By: Dr. Emma Santa Maria
 (Name may be typed; signature is not required.)

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# of Attendees:	
Fund Source:	

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- | | |
|--|---|
| <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] Department Name: Flood Control District	[2] Number of Attendees: 8
[3] Subject/Purpose: Heavy Equipment Training for Trainers	
[4] Benefit to County: This training will enhance operational safety, promote a culture of safety and compliance, reduce incidents, injuries, and liabilities associated with heavy equipment use and improve internal training capacity.	
[5] Event Dates (travel dates included): 07/29-31/2025	[6] City: Houston

[c] Estimated Expenses

[7] Registration Fee:	14,125.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem:		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:		\$14,125.00	

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:	14,125.00	[21] Name of Other Source (& fund # if applicable): Flood Control District - 090
Total:	\$14,125.00	

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

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

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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] Department Name: Flood Control District	[2] Number of Attendees: 4
[3] Subject/Purpose: 2025 Texas Floodplain Management Association (TFMA) Technical Summit	
[4] Benefit to County: This summit offers opportunities to enhance attendees' ability to provide guidance and services as it relates to the latest advances in the practice of floodplain management.	
[5] Event Dates (travel dates included): 08/26-29/2025	[6] City: San Antonio

[c] Estimated Expenses

[7] Registration Fee:	1,680.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem:	1,240.00	[13] Personal Vehicle Mileage:	1,200.00
[9] Hotel:	3,300.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	340.00		
Total Cost:			\$7,760.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:	7,760.00	[21] Name of Other Source (& fund # if applicable): Flood Control District - 090
Total:	\$7,760.00	

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

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

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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] Department Name: Harris County Universal Services	[2] Number of Attendees: 2
[3] Subject/Purpose: Change Management Foundation Certification Prep (APMG) - Online Training	
[4] Benefit to County: Standing up a new discipline in the department to ensure practice is crucial for successful organizational change during enterprise project implementation, ensuring smooth transitions and minimizing disruptions.	
[5] Event Dates (travel dates included): 7/28/2025 - 7/30/2025	[6] City: Houston

[c] Estimated Expenses

[7] Registration Fee:	4,170.08	[12] Taxi/Other Ground Transportation:	
[8] Per Diem:		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:		\$4,170.08	

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	4,170.08	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$4,170.08	

Authorized By: Sindhu Menon, Executive Director & CIO

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

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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] Department Name: Public Health Services (PHS) / Mosquito and Vector Control (MVC)	[2] Number of Attendees: 3
[3] Subject/Purpose: To attend the 3-Day Prasad Counseling and Training Course	
[4] Benefit to County: To improve the efficiency and effectiveness of mosquito and vector control efforts to protect Harris County residents from vector-borne diseases associated with bird raptor reservoirs	
[5] Event Dates (travel dates included): TBD	[6] City: Houston, TX

[c] Estimated Expenses

[7] Registration Fee:	4,000.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem:		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$4,000.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	4,000.00	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$4,000.00	

Authorized By: Leah Barton — Interim Executive Director

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# of Attendees:	
Fund Source:	

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- | | |
|--|---|
| <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] Department Name: Public Health Services (PHS) / Office of Epidemiology, Surveillance, and Emerging Diseases (OESED)	[2] Number of Attendees: 3
[3] Subject/Purpose: To attend the Department of State Health Services (DSHS) Public Health and Office of Epidemiology trainings, conferences and meetings throughout the State of Texas	
[4] Benefit to County: Participation in these meetings will provide perspective on numerous public health issues of importance to the constituents of Harris County	
[5] Event Dates (travel dates included): October 1, 2025- September 30, 2026	[6] City: Various Locations throughout the State of Texas

[c] Estimated Expenses

[7] Registration Fee:	1,800.00	[12] Taxi/Other Ground Transportation:	240.00
[8] Per Diem:	2,400.00	[13] Personal Vehicle Mileage:	600.00
[9] Hotel:	3,000.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$8,040.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	4,020.00	
[18] Grant Fund: (County grants only)	4,020.00	[19] Name of Grant & Fund #: Embrace HOPE Grant, Fund #2601
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$8,040.00	

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

What additional changes are being requested?

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- | | |
|--|---|
| <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] Department Name: Public Health Services (PHS) / Office of Epidemiology, Surveillance, and Emerging Diseases (OESED)	[2] Number of Attendees: 4
[3] Subject/Purpose: To attend Local and State Epidemiologist and Data Meetings	
[4] Benefit to County: Participation in these meetings will provide perspective on numerous public health issues of importance to the constituents of Harris County	
[5] Event Dates (travel dates included): October 1, 2025- September 30, 2026	[6] City: Various Locations throughout the State of Texas

[c] Estimated Expenses

[7] Registration Fee:	1,200.00	[12] Taxi/Other Ground Transportation:	240.00
[8] Per Diem:	2,400.00	[13] Personal Vehicle Mileage:	600.00
[9] Hotel:	3,000.00	[14] Vehicle Rental:	600.00
[10] Airline/bus/train:	2,500.00	[15] Other (Explain):	400.00
[11] Parking/Tolls:	250.00	Luggage Fees, Gas, Miscellaneous	
Total Cost:			\$11,190.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	11,190.00	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$11,190.00	

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Amount:	
# of Attendees:	
Fund Source:	

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- | | |
|--|---|
| <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] Department Name: Public Health Services (PHS) / Community Health and Wellness (CHW)	[2] Number of Attendees: 1
[3] Subject/Purpose: 2025 National Network for Oral Health Access (NNOHA) Annual Conference	
[4] Benefit to County: Participation in this meeting will provide an opportunity to promote and support the oral health needs of Harris County residents through collaborative efforts with other public health	
[5] Event Dates (travel dates included): 11/8/2025 - 11/12/2025	[6] City: San Antonio, TX

[c] Estimated Expenses

[7] Registration Fee:	849.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem:	400.00	[13] Personal Vehicle Mileage:	350.00
[9] Hotel:	1,508.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	240.00		
Total Cost:			\$3,347.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:	3,347.00	[21] Name of Other Source (& fund # if applicable): CHARITY CARE, FUND # 2117
		ACCOUNT: 728018
		DEPT: 27550040
Total:	\$3,347.00	

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Previously Approved Information

Court Date:	May 22, 2025
Amount:	\$3,700.00
# of Attendees:	2
Fund Source:	General

What additional changes are being requested?

(Only select the changes that apply)

- | | |
|--|---|
| <input type="checkbox"/> Number of Attendees | <input checked="" 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] Department Name: Housing and Community Development	[2] Number of Attendees: (ensure full coverage)
[3] Subject/Purpose: Grow America 2025 Remote Learning	
[4] Benefit to County: The information will be used to expand and shape initiatives developed and executed by the ARPA Program	
[5] Event Dates (travel dates included): 10/20/2025 to 10/24/2025	[6] City: Houston

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	
[8] Per Diem:		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$0.00

[16] Use of County Vehicle?

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

[d] Funding Source

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

Authorized By: Thao Costis, Executive Director

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

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IN TEXAS

Travel & Training Request

Request Form Guidelines

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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)

- | | |
|--|---|
| <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] Department Name: Harris County Juvenile Probation Department	[2] Number of Attendees: six (6)
[3] Subject/Purpose: Texas Probation Association - 2025 Legislative Conference	
[4] Benefit to County: Obtain information and resources to better equip staff on handling the changes of the Juvenile Justice system.	
[5] Event Dates (travel dates included): August 3-6, 2025	[6] City: Allen

[c] Estimated Expenses

[7] Registration Fee:	1,530.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem:	1,740.00	[13] Personal Vehicle Mileage:	735.00
[9] Hotel:	2,000.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	240.00		
Total Cost:			\$6,245.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)	6,245.00	[19] Name of Grant & Fund #: Texas Juvenile Justice Department - State Aid Grant Fund 2602
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$6,245.00	

Authorized By: Henry Gonzalez, Executive Director

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

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IN 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)

- | | |
|--|---|
| <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] Department Name: Harris County Juvenile Probation Department	[2] Number of Attendees: One (1)
[3] Subject/Purpose: Correctional Management Institute of Texas - Mid Management Leadership for Corrections Professionals	
[4] Benefit to County: Development and succession planning by preparing personnel serving in mid-management to senior level position for greater responsibility.	
[5] Event Dates (travel dates included): August 10-15, 2025	[6] City: Huntsville

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	
[8] Per Diem:	420.00	[13] Personal Vehicle Mileage:	99.00
[9] Hotel:	530.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$1,049.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)	98.00	[19] Name of Grant & Fund #: Texas Juvenile Justice Department State Aid Grant Fund - 2602
[20] Other Source:	951.00	[21] Name of Other Source (& fund # if applicable): Paid for by Correctional Management Institute
Total:	\$1,049.00	

Authorized By: Henry Gonzalez, Executive Director

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

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IN 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)

- | | |
|--|---|
| <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] Department Name: Harris County Juvenile Probation Department	[2] Number of Attendees: 7
[3] Subject/Purpose: Palo Alto University - 2025 Cohort Comprehensive Dialectical Behavior Therapy (DBT)	
[4] Benefit to County: Dialectical Behavior Therapy (DBT) training can enhance therapists ability to provide impactful treatment, leading to improved mental health outcomes for our youth.	
[5] Event Dates (travel dates included): 09/15/2025 - Self-paced virtual	[6] City: N/A - Virtual

[c] Estimated Expenses

[7] Registration Fee:	33,250.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem:		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:		\$33,250.00	

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:	33,250.00	[21] Name of Other Source (& fund # if applicable): GIFT Grant - GIFT_GY25 Fund# 2601
Total:	\$33,250.00	

Authorized By: Henry Gonzales, Executive Director

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

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IN 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)

- | | |
|--|---|
| <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] Department Name: Harris County Resources for Children and Adults	[2] Number of Attendees: 26
[3] Subject/Purpose: Texas Network of Youth Services (TNOYS) Youth in Action Day at the Capitol	
[4] Benefit to County: Youth served by the department's leadership program learned about advocating for youth rights	
[5] Event Dates (<i>travel dates included</i>): April 8, 2025	[6] City: Austin, Texas

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	
[8] Per Diem:		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	2,502.78
[10] Airline/bus/train:		[15] Other (<i>Explain</i>):	
[11] Parking/Tolls:			
Total Cost:			\$2,502.78

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	2,502.78	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$2,502.78	

Authorized By: Joel Levine, Executive Director June 18, 2025

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

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IN TEXAS

Travel & Training Request

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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:	6/12/2025
Amount:	\$1,564.00
# of Attendees:	2
Fund Source:	Grant

What additional changes are being requested?

(Only select the changes that apply)

- | | |
|--|---|
| <input type="checkbox"/> Number of Attendees | <input checked="" 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] Department Name: Harris County Resources for Children and Adults	[2] Number of Attendees:
[3] Subject/Purpose: Texas Workforce Commission - Foster Youth Conference	
[4] Benefit to County: The HAY Center workforce team will attend multiple trainings and learn about employment opportunities and job training programs available to current and former foster youth in Texas.	
[5] Event Dates (travel dates included): July 21-24, 2025	[6] City: Allen, Texas

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	
[8] Per Diem:		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$0.00

[16] Use of County Vehicle?

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

[d] Funding Source

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

Authorized By: Joel Levine, Executive Director June 23, 2025

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

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IN 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)

- | | |
|--|---|
| <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] Department Name: Harris County Resources for Children and Adults	[2] Number of Attendees: 11
[3] Subject/Purpose: Culture Rise Leadership Workshop	
[4] Benefit to County: Provide tools to help take a "people-first" approach managing teams while also achieving critical outcomes.	
[5] Event Dates (travel dates included): August 12, 2025	[6] City: Houston ,Texas

[c] Estimated Expenses

[7] Registration Fee:	17,000.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem:		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$17,000.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	17,000.00	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$17,000.00	

Authorized By: Joel Levine, Executive Director June 23, 2025

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

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IN 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)

- | | |
|--|---|
| <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] Department Name: Children's Assessment Center	[2] Number of Attendees: 6 - MDT Dept., Therapy Dept., Training Dept., CCS Dept.
[3] Subject/Purpose: 2025 Crimes Against Children Conference / providing practical and interactive instruction to those fighting crimes against children and helping children heal.	
[4] Benefit to County: Provide training to Harris County employees in the fields of forensic services, family advocacy, therapy, psychology, training and multidisciplinary team enhancement who work directly or on behalf of child victims.	
[5] Event Dates <i>(travel dates included):</i> August 3 - 5, 2025	[6] City: Dallas

[c] Estimated Expenses

[7] Registration Fee:	5,370.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem:	360.00	[13] Personal Vehicle Mileage:	1,969.80
[9] Hotel:	5,039.22	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other <i>(Explain):</i>	
[11] Parking/Tolls:	720.00		
Total Cost:			\$13,459.02

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:	\$13,459.02	[21] Name of Other Source (& fund # if applicable):
		Children's Assessment Center Foundation
Total:	\$13,459.02	

Authorized By: Kerry McCracken

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

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IN 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)

- | | |
|--|---|
| <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] Department Name: Constable Precinct 5	[2] Number of Attendees: 4
[3] Subject/Purpose: Attend The Medical Foundation of Visual Systems Testing.	
[4] Benefit to County: The training will assist the Drug Recognition Experts in solidifying the Daubert Strandar for courtroom.	
[5] Event Dates <i>(travel dates included):</i> July 27th - 30th, 2025	[6] City: Georgetown, TX

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	
[8] Per Diem:	900.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	1,600.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other <i>(Explain):</i>	
[11] Parking/Tolls:			
Total Cost:			\$2,500.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:	2,500.00	[21] Name of Other Source (& fund # if applicable):
		Fund 2337 ACCOUNT 728018
Total:	\$2,500.00	

Authorized By: Patricia Thacker, Chief Clerk

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

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IN 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] Department Name: Constable Precinct 5	[2] Number of Attendees: 1
[3] Subject/Purpose: Texas Tactical Police Officers Associations 40 Hour Patrol Rifle Instructor Course at the Houston Police Department.	
[4] Benefit to County: This comprehensive training program will equip our officer to effectively teach and implement techniques using the Patrol Rifle.	
[5] Event Dates (travel dates included): August 18-22, 2025	[6] City: Houston

[c] Estimated Expenses

[7] Registration Fee:	600.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem:		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$600.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:	600.00	[21] Name of Other Source (& fund # if applicable):
		Fund 2337 Account 728018
Total:	\$600.00	

Authorized By: Patricia Thacker, Chief Clerk

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

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IN 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] Department Name: Constable Precinct 5	[2] Number of Attendees: 2
[3] Subject/Purpose: Texas Association of Property and Evidence Inventory Technicians (TAPEIT) is conducting an annual training conference for the basic tech certifications and advanced evidence tech certifications.	
[4] Benefit to County: These certifications enhance Constable Precinct 5's property room operations by ensuring compliance with state laws, improving courtroom testimony and strengthening inventory control and audit accuracy.	
[5] Event Dates (travel dates included): Oct. 27th - October 31st	[6] City: Galveston

[c] Estimated Expenses

[7] Registration Fee:	700.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem:	740.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	1,820.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$3,260.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:	3,260.00	[21] Name of Other Source (& fund # if applicable):
		FUND 2337 728018
		Employees will be leaving at 10 am on Oct. 27th and departing the conference at noon on the 31st.
Total:	\$3,260.00	

Authorized By: Patricia Thacker

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

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IN 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:	05/08/25
Amount:	\$14,770.00
# of Attendees:	9
Fund Source:	General

What additional changes are being requested?

(Only select the changes that apply)

- | | |
|--|---|
| <input type="checkbox"/> Number of Attendees | <input checked="" 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] Department Name: 540-Harris County Sheriff's Office, CIB	[2] Number of Attendees:
[3] Subject/Purpose: 2025 Texas Gang Investigators Conference	
[4] Benefit to County: Investigators will be trained on the most recent trends, patterns, and information regarding criminal street gangs.	
[5] Event Dates (travel dates included): June 22-27, 2025	[6] City: San Antonio

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	
[8] Per Diem:		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$0.00

[16] Use of County Vehicle?

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

[d] Funding Source

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

Authorized By: Sheriff Ed Gonzalez

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

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IN 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)

- | | |
|--|---|
| <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] Department Name: 540- Harris County Sheriff's Office, SSB	[2] Number of Attendees: 3
[3] Subject/Purpose: Attend the Crime Prevention 2104 Study Session & Exam	
[4] Benefit to County: The Crime Prevention 2104 Exam is the next step for each deputy to become a Crime Prevention Specialist and to better serve the community.	
[5] Event Dates (travel dates included): July 20-21, 2025	[6] City: College Station

[c] Estimated Expenses

[7] Registration Fee:	0.00	[12] Taxi/Other Ground Transportation:	0.00
[8] Per Diem:	240.00	[13] Personal Vehicle Mileage:	0.00
[9] Hotel:	725.76	[14] Vehicle Rental:	0.00
[10] Airline/bus/train:	0.00	[15] Other (Explain):	0.00
[11] Parking/Tolls:	0.00		
Total Cost:			\$965.76

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	965.76	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$965.76	

Authorized By: Ed Gonzalez, Sheriff

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

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IN 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)

- | | |
|--|---|
| <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] Department Name: 540- Harris County Sheriff's Office	[2] Number of Attendees: 4
[3] Subject/Purpose: Law Enforcement Response to Suicidal Subjects: Legal Realities and Options. (Online Course)	
[4] Benefit to County: Legal realities and options when law enforcement responds to suicidal subjects.	
[5] Event Dates (travel dates included): September 17, 2025	[6] City: Online

[c] Estimated Expenses

[7] Registration Fee:	976.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem:		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$976.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	976.00	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$976.00	

Authorized By: Ed Gonzalez, Sheriff

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

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IN 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)

- | | |
|--|---|
| <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] Department Name: 540-Harris County Sheriff's Office, Behavioral Health Division	[2] Number of Attendees: 1
[3] Subject/Purpose: Texas Commission on Law Enforcement (TCOLE) Training Conference 2025	
[4] Benefit to County: The TCOLE conference is known for providing high-quality training sessions that address the most recent trends and challenges in law enforcement.	
[5] Event Dates (travel dates included): September 22-25, 2025	[6] City: McAllen

[c] Estimated Expenses

[7] Registration Fee:	275.00	[12] Taxi/Other Ground Transportation:	200.00
[8] Per Diem:	320.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	1,048.80	[14] Vehicle Rental:	
[10] Airline/bus/train:	667.74	[15] Other (Explain):	80.00
[11] Parking/Tolls:		Airline luggage fee (\$40 each way)	
Total Cost:			\$2,591.54

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	2,591.54	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$2,591.54	

Authorized By: Sheriff Ed Gonzalez

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

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IN 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)

- | | |
|--|---|
| <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] Department Name: 540- Harris County Sheriff's Office, SSB/BHD	[2] Number of Attendees: 2
[3] Subject/Purpose: A four-and-a-half-day innovative seminar designed by law enforcement leaders and focuses on the emerging challenges faced in the public safety profession, final course in trilogy hosted by FBI-LEEDA.	
[4] Benefit to County: Cops Teaching Cops of professional development. The seminar uses a wide range of source material and calls upon professional experiences to facilitate individual development and learning	
[5] Event Dates (travel dates included): October 20-24, 2025	[6] City: Baytown

[c] Estimated Expenses

[7] Registration Fee:	1,590.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem:		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$1,590.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	1,590.00	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$1,590.00	

Authorized By: Ed Gonzalez, Sheriff

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

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IN 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)

- | | |
|--|---|
| <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] Department Name: 540- Harris County Sheriff s Office, Executive Bureau, Behavioral Health	[2] Number of Attendees: 2
[3] Subject/Purpose: 1st Responder Mental Health & Wellness Conference	
[4] Benefit to County: The conference is dedicated to promoting awareness surrounding the difficulties of the profession and inspiring conversations that minimize the stigma associated with the layered stressors that first responders experience.	
[5] Event Dates (travel dates included): December 11-12, 2025	[6] City: Galveston

[c] Estimated Expenses

[7] Registration Fee:	380.17	[12] Taxi/Other Ground Transportation:	
[8] Per Diem:	260.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	319.70	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	200.00
[11] Parking/Tolls:	30.00	Required Gift Basket	
Total Cost:			\$1,189.87

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	1,189.87	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$1,189.87	

Authorized By: Sheriff Ed Gonzalez

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

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IN 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] Department Name: Pretrial Services	[2] Number of Attendees: 1
[3] Subject/Purpose: Online platform training, Maxwell Leadership Certification	
[4] Benefit to County: The Maxwell Leadership Certification Program offers online tools for leaders to gain essential knowledge and develop future leaders, including a lifetime curriculum license and access to a customizable platform.	
[5] Event Dates (travel dates included): TBD	[6] City: Houston

[c] Estimated Expenses

[7] Registration Fee:	4,995.00	[12] Taxi/Other Ground Transportation:	0.00
[8] Per Diem:	0.00	[13] Personal Vehicle Mileage:	0.00
[9] Hotel:	0.00	[14] Vehicle Rental:	0.00
[10] Airline/bus/train:	0.00	[15] Other (Explain):	0.00
[11] Parking/Tolls:	0.00		
Total Cost:			\$4,995.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	4,995.00	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$4,995.00	

Authorized By: Candice Oliphant

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

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IN TEXAS

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[a] Previously Approved

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Previously Approved Information

Court Date:	May 8, 2025
Amount:	\$3,197.40
# of Attendees:	1
Fund Source:	General <input checked="" type="checkbox"/>

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] Department Name: 381- Justice of the Peace 8-1	[2] Number of Attendees:
[3] Subject/Purpose: Justice of the Peace and Constables Association Education Conference	
[4] Benefit to County: The conference is designed to keep the Justice of the Peace and Constables informed on issues that are important to them and their constituents.	
[5] Event Dates (travel dates included): June 21-27, 2025	[6] City: El Paso, Texas

[c] Estimated Expenses

[7] Registration Fee:	250.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem:	450.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	245.76	[14] Vehicle Rental:	957.49
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$1,903.25

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	1,903.25	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
		Conference Hotel Fees paid by Justice of the Peace and Constables Association
Total:	\$1,903.25	

Authorized By: Sherry Taylor

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

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IN 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] Department Name: Tax Office	[2] Number of Attendees: 500
[3] Subject/Purpose: Fiscal Year 2025 Blanket Meetings	
[4] Benefit to County: These specialized meetings and trainings help us to better serve all of our stakeholders.	
[5] Event Dates (travel dates included): Fiscal Year 2025	[6] City: Various cities throughout Harris County

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	
[8] Per Diem:		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain): Meals	8,000.00
[11] Parking/Tolls:			
Total Cost:			\$8,000.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	8,000.00	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$8,000.00	

Authorized By: Annette Ramirez
 (Name may be typed; signature is not required.)

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IN 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] Department Name: Office of the Purchasing Agent	[2] Number of Attendees: 1
[3] Subject/Purpose: Request travel and training for Deputy Director to attend Statewide Procurement Education System Training (Certified Texas Contract Developer)	
[4] Benefit to County: This request will strengthen procurement operations, improves cost efficiency, and ensures industry standard compliance, supporting responsible financial stewardship. Supports strategic goal 5-T7.	
[5] Event Dates (travel dates included): 5/19/25 - 5/22/25	[6] City: Austin

[c] Estimated Expenses

[7] Registration Fee:	435.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem:	240.00	[13] Personal Vehicle Mileage:	450.00
[9] Hotel:	915.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	125.00		
Total Cost:			\$2,165.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	2,165.00	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$2,165.00	

Authorized By: Paige McInnis

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

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IN 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)

- | | |
|--|---|
| <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] Department Name: Purchasing Department	[2] Number of Attendees: Two (2) - Attendance required for both Attendees
[3] Subject/Purpose: Certified Texas Contract Manager To enhance County-wide initiatives with Contract Management, Strategic Sourcing, and regulatory compliance.	
[4] Benefit to County: Strengthen procurement operations, improves cost efficiency, and ensures compliance with industry standards, supporting responsible financial stewardship.	
[5] Event Dates (travel dates included): 05/12/2025 to 05/15/2025	[6] City: Austin, TX

[c] Estimated Expenses

[7] Registration Fee:	870.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem:	440.00	[13] Personal Vehicle Mileage:	224.34
[9] Hotel:	1,363.74	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$2,898.08

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	2,898.08	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$2,898.08	

Authorized By: Paige McInnis

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

Please email completed request forms to 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, 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.

IN TEXAS

Travel & Training Request

Request Form Guidelines

- If a request has been approved in court and a new form is submitted to request additional changes, please complete the "Previously Approved" section below.
- List only the number of attendees, omitting names from the form as this information is subject to change.
- Refrain from using acronyms unless description of acronym is provided.
- 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)

- | | |
|--|---|
| <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] Department Name: Office of the Purchasing Agent	[2] Number of Attendees: Director x 2 Texas Comptroller Public Procurement Training
[3] Subject/Purpose: Request travel and training for 2 director level staff to attend Texas Comptroller Public Procurement training.	
[4] Benefit to County: This request will strengthen procurement operations, improves cost efficiency, and ensures industry standard compliance, supporting responsible financial stewardship. Supports strategic goal 5-T7.	
[5] Event Dates (travel dates included): 5/12/25 - 5/15/25	[6] City: Austin

[c] Estimated Expenses

[7] Registration Fee:	2,610.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem:	440.00	[13] Personal Vehicle Mileage:	900.00
[9] Hotel:	1,400.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	250.00		
Total Cost:			\$5,600.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	5,600.00	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$5,600.00	

Authorized By: Paige McInnis

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

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IN TEXAS

Travel & Training Request

Request Form Guidelines

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- Refrain from using acronyms unless description of acronym is provided.
- 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)

- | | |
|--|---|
| <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] Department Name: Prescinct 2 Engineering & Capital Projects Department	[2] Number of Attendees: 2
[3] Subject/Purpose: American Planning Association Texas Chapter (APATX) 25 State Planning Conference	
[4] Benefit to County: See attached justification letter	
[5] Event Dates (travel dates included): Wednesday, October 22 - Friday, October 24, 2025	[6] City: Bryan-College Station, Texas

[c] Estimated Expenses

[7] Registration Fee:	1,000.00	[12] Taxi/Other Ground Transportation:	0.00
[8] Per Diem:	450.00	[13] Personal Vehicle Mileage:	0.00
[9] Hotel:	1,014.00	[14] Vehicle Rental:	0.00
[10] Airline/bus/train:	0.00	[15] Other (Explain):	0.00
[11] Parking/Tolls:	100.00		
Total Cost:			\$2,564.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	2,564.00	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$2,564.00	

Authorized By: Faustino Benavidez

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

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