

b. In Texas

	Dept.	No.	Purpose	Date(s)	Location	Cost	Fund
1.	OCE	-	TRIRIGA virtual certification courses <i>(\$12,300 appvd. 6/14 for 2 attns.-date change)</i>	Multiple	Houston	-	General
2.	OCE	1	Designated rep. license virt. training class & in-person exam*	Multiple	Various	\$716	General
3.	OCE	5	Bayou Preservation Association Virtual Symposium	9/28-29	Houston	\$1,000	General
4.	OCE	1	International Code Council building official virtual training	10/3-7	Houston	\$995	General
5.	FCD	-	Executive communication training <i>(\$3,948 appvd. 12/14/2021 for 2 attns.-date change)</i>	4/12-14	Austin	-	FCD
6.	FCD	2	Texas Floodplain Management Association Technical Conf.*	8/23-26	Lost Pines	\$2,835	FCD
7.	FCD	2	Rice University Career Expo*	9/14	Houston	\$300	FCD
8.	FCD	2	University of Houston Engineering Career Fair*	9/15	Houston	\$650	FCD
9.	FCD	4	National Waterways Conference	10/26-28	Houston	\$9,310	FCD
10.	FCD	3	Water for Texas Conference	1/23-25/2023	Austin	\$5,779	FCD
11.	US	3	Fleet Patrol Conference & Expo*	8/15-18	Austin	\$4,545	General
12.	PHS	2	TDEM public health planning, coordination mtgs., & confs.*	Multiple	Various	\$2,950	Grant
13.	PHS	3	Pub. health preparedness & resp., mtgs., confs., & trainings*	Multiple	Various	\$3,150	Grant
14.	PHS	3	DSHS public health preparedness trainings, confs., & mtgs.*	Multiple	Various	\$3,500	Grant
15.	PHS	30	All Hazards Incident Management/Unified Command training	Multiple	College Station	\$22,200	Other
16.	PHS	3	Urban Land Institute meeting*	10/24-27	Dallas	\$10,220	Other
17.	JUVPROB	1	Texas Probation Association Legislative Conference*	8/8-9	San Antonio	\$330	Other
18.	JUVPROB	2	Community Supervision & Corrections Dept. HR Forum*	8/31-9/2	San Marcos	\$1,470	Grant
19.	JUVPROB	2	Partners in Prevention Conference	9/12-15	Corpus Christi	\$1,740	Grant
20.	JUVPROB	7	Texas Institute on Children & Youth Conference*	9/12-15	Concan	\$4,565	Grant
21.	HCRCA	-	Texas Youth Summit <i>(\$1,300 appvd. 6/14 for 8 attns.-date change & add exp.)</i>	6/24-7/1	Austin	\$40	Grant
22.	HCRCA	4	Medicare Improvements for Patients & Providers Act Conf.*	8/23-26	Austin	\$4,168	Other
23.	HCRCA	2	Partners in Prevention Conference	9/12-15	Corpus Christi	\$2,000	General
24.	CAC	30	Suicide prevention workshops	Multiple	Houston	\$250	Other
25.	CAC	1	Donor relations training	8/10-11	Houston	\$350	Other
26.	CAC	1	Forensic interviewing of children virtual training	10/17-21	Houston	\$1,399	Other
27.	CAC	2	Social Media Strategies Virtual Summit	10/26-27	Houston	\$449	Other
28.	C1	2	Physical Defense/Replicating Adverse Dynamics instr. courses*	8/29-9/2	Denton	\$2,600	General
29.	C1	2	Sam Houston State University Career Fair*	9/20-21	Huntsville	\$580	General
30.	C2	1	Supervisor, Executive, & Command Leadership Inst. trainings*	Multiple	Various	\$2,085	General
31.	C4	1	TCOLE Training Coordinators' Conference*	10/23-27	Corpus Christi	\$1,135	Other
32.	C5	1	Crimes Against Children Conference*	8/7-12	Dallas	\$1,130	Other
33.	C5	2	Impaired Driving & Traffic Safety Conference*	8/20-24	San Antonio	\$1,725	Other
34.	C5	2	Court security specialist certification training*	12/5-9	Pearland	\$800	Other
35.	C6	4	Texas Narcotic Officers Association Conference*	8/7-12	S. Padre Island	\$4,740	Other
36.	C6	3	TCOLE Conference* <i>(\$1,500 appvd. 5/24 for 1 atnd.-add attns. & exp.)</i>	10/23-27	Corpus Christi	\$4,425	Other
37.	SHERIFF	-	Sheriff's Association of Texas Conference* <i>(\$34,940 appvd. 7/19 for 12 attns.-date change & add exp.)</i>	7/22-27	Fort Worth	\$110	Other
38.	SHERIFF	3	Full Face Mask Technician Maintenance course*	7/27-28	Houston	\$2,197	General
39.	SHERIFF	5	Texas Narcotic Officers Association Training Conference*	8/7-12	S. Padre Island	\$6,775	Other
40.	SHERIFF	12	Robbery Investigators of Texas Conference*	8/15-19	Fort Worth	\$23,000	Other
41.	SHERIFF	1	All Hazards Incident Management/Unified Command training*	8/22-26	College Station	\$2,159	Other
42.	SHERIFF	17	Close Quarters Battle course*	8/22-26	Houston	\$15,000	General
43.	SHERIFF	2	All Hazards Incident Management/Unified Command training*	9/19-23	College Station	\$4,350	Other
44.	SHERIFF	2	Police Financial Management Conference	10/23-27	Arlington	\$4,800	Other
45.	FM	1	Texas Narcotic Officers Association Training Conference*	8/8-11	S. Padre Island	\$1,695	General
46.	FM	1	Fire Rescue International Conference	8/23-26	San Antonio	\$2,290	General
47.	FM	1	Forensic Fire Death Investigation course*	9/24-30	San Marcos	\$2,000	General
48.	EA	10	ADA Abilities Houston Expo*	8/5-7	Houston	\$1,830	General
49.	DCLK	4	Tx. District Court Alliance workshop & Clerk's College course*	10/18-20	Kerrville	\$2,315	General

	Dept.	No.	Purpose	Date(s)	Location	Cost	Fund
50.	DCLK	3	Open Government Conference*	11/28-30	Austin	\$3,680	General
51.	CA	3	Texas Environmental Superconference	8/3-5	Austin	\$4,449	General
52.	CA	4	Criminal & Civil Law Conference*	9/20-23	Corpus Christi	\$5,140	Other
53.	JP 1.1	2	Justice of the Peace Judicial Conference	11/29-12/1	Galveston	\$820	General
54.	JP 1.2	1	Civil Trial Law course	8/16-18	Dallas	\$1,388	General
55.	TAC	10	V.G. Young Institute of County Government training*	11/29-12/1	Galveston	\$11,200	General
56.	CJO	130	Ryan White Program meetings	Multiple	Various	\$18,000	Grant
57.	OHSEM	6	National Community Emergency Response Team Conference*	8/15-20	Galveston	\$9,988	Grant
58.	OHSEM	10	Healthcare Preparedness Symposium*	11/1-4	Galveston	\$10,300	General
59.	PCT1	35	Management & leadership training	7/6	Houston	\$269	General
60.	PCT1	38	Midwest Academy training	7/11-14	Houston	\$3,280	General
Subtotal		435	In Texas average cost per attendee: \$554			\$241,166	
Total							
		467				\$313,047	

*Travel by county vehicle

SFY 2022 = 3/1/22-9/30/22

FY 2022-23 = 10/1/22-9/30/23

General \$	Grant \$	Other \$	Total \$
101,433	51,403	160,211	313,047
Cumulative			
SFY 2022	1,533,799	2,606,730	4,140,529

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:	6/14/2022
Amount:	\$12,300.00
# of Attendees:	2
Fund Source:	General

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: Office of the County Engineer	[2] Number of Attendees:
[3] Subject/Purpose: TRIRIGA Certification - Gilbane Consulting	
[4] Benefit to County: The series of certification courses will increase the knowledge base of the TRIRIGA Team to better utilize the project management resource and to customize the application for the needs of the department.	
[5] Event Dates (travel dates included): June - December 2022	[6] City: Virtual

[c] Estimated Expenses

[7] Registration Fee:	[12] Taxi/Other Ground Transportation:
[8] Per Diem (\$55 daily):	[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: <i>(County grants only)</i>	[19] Name of Grant & Fund #:
[20] Other Source:	[21] Name of Other Source (& fund # if applicable):
Total:	

Authorized By: Loyd Smith, P.E., Asst. County Engineer

(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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: Engineering	[2] Number of Attendees: 1
[3] Subject/Purpose: To provide employee with an opportunity to take the State's Designated Representative licensing exam.	
[4] Benefit to County: The Designated Representative license allows County employees to perform work on behalf of the State as their representative in the County s Onsite Wastewater program.	
[5] Event Dates (travel dates included): 9/27-9/29/22 and test date TBD	[6] City: Virtual (training class) and Richmond, TX (exam)

[c] Estimated Expenses

[7] Registration Fee:	580.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	136.00
[11] Parking/Tolls:		License registration and testing fees	
Total Cost:			\$716.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	716.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$716.00	

Authorized By: Lloyd Smith, P.E., Asst. County Engineer
(Name may be typed; signature is not required.)

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)

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

[b] Requested Information

[1] Department Name: Harris County Engineering Department	[2] Number of Attendees: 5
[3] Subject/Purpose: Bayou Preservation Association Symposium 2022	
[4] Benefit to County: Continuing education and remaining on top of the latest developments in water quality and environmental issues in the region.	
[5] Event Dates (travel dates included): September 28 -29, 2022	[6] City: Virtual

[c] Estimated Expenses

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

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	1,000.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$1,000.00	

Authorized By: Loyd Smith, P.E, Asst. County Engineer

(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)

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

[b] Requested Information

[1] Department Name: Harris County Office of the County Engineer	[2] Number of Attendees: 1
[3] Subject/Purpose: "International Code Council" (ICC) - Building Official Continuing Education	
[4] Benefit to County: The training allows Building Official staff to maintain certification requirements for plan review	
[5] Event Dates (travel dates included): October 3-7, 2022	[6] City: Virtual

[c] Estimated Expenses

[7] Registration Fee:	995.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$995.00

[16] Use of County Vehicle?

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

[d] Funding Source

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

Authorized By: Loyd Smith, P.E., Asst. County Engineer
(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:	12/14/2021
Amount:	\$3,948.00
# of Attendees:	2
Fund Source:	FCD

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: Harris County Flood Control District	[2] Number of Attendees:
[3] Subject/Purpose: Executive Communication Training sponsored by the University of Austin - The Annette Strauss Institute for Civic Life	
[4] Benefit to County: Professionally support the department by strengthening the strategic communications skills. Workshop will follow CDC guidelines.	
[5] Event Dates (travel dates included): 04/12-14/2022	[6] City: Austin

[c] Estimated Expenses

[7] Registration Fee:	[12] Taxi/Other Ground Transportation:
[8] Per Diem (\$55 daily):	[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: <i>(County grants only)</i>	[19] Name of Grant & Fund #:
[20] Other Source:	[21] Name of Other Source (& fund # if applicable):
Total:	\$0.00

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

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

[b] Requested Information

[1] Department Name: Flood Control District	[2] Number of Attendees: 2
[3] Subject/Purpose: Texas Floodplain Management Association (TFMA) 2022 Technical Conference sponsored by TFMA	
[4] Benefit to County: The objective of this conference is to present high quality relevant education in industry areas such as floodplain management, storm water, engineering and water resources. Will follow CDC guidelines.	
[5] Event Dates (travel dates included): 08/23-26/2022	[6] City: Lost Pines

[c] Estimated Expenses

[7] Registration Fee:	1,025.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	330.00	[13] Personal Vehicle Mileage:	200.00
[9] Hotel:	1,200.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	80.00		
Total Cost:			\$2,835.00

[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:	2,835.00	[21] Name of Other Source (& fund # if applicable): Flood Control District - 090
Total:	\$2,835.00	

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

(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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: Flood Control District	[2] Number of Attendees: 2
[3] Subject/Purpose: Rice University Fall Career Expo sponsored by Rice University.	
[4] Benefit to County: Recruitment for the Flood Control District. The career fair will follow CDC guidelines.	
[5] Event Dates (travel dates included): 09/14/2022	[6] City: Houston

[c] Estimated Expenses

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

[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:	300.00	[21] Name of Other Source (& fund # if applicable): Flood Control District - 090
Total:	\$300.00	

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

(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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: Flood Control District	[2] Number of Attendees: 2
[3] Subject/Purpose: University of Houston Fall Engineering Career Fair sponsored by University of Houston	
[4] Benefit to County: Recruitment of engineers. The career fair will follow CDC guidelines.	
[5] Event Dates (travel dates included): 09/15/2022	[6] City: Houston

[c] Estimated Expenses

[7] Registration Fee:	650.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$650.00

[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:	650.00	[21] Name of Other Source (& fund # if applicable): Flood Control District - 090
Total:	\$650.00	

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

(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/agedaintranet, 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.

[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: Flood Control District	[2] Number of Attendees: 4
[3] Subject/Purpose: National Waterways Annual Conference sponsored by National Waterways	
[4] Benefit to County: Conference will provide opportunities to connect and network with USACE and other NWC members across the country. Conference will follow CDC guidelines.	
[5] Event Dates (travel dates included): 10/26-28/2022	[6] City: Houston

[c] Estimated Expenses

[7] Registration Fee:	1,300.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):		[13] Personal Vehicle Mileage:	150.00
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	7,500.00
[11] Parking/Tolls:	360.00	Sponsorship	
Total Cost:			\$9,310.00

[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:	9,310.00	[21] Name of Other Source (& fund # if applicable): Flood Control District - 090
Total:	\$9,310.00	

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

(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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: Flood Control District	[2] Number of Attendees: 3
[3] Subject/Purpose: Water for Texas 2023 Conference sponsored by Texas Water Development Board	
[4] Benefit to County: Conference will bring together industry experts, innovators and leaders to discuss water issues impacting us now and in years to come. Conference will follow CDC guidelines.	
[5] Event Dates (travel dates included): 01/23-25/2023	[6] City: Austin

[c] Estimated Expenses

[7] Registration Fee:	2,400.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	495.00	[13] Personal Vehicle Mileage:	595.00
[9] Hotel:	2,100.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	189.00		
Total Cost:			\$5,779.00

[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:	5,779.00	[21] Name of Other Source (& fund # if applicable): Flood Control District - 090
Total:	\$5,779.00	

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

(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

This space for County Clerk's Office use only.

- 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.

[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

What additional changes are being requested?

(Only select the changes that apply)

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

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

[b] Requested Information

[1] Department Name: Universal Services (HCUS) / Fleet	[2] Number of Attendees: 3
[3] Subject/Purpose: Fleet Patrol Conference & Expo 2022 (FPCX)	
[4] Benefit to County: The conference has training for police fleet managers, classes in EVs for law enforcement agencies, manufacturers presenting new vehicles, services and accessories for LE vehicles.	
[5] Event Dates (travel dates included): August 15 - 18, 2022	[6] City: Austin, TX

[c] Estimated Expenses

[7] Registration Fee:	2,097.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	660.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	1,572.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	216.00		
Total Cost:			\$ 4,545.00

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

Yes

No

Both (using county & personal)

[d] Funding Source

[17] General Fund:	4,545.00		
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:	
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):	
Total:	\$ 4,545.00		

Authorized By: MG Richard J. Noriega (Ret) - Executive Director

(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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: Public Health Services (PHS) / Office of Public Health Preparedness and Response (OPHPR)	[2] Number of Attendees: 2
[3] Subject/Purpose: To attend the Texas Division of Emergency Management (TDEM) public health planning, coordination meetings and conferences throughout the State of Texas.	
[4] Benefit to County: Staff will participate in planning, funding and preparation for catastrophic public health issues and emergencies.	
[5] Event Dates (travel dates included): July 1, 2022 - September 30, 2022	[6] City: Throughout the State of Texas, TX

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	550.00	[13] Personal Vehicle Mileage:	200.00
[9] Hotel:	1,000.00	[14] Vehicle Rental:	
[10] Airline/bus/train:	1,000.00	[15] Other (Explain):	
[11] Parking/Tolls:	200.00		
Total Cost:			\$ 2,950.00

[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>	1,475.00	[19] Name of Grant & Fund #: FY23_Hazards - 2601 - 10001
	1,475.00	FY23_CRI (Cities Readiness Initiative) - 2601 - 10001
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$ 2,950.00	

Authorized By: Barbie L. Robinson, MPP, JD, CHC – Executive Director
(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

This space for County Clerk's Office use only.

- 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.

[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

What additional changes are being requested?

(Only select the changes that apply)

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

- | | |
|--|---|
| <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 Public Health Preparedness and Response (OPHPR)	[2] Number of Attendees: 3
[3] Subject/Purpose: To attend regional or Statewide Public Health Preparedness and Response meetings, conferences and trainings.	
[4] Benefit to County: Staff will receive quality public health information and best practices, to help respond appropriately during catastrophic public health issues within Harris County and the region.	
[5] Event Dates (travel dates included): July 1, 2022 - September 30, 2022	[6] City: Throughout the State of Texas, TX

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	1,100.00	[13] Personal Vehicle Mileage:	600.00
[9] Hotel:	1,250.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	200.00		
Total Cost:		\$ 3,150.00	

[16] Use of County Vehicle?
<input type="checkbox"/> Yes
<input type="checkbox"/> No
<input checked="" type="checkbox"/> Both (using county & personal)

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: <i>(County grants only)</i>	1,650.00	[19] Name of Grant & Fund #: FY23 Hazards - 2601 - 10001
	1,500.00	FY23_CRI (Cities Readiness Initiative) - 2601 - 10001
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$ 3,150.00	

Authorized By: Barbie L. Robinson, MPP, JD, CHC – Executive Director
(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/agenda/intranet, 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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: Public Health Services (PHS) / Office of Public Health Preparedness and Response (OPHPR)	[2] Number of Attendees: 3
[3] Subject/Purpose: To attend the Department of State Health Services (DSHS) Public Health Preparedness trainings, conferences and meetings throughout the State of Texas.	
[4] Benefit to County: Staff will receive quality public health information and best practices, to respond appropriately during disasters within Harris County and the region.	
[5] Event Dates (travel dates included): July 1, 2022 - September 30, 2022	[6] City: Throughout the State of Texas, TX

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	550.00	[13] Personal Vehicle Mileage:	400.00
[9] Hotel:	1,200.00	[14] Vehicle Rental:	200.00
[10] Airline/bus/train:	1,000.00	[15] Other (Explain):	
[11] Parking/Tolls:	150.00		
Total Cost:			\$ 3,500.00

[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>	1,750.00	[19] Name of Grant & Fund #: FY23_Hazards - 2601 - 10001
	1,750.00	FY23_CRI (Cities Readiness Initiative) - 2601 - 10001
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$ 3,500.00	

Authorized By: Barbie L. Robinson, MPP, JD, CHC – Executive Director
(Name may be typed; signature is not required.)

IN TEXAS

Travel & Training Request

Request Form Guidelines

This space for County Clerk's Office use only.

- 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.

[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

What additional changes are being requested?

(Only select the changes that apply)

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

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

[b] Requested Information

[1] Department Name: Public Health Services (PHS) / Office of Public Health Preparedness and Response (OPHPR)	[2] Number of Attendees: 30
[3] Subject/Purpose: MGT 314: Enhanced All-Hazards Incident Management/Unified Command	
[4] Benefit to County: Incident Support Team members will further their management skills and abilities to respond and recover from Public Health emergencies.	
[5] Event Dates (travel dates included): August 2022 - September 2022	[6] City: College Station, TX

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	6,600.00	[13] Personal Vehicle Mileage:	1,800.00
[9] Hotel:	13,800.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$ 22,200.00

[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:		[21] Name of Other Source (& fund # if applicable):
	22,200.00	The Texas A&M Engineering Extension Service (TEEX)
Total:	\$ 22,200.00	

Authorized By: Barbie L. Robinson, MPP, JD, CHC – Executive Director
(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/agedaintranet, 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

This space for County Clerk's Office use only.

- 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.

[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

What additional changes are being requested?

(Only select the changes that apply)

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

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

[b] Requested Information

[1] Department Name: Public Health Services (PHS) / Environmental Public Health (EPH)	[2] Number of Attendees: 3
[3] Subject/Purpose: Urban Land Institute Fall Meeting	
[4] Benefit to County: Opportunity for Built Environment staff to learn, network, and see examples of health integrated into design/ development projects.	
[5] Event Dates (travel dates included): October 24-27, 2022	[6] City: Dallas, TX

[c] Estimated Expenses

[7] Registration Fee:	7,210.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	660.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	2,250.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	100.00		
Total Cost:			\$ 10,220.00

[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:	10,220.00	[21] Name of Other Source (& fund # if applicable): Urban Land Institute will provide three complimentary registrations and reimburse all travel expenses directly to participants.
Total:	\$ 10,220.00	

Authorized By: Barbie L. Robinson, MPP, JD, CHC — Executive Director
(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)

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

[b] Requested Information

[1] Department Name: Juvenile Probation Department	[2] Number of Attendees: One (1)
[3] Subject/Purpose: Texas Probation Association (TPA) 2022 Legislative Conference - Times Be A Changin'	
[4] Benefit to County: To be better equipped to handle the situations facing the youth in our facilities in the face of the changing dynamics of the Juvenile Justice System.	
[5] Event Dates (travel dates included): August 8-9, 2022	[6] City: San Antonio

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	110.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	150.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	70.00		
Total Cost:			\$330.00

[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:		[21] Name of Other Source (& fund # if applicable):
	330.00	Expenses paid by Texas Probation Association (TPA)
Total:	\$330.00	

Authorized By: Henry Gonzales, Executive Director
(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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: Harris County Juvenile Probation Department	[2] Number of Attendees: 2 (two)
[3] Subject/Purpose: 2022 Community Supervision and Corrections Department (CSCD) Human Resources (HR) Forum	
[4] Benefit to County: Receive information on legal changes and updates regarding HR	
[5] Event Dates (travel dates included): August 31 - September 2nd, 2022	[6] City: San Marcos

[c] Estimated Expenses

[7] Registration Fee:	390.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	330.00	[13] Personal Vehicle Mileage:	250.00
[9] Hotel:	500.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$1,470.00

[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>	1,470.00	[19] Name of Grant & Fund #: TJJD - State Aid Grant - Fund #2602
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$1,470.00	

Authorized By: Henry Gonzales, Executive Director
(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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: Juvenile Probation Department	[2] Number of Attendees: Two (2)
[3] Subject/Purpose: 2022 Partners in Prevention Conference - Anchord in Purpose	
[4] Benefit to County: Networking with other professionals who have an interest in prevention and early intervention, child and family well-being and youth development.	
[5] Event Dates (travel dates included): September 12 - 15, 2022	[6] City: Corpus Christi

[c] Estimated Expenses

[7] Registration Fee:	200.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	440.00	[13] Personal Vehicle Mileage:	270.00
[9] Hotel:	750.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	80.00		
Total Cost:			\$1,740.00

[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>	1,740.00	[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:	\$1,740.00	

Authorized By: Henry Gonzales, Executive Director
(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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: Harris County Juvenile Probation Department	[2] Number of Attendees: Seven (7) Employees
[3] Subject/Purpose: 77th Annual Texas Institute on Children and Youth Annual Conference	
[4] Benefit to County: Attendees will gain information on juvenile delinquency trends and topics such as sexting-Senate Bill 407, patient offender recovery verses supervision, drugs and alcohol	
[5] Event Dates (travel dates included): September 12 - 15, 2022	[6] City: Concan

[c] Estimated Expenses

[7] Registration Fee:	2,625.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	1,540.00	[13] Personal Vehicle Mileage:	400.00
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$4,565.00

[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>	4,565.00	[19] Name of Grant & Fund #: TJJD - State Aid Grant - Fund #2602 Lodging included in registration.
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$4,565.00	

Authorized By: Henry Gonzales, Executive Director
(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:	June 14, 2022
Amount:	\$1,300.00
# of Attendees:	8
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] Department Name: HARRIS COUNTY RESOURCES FOR CHILDREN AND ADULTS	[2] Number of Attendees:
[3] Subject/Purpose: Texas Youth Summit 2022	
[4] Benefit to County: The Youth Summit, required by the grant, strives to build and nurture a community of youth leaders who are committed to serve, equipped to lead, enterprising in action, and plugged into a network.	
[5] Event Dates (travel dates included): June 24-July 1, 2022	[6] City: Austin, TX

[c] Estimated Expenses

[7] Registration Fee:	[12] Taxi/Other Ground Transportation:
[8] Per Diem (\$55 daily):	[13] Personal Vehicle Mileage:
[9] Hotel:	[14] Vehicle Rental:
[10] Airline/bus/train:	[15] Other (Explain):
[11] Parking/Tolls: 40.00	
Total Cost: \$40.00	

[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>	40.00	[19] Name of Grant & Fund #: Community Youth Development Fund #2601
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$40.00	

Authorized By: Joel Levine, Executive Director 7-20-22

(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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: HARRIS COUNTY RESOURCES FOR CHILDREN AND ADULTS	[2] Number of Attendees: 4
[3] Subject/Purpose: 2022 Annual Medicare Improvements for Patients and Providers Act (MIPPA) Conference	
[4] Benefit to County: Enhance knowledge of the Medicaid/Medicare benefits programs and any changes to better serve clients of Harris County	
[5] Event Dates (travel dates included): August 23-26, 2022	[6] City: Austin, Texas

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	880.00	[13] Personal Vehicle Mileage:	1,000.00
[9] Hotel:	2,000.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	288.00		
Total Cost:			\$4,168.00

[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:	4,168.00	[21] Name of Other Source (& fund # if applicable): Special Revenue Funds #2356
Total:	\$4,168.00	

Authorized By: Joel Levine, Executive Director 7-19-22
(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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: HARRIS COUNTY RESOURCES FOR CHILDREN AND ADULTS	[2] Number of Attendees: 2
[3] Subject/Purpose: Partners In Prevention (PIP) Conference	
[4] Benefit to County: The conference is required to maintain the grant as well as increase knowledge to more effectively provide services to youth and families served by the department's Community Youth Programs.	
[5] Event Dates (travel dates included): September 12-15, 2022	[6] City: Corpus Christi, Texas

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	330.00	[13] Personal Vehicle Mileage:	450.00
[9] Hotel:	1,220.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$2,000.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	2,000.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$2,000.00	

Authorized By: Joel Levine, Executive Director 7-19-2022

(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)

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

[b] Requested Information

[1] Department Name: The Children's Assessment Center (CAC)	[2] Number of Attendees: 30
[3] Subject/Purpose: Suicide Prevention Workshops/ Presentation will provide an overview of youth suicide prevention statistics, risk and protective factors, and prevention strategies.	
[4] Benefit to County: Staff will learn to recognize risk factors, to identify key prevention strategies, and how to seek appropriate mental health care for youth.	
[5] Event Dates (travel dates included): August 9 and 11, 2022	[6] City: Houston

[c] Estimated Expenses

[7] Registration Fee:	250.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$250.00

[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:		[21] Name of Other Source (& fund # if applicable):
	250.00	The CAC Foundation
Total:	\$250.00	

Authorized By: Kerry McCracken

(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)

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

[b] Requested Information

[1] Department Name: The Children's Assessment Center - Development	[2] Number of Attendees: 1
[3] Subject/Purpose: Donor Relations: Maintaining Strong Relationships with your Donors/ course geared toward fundraising professionals learn practical and actionable best practices in donor relations.	
[4] Benefit to County: CAC staff member is able to build a strong recognition programs for donors and focused stewardship strategies to build loyalty and trust with constituents which will lead to continued financial support for CAC programs.	
[5] Event Dates (travel dates included): August 10 - 11, 2022	[6] City: Houston - The CAC

[c] Estimated Expenses

[7] Registration Fee:	350.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$350.00

[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:		[21] Name of Other Source (& fund # if applicable):
	350.00	CAC Foundation
Total:	\$350.00	

Authorized By: Kerry McCracken

(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)

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

[b] Requested Information

[1] Department Name: The Children's Assessment Center (CAC)	[2] Number of Attendees: 1
[3] Subject/Purpose: NCAC Forensic Interviewing of Children Training /practitioners learn the necessary skills to conduct a competent, investigative interview of a child,internationally recognized, research-informed 5-day course.	
[4] Benefit to County: Forensic interviewers will be trained to provide the best forensically efficient interviews to child sex abuse victims in Harris County at The CAC	
[5] Event Dates (travel dates included): October 17th-21st	[6] City: Virtual, Houston

[c] Estimated Expenses

[7] Registration Fee:	1,399.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$1,399.00

[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:		[21] Name of Other Source (& fund # if applicable):
	1,399.00	The CAC Foundation
Total:	\$1,399.00	

Authorized By: Kerry McCracken

(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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: The Children's Assessment Center - Development	[2] Number of Attendees: 2
[3] Subject/Purpose: Social Media Strategies Summit (2 Days)(Virtual)/Social media professional development event for senior level marketing professionals	
[4] Benefit to County: Professional development to audit and asses current social media initiatives and revitalize strategy framework for CAC branding to communicate successfully through social media platforms.	
[5] Event Dates (travel dates included): October 26 - 27, 2022	[6] City: Houston - The CAC

[c] Estimated Expenses

[7] Registration Fee:	449.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$449.00

[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:	449.00	[21] Name of Other Source (& fund # if applicable):
		The CAC Foundation
Total:	\$449.00	

Authorized By: Kerry McCracken

(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: Harris County Constable's Office, Precinct One	[2] Number of Attendees: 2
[3] Subject/Purpose: Basic Physical Defense Instructor Course/Replicating Adverse Dynamics Instructor Course	
[4] Benefit to County: Public Safety	
[5] Event Dates (travel dates included): August 29, 2022 - September 2, 2022	[6] City: Denton

[c] Estimated Expenses

[7] Registration Fee:	1,500.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	550.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	400.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	150.00
[11] Parking/Tolls:		Parking	
Total Cost:			\$2,600.00

[16] Use of County Vehicle?
<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No
<input type="checkbox"/> Both (using county & personal)

[d] Funding Source

[17] General Fund:	2,600.00	[19] Name of Grant & Fund #:	
[18] Grant Fund: <i>(County grants only)</i>			
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):	
Total:	\$2,600.00		

Authorized By: Alan Rosen, Constable

(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)

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

[b] Requested Information

[1] Department Name: Harris County Constable Precinct One	[2] Number of Attendees: 2
[3] Subject/Purpose: Sam Houston State University Career Fair	
[4] Benefit to County: Public safety/Recruitment of personnel	
[5] Event Dates (travel dates included): September 20, 2022 - September 21, 2022	[6] City: Huntsville

[c] Estimated Expenses

[7] Registration Fee:	150.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	220.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	210.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$580.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	580.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$580.00	

Authorized By: Alan Rosen, Constable

(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/agenda/intranet, 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)

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

[b] Requested Information

[1] Department Name: HARRIS COUNTY CONSTABLE PCT 2	[2] Number of Attendees: 1
[3] Subject/Purpose: SUPERVISOR, EXECUTIVE AND COMMAND LEADERSHIP INSTITUTE TRAINING (3 SEPARATE TRAININGS)	
[4] Benefit to County: THIS TRAINING WILL BE ENGAGED IN PERSONALITY DIAGNOSTICS, LEADERSHIP CASE STUDIES, MENTORING , DEVELOPING YOUR PEOPLE, PERFORMANCE MANAGEMENT, RISK MANAGEMENT AND CREDIBILITY.	
[5] Event Dates (travel dates included): MULTIPLE	[6] City: VARIOUS

[c] Estimated Expenses

[7] Registration Fee:	2,085.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$2,085.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	2,085.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$2,085.00	

Authorized By: CONSTABLE JERRY GARCIA

(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)

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

[b] Requested Information

[1] Department Name: Constable Precinct 4, Mark Herman	[2] Number of Attendees: 1
[3] Subject/Purpose: 2022 TCOLE Training Coordinators' Conference	
[4] Benefit to County: Better trained personnel at NO cost to the County	
[5] Event Dates (travel dates included): October 23 - 27 2022	[6] City: Corpus Christi, TX

[c] Estimated Expenses

[7] Registration Fee:	200.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	275.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	633.40	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	27.00		
Total Cost:			\$1,135.40

[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:	1,135.40	[21] Name of Other Source (& fund # if applicable): LEOSE 2331 30410010 728018
Total:	\$1,135.40	

Authorized By: Constable Mark Herman

(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/agenda/intranet, 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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: Harris County Constable Precinct 5	[2] Number of Attendees: 1
[3] Subject/Purpose: Crimes Against Children Conference	
[4] Benefit to County: This event is designed to expand the efforts and knowledge base of law enforcement by providing specialized training focused on investigating and prosecuting technology facilitated crimes against children.	
[5] Event Dates (travel dates included): August 7-12, 2022	[6] City: Dallas, TX

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:		[16] Use of County Vehicle? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Both (using county & personal)
[8] Per Diem (\$55 daily):	330.00	[13] Personal Vehicle Mileage:		
[9] Hotel:	800.00	[14] Vehicle Rental:		
[10] Airline/bus/train:		[15] Other (Explain):		
[11] Parking/Tolls:				
Total Cost:			\$1,130.00	

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
	1,130.00	International Crimes Against Children Task Force
Total:	\$1,130.00	

Authorized By: Constable Ted Heap

(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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: Harris County Constable Precinct 5	[2] Number of Attendees: 2
[3] Subject/Purpose: 2022 International Association of Chiefs of Police Impaired Driving and Traffic Safety Conference	
[4] Benefit to County: This event will update attendees on progressive changes in Drug Influence Evaluations, SFST administration/instruction, and scientific studies related to the physiological effects of drugs to the human body.	
[5] Event Dates (travel dates included): August 20-24, 2022	[6] City: San Antonio

[c] Estimated Expenses

[7] Registration Fee:	675.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	550.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	450.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	50.00		
Total Cost:			\$1,725.00

[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:		[21] Name of Other Source (& fund # if applicable):
	1,725.00	TCOLE
Total:	\$1,725.00	

Authorized By: Constable Ted Heap

(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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: Harris County Constable Precinct 5	[2] Number of Attendees: 2
[3] Subject/Purpose: TCOLE 21001-21007 Court Security Specialist Certification Training	
[4] Benefit to County: This course is essential for Bailiffs as it instructs in all aspects of court security.	
[5] Event Dates (travel dates included): December 5-9, 2022	[6] City: Pearland

[c] Estimated Expenses

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

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
	800.00	TCOLE
Total:	\$800.00	

Authorized By: Constable Ted Heap
(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/agenda/intranet, 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

This space for County Clerk's Office use only.

- 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.

[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 Constable Precinct 6	[2] Number of Attendees: 4
[3] Subject/Purpose: Texas Narcotic Officers Association Conference	
[4] Benefit to County: The course will benefit the County by providing the Deputies with various training such as Legal Updates and Executing Search Warrants in Today's World.	
[5] Event Dates (travel dates included): August 7-12, 2022	[6] City: South Padre Island, TX

[c] Estimated Expenses

[7] Registration Fee:	1,300.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	1,320.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	2,000.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	120.00		
Total Cost:			\$4,740.00

[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:	4,740.00	[21] Name of Other Source (& fund # if applicable): Fund 2331 LEOSE
Total:	\$4,740.00	

Authorized By: Silvia Trevino

(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.hctx.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:	5/24/2022
Amount:	\$1,500.00
# 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] Department Name: Harris County Constable Precinct 6	[2] Number of Attendees: 3
[3] Subject/Purpose: 2022 TCOLE Conference	
[4] Benefit to County: The course will benefit the County by providing the Deputies with the latest TCOLE updates.	
[5] Event Dates (travel dates included): October 23-27, 2022	[6] City: Corpus Christi, TX

[c] Estimated Expenses

[7] Registration Fee:	825.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	825.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	2,625.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	150.00		
Total Cost:			\$4,425.00

[16] Use of County Vehicle?
<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No
<input type="checkbox"/> 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:	4,425.00	[21] Name of Other Source (& fund # if applicable): Fund 2331 LEOSE
Total:	\$4,425.00	

Authorized By: Silvia Trevino
(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:	07/19/2022
Amount:	\$34,940.00
# of Attendees:	12
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] Department Name: 540 Harris County Sheriff's Office, Executive Bureau	[2] Number of Attendees:
[3] Subject/Purpose: 2022 Sheriff's Association of Texas Annual Conference	
[4] Benefit to County: Personnel participating in presenting at conference and to obtain the most updated best practices in law enforcement	
[5] Event Dates (travel dates included): July 22-27, 2022	[6] City: Fort Worth

[c] Estimated Expenses

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

[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:	110.00	[21] Name of Other Source (& fund # if applicable): SEIZED
Total:	\$110.00	

Authorized By: Ed Gonzalez, Sheriff

(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)

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

[b] Requested Information

[1] Department Name: 540 Harris County Sheriff's Office, Homeland Security Bureau	[2] Number of Attendees: 3
[3] Subject/Purpose: Full Face Mask Technician Maintenance Course	
[4] Benefit to County: Course will certify and qualify our deputies to perform repairs and annual services on dive team's full face masks	
[5] Event Dates (travel dates included): July 27-28, 2022	[6] City: Houston

[c] Estimated Expenses

[7] Registration Fee:	2,197.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$2,197.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	2,197.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$2,197.00	

Authorized By: Ed Gonzalez, Sheriff

(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)

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

[b] Requested Information

[1] Department Name: 540 Harris County Sheriff's Office, Criminal Investigations Bureau	[2] Number of Attendees: 5
[3] Subject/Purpose: 52nd Annual Texas Narcotic Officers Association Training Conference	
[4] Benefit to County: The knowledge gained will be useful in furthering drug related investigations	
[5] Event Dates (travel dates included): August 7-12, 2022	[6] City: South Padre Island

[c] Estimated Expenses

[7] Registration Fee:	1,625.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	1,650.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	3,000.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	500.00		
Total Cost:			\$6,775.00

[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:	6,775.00	[21] Name of Other Source (& fund # if applicable): LEOSE
Total:	\$6,775.00	

Authorized By: Ed Gonzalez, Sheriff

(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)

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

[b] Requested Information

[1] Department Name: 540- Harris County Sheriff's Office	[2] Number of Attendees: 12
[3] Subject/Purpose: Robbery Investigators of Texas Conference	
[4] Benefit to County: Best practices for robbery investigators and enhance partnerships between law enforcement across the State of Texas	
[5] Event Dates (travel dates included): August 15-19, 2022	[6] City: Fort Worth, Texas

[c] Estimated Expenses

[7] Registration Fee:	6,000.00	[12] Taxi/Other Ground Transportation:	200.00
[8] Per Diem (\$55 daily):	3,300.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	10,000.00	[14] Vehicle Rental:	
[10] Airline/bus/train:	0.00	[15] Other (Explain):	2,500.00
[11] Parking/Tolls:	1,000.00	incidentals	
Total Cost:			\$23,000.00

[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:	23,000.00	[21] Name of Other Source (& fund # if applicable): LEOSE Funds
Total:	\$23,000.00	

Authorized By: Ed Gonzalez, Sheriff

(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)

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

[b] Requested Information

[1] Department Name: 540 Harris County Sheriff's Office, Homeland Security Bureau	[2] Number of Attendees: 1
[3] Subject/Purpose: All Hazards Incident Management/Unified Command	
[4] Benefit to County: Advanced training in Incident Command	
[5] Event Dates (travel dates included): August 22-26, 2022	[6] City: College Station

[c] Estimated Expenses

[7] Registration Fee:	1,500.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	275.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	384.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$2,159.00

[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:	2,159.00	[21] Name of Other Source (& fund # if applicable): Department of Homeland Security
Total:	\$2,159.00	

Authorized By: Ed Gonzalez, Sheriff

(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)

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

[b] Requested Information

[1] Department Name: 540 Harris County Sheriff's Office, Homeland Security Bureau	[2] Number of Attendees: 17
[3] Subject/Purpose: Close Quarters Battle Course	
[4] Benefit to County: Expand and enhance team and individual tactics in close quarters battles as it relates to high risk incidents	
[5] Event Dates (travel dates included): August 22-26, 2022	[6] City: Houston

[c] Estimated Expenses

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

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	15,000.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$15,000.00	

Authorized By: Ed Gonzalez, Sheriff

(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)

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

[b] Requested Information

[1] Department Name: 540 Harris County Sheriff's Office, Homeland Security Bureau	[2] Number of Attendees: 2
[3] Subject/Purpose: All Hazards Incident Management/Unified Command	
[4] Benefit to County: Advanced training in Incident Command	
[5] Event Dates (travel dates included): September 19-23, 2022	[6] City: College Station

[c] Estimated Expenses

[7] Registration Fee:	3,000.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	550.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	800.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$4,350.00

[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:	2,175.00	[21] Name of Other Source (& fund # if applicable): Department of Homeland Security
	2,175.00	TEEX
Total:	\$4,350.00	

Authorized By: Ed Gonzalez, Sheriff

(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)

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

[b] Requested Information

[1] Department Name: 540 Harris County Sheriff's Office, Executive Bureau	[2] Number of Attendees: 2
[3] Subject/Purpose: Police Financial Management Conference	
[4] Benefit to County: To provide valuable insight into fiscal and budgetary issues for law enforcement fiduciaries	
[5] Event Dates (travel dates included): October 23-27, 2022	[6] City: Arlington

[c] Estimated Expenses

[7] Registration Fee:	1,350.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	550.00	[13] Personal Vehicle Mileage:	750.00
[9] Hotel:	2,000.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	150.00		
Total Cost:			\$4,800.00

[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:	4,800.00	[21] Name of Other Source (& fund # if applicable): SEIZED
Total:	\$4,800.00	

Authorized By: Ed Gonzalez, Sheriff

(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)

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

[b] Requested Information

[1] Department Name: Fire Marshal's Office - 213	[2] Number of Attendees: 1
[3] Subject/Purpose: 2022 52nd Annual Texas Narcotic Officers Association Training Conference	
[4] Benefit to County: Networking event and to support HCFMO employee become recognized by the TNOA.	
[5] Event Dates (travel dates included): August 8 - 11, 2022	[6] City: South Padre Island

[c] Estimated Expenses

[7] Registration Fee:	325.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	220.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	1,000.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	50.00
[11] Parking/Tolls:	100.00	Credit Card Association Fees	
Total Cost:			\$1,695.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	1,695.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$1,695.00	

Authorized By: Laurie L. Christensen

(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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: Fire Marshal's Office - 213	[2] Number of Attendees: 1
[3] Subject/Purpose: 2022 Fire Rescue International "FRI" conference	
[4] Benefit to County: International Fire Chiefs provides senior-level leadership training.	
[5] Event Dates (travel dates included): August 23 - 26, 2022	[6] City: San Antonio

[c] Estimated Expenses

[7] Registration Fee:	850.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	220.00	[13] Personal Vehicle Mileage:	220.00
[9] Hotel:	850.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	50.00
[11] Parking/Tolls:	100.00	Credit Card Association Fees	
Total Cost:			\$2,290.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	2,290.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$2,290.00	

Authorized By: Laurie L. Christensen

(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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: Fire Marshal's Office - 213	[2] Number of Attendees: 1
[3] Subject/Purpose: 10th Annual Forensic Fire Death Investigation Course	
[4] Benefit to County: This course instructs on many forensic disciplines which can be involved in death scene investigations, including fire deaths	
[5] Event Dates (travel dates included): September 24 - 30, 2022	[6] City: San Marcos

[c] Estimated Expenses

[7] Registration Fee:	820.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	385.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	600.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	50.00
[11] Parking/Tolls:	145.00	Credit Card Association Fees	
Total Cost:			\$2,000.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	2,000.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$2,000.00	

Authorized By: Laurie L. Christensen

(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)

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

[b] Requested Information

[1] Department Name: ELECTIONS ADMINISTRATION	[2] Number of Attendees: 10
[3] Subject/Purpose: To participate in the ADA Abilities Houston Expo	
[4] Benefit to County: To provide voter registration and voting machine demonstration for people across the disabled community	
[5] Event Dates (travel dates included): August 5-7, 2022	[6] City: Houston

[c] Estimated Expenses

[7] Registration Fee:	1,830.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):		[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$1,830.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	1,830.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$1,830.00	

Authorized By: BETH STEVENS

(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: District Clerk	[2] Number of Attendees: 4
[3] Subject/Purpose: Texas District Court Alliance 22nd Annual Workshop and CLERK'S COLLEGE" Course IV - 2022	
[4] Benefit to County: The Curriculum this year will be on Administrative and Officeholder Duties and Current Issues.	
[5] Event Dates (travel dates included): October 18, 2022 - October 20, 2022	[6] City: Kerrville

[c] Estimated Expenses

[7] Registration Fee:	205.00	[12] Taxi/Other Ground Transportation:	0.00
[8] Per Diem (\$55 daily):	660.00	[13] Personal Vehicle Mileage:	0.00
[9] Hotel:	1,350.00	[14] Vehicle Rental:	0.00
[10] Airline/bus/train:	0.00	[15] Other (Explain):	0.00
[11] Parking/Tolls:	100.00		
Total Cost:			\$2,315.00

[16] Use of County Vehicle?

- Yes
 No
 Both (using county & personal)

[d] Funding Source

[17] General Fund:	2,315.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$2,315.00	

Authorized By: Marilyn Burgess, District Clerk

(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)

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

[b] Requested Information

[1] Department Name: District Clerk	[2] Number of Attendees: 3
[3] Subject/Purpose: 2022 Open Government Conference (hosted by the Office of the Attorney General's Open Records Division and Opinion Committee)	
[4] Benefit to County: Conference designed specifically for the general public, government employees and public officials, representatives of the media and anyone else who interacts with governmental bodies in Texas. Focus on fostering a better understanding of the Texas Public Information Act and Texas Open Meeting Act.	
[5] Event Dates (travel dates included): November 28 - 30, 2022	[6] City: Austin

[c] Estimated Expenses

[7] Registration Fee:	885.00	[12] Taxi/Other Ground Transportation:	0.00
[8] Per Diem (\$55 daily):	495.00	[13] Personal Vehicle Mileage:	400.00
[9] Hotel:	1,800.00	[14] Vehicle Rental:	0.00
[10] Airline/bus/train:	0.00	[15] Other (Explain):	0.00
[11] Parking/Tolls:	100.00		
Total Cost:			\$3,680.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	3,680.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$3,680.00	

Authorized By: Marilyn Burgess, District Clerk
(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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: County Attorney's Office	[2] Number of Attendees: 3
[3] Subject/Purpose: 34th Annual Texas Environmental Superconference	
[4] Benefit to County: This superconference provides environmental law specific technical and legal updates that directly enhance our ability to perform our job responsibilities.	
[5] Event Dates (travel dates included): 8/3/2022 to 8/5/2022	[6] City: Austin

[c] Estimated Expenses

[7] Registration Fee:	1,050.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	495.00	[13] Personal Vehicle Mileage:	600.00
[9] Hotel:	2,160.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	144.00		
Total Cost:			\$4,449.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	4,449.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$4,449.00	

Authorized By: Jonathan Fombonne
(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

This space for County Clerk's Office use only.

- 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.

[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: County Attorney's Office	[2] Number of Attendees: 4
[3] Subject/Purpose: Texas District & County Attorneys Association (TDCAA) Annual Criminal & Civil Law Conference	
[4] Benefit to County: Attendance will allow Harris County Attorney's Office Investigators to obtain up to date knowledge on both Civil and Criminal Law and earn TCOLE hours.	
[5] Event Dates (travel dates included): 9/20/2022 - 9/23/2022	[6] City: Corpus Christi

[c] Estimated Expenses

[7] Registration Fee:	1,400.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	880.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	2,800.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	60.00		
Total Cost:			\$5,140.00

[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:	5,140.00	[21] Name of Other Source (& fund # if applicable): Federal Forfeiture Fund #2034
Total:	\$5,140.00	

Authorized By: Jonathan Fombonne
(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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: JUSTICE OF THE PEACE 1-1	[2] Number of Attendees: TWO
[3] Subject/Purpose: JUSTICE OF THE PEACE JUDICIAL CONFERENCE	
[4] Benefit to County: PROVIDE CONTINUING JUDICIAL EDUCATION TO JUSTICE COURT JUDGES	
[5] Event Dates (travel dates included): NOVEMBER 29- DECEMBER 1, 2022	[6] City: GALVESTON

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	220.00	[13] Personal Vehicle Mileage:	200.00
[9] Hotel:	400.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$820.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	820.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$820.00	

Authorized By: KATHERINA NGUYEN

(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)

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

[b] Requested Information

[1] Department Name: Justice of the Peace 1-2	[2] Number of Attendees: One
[3] Subject/Purpose: To attend Advanced Civil Trial Law CLE course.	
[4] Benefit to County: Keeps the court apprised of latest developments in civil trial.	
[5] Event Dates (travel dates included): August 16th - 18th, 2022	[6] City: Dallas

[c] Estimated Expenses

[7] Registration Fee:	50.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	165.00	[13] Personal Vehicle Mileage:	39.00
[9] Hotel:	379.00	[14] Vehicle Rental:	222.00
[10] Airline/bus/train:	458.00	[15] Other (Explain): Gasoline for rental	10.00
[11] Parking/Tolls:	65.00		
Total Cost:			\$1,388.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	1,388.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$1,388.00	

Authorized By: Judge David M. Patronella
(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)

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

[b] Requested Information

[1] Department Name: Tax Office	[2] Number of Attendees: 10
[3] Subject/Purpose: V.G. Young Institute of County Government - 40th Annual School for County Tax Assessor-Collectors	
[4] Benefit to County: This annual training provides educational instruction that is relevant and necessary to the functions of the Tax Office.	
[5] Event Dates (travel dates included): 11/29/22 - 12/01/22	[6] City: Galveston

[c] Estimated Expenses

[7] Registration Fee:	2,750.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	1,650.00	[13] Personal Vehicle Mileage:	1,000.00
[9] Hotel:	4,000.00	[14] Vehicle Rental:	1,000.00
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	800.00		
Total Cost:			\$11,200.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	11,200.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$11,200.00	

Authorized By: Ann Harris Bennett
(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)

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

[b] Requested Information

[1] Department Name: County Judge/Ryan White Planning Council	[2] Number of Attendees: 130 people per mtng (1-5 Harris Co. employees, 1-5 speakers & 120 Ryan White volunteers, students & guests)
[3] Subject/Purpose: Approximately 10 meetings per month to conduct Ryan White Program business such as: work group, committee & Council meetings, consumer education classes, Council Orientation & other educational meetings.	
[4] Benefit to County: Per the federal grant, the Ryan White Planning Council members are legislatively mandated to design services, allocate grant funds & provide consumer education for people living with HIV & others in the 10 county area.	
[5] Event Dates (travel dates included): July 1, 2022 through February 28, 2023	[6] City: Within Harris, Chambers, Ft. Bend, Liberty, Montgomery, Waller, Austin, Colorado, Walker & Wharton Counties.

[c] Estimated Expenses

[7] Registration Fee:	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	[13] Personal Vehicle Mileage:	
[9] Hotel:	[14] Vehicle Rental:	
[10] Airline/bus/train:	[15] Other (Explain):	18,000.00
[11] Parking/Tolls:	Room rentals, AV equ, speaker fees & refreshments	
Total Cost:		\$18,000.00

[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>	18,000.00	[19] Name of Grant & Fund #: Ryan White Part A grant (H89HA00004)
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$18,000.00	

Authorized By: Victoria L. Williams, Director, Ryan White Office

(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

This space for County Clerk's Office use only.

- 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.

[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] Department Name: County Judge / Homeland Security & Emergency Management	[2] Number of Attendees: 6 Employees
[3] Subject/Purpose: National Community Emergency Response Team (CERT) Conference	
[4] Benefit to County: This conference allows for CERT members to exchange ideas with government entities across the nation, while promoting the County programs and partnerships.	
[5] Event Dates (travel dates included): August 15 - 20, 2022	[6] City: Galveston

[c] Estimated Expenses

[7] Registration Fee:	3,300.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	1,980.00	[13] Personal Vehicle Mileage:	350.00
[9] Hotel:	4,008.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	350.00		
Total Cost:			\$9,988.00

[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>	9,988.00	[19] Name of Grant & Fund #: Urban Area Sec Initiative II - 7016
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$9,988.00	

Authorized By: Mark Sloan, Emergency Management Coordinator

(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)

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

[b] Requested Information

[1] Department Name: County Judge / Homeland Security & Emergency Management	[2] Number of Attendees: 10 Employees
[3] Subject/Purpose: 13th Annual Healthcare Preparedness Symposium	
[4] Benefit to County: This symposium will allow state and local emergency management officials to exchange ideas and recommend new policies to improve emergency response, especially for people with functional and access needs.	
[5] Event Dates (travel dates included): November 1 - 4, 2022	[6] City: Galveston

[c] Estimated Expenses

[7] Registration Fee:	3,000.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	2,200.00	[13] Personal Vehicle Mileage:	600.00
[9] Hotel:	4,000.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:	500.00		
Total Cost:			\$10,300.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	10,300.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$10,300.00	

Authorized By: Mark Sloan, Emergency Management Coordinator

(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)

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

[b] Requested Information

[1] Department Name: Commissioner Precinct One	[2] Number of Attendees: 35
[3] Subject/Purpose: Food & Beverage for Management and Leadership Training	
[4] Benefit to County: Leadership participated in training to align commonalities regarding management practices that will make them even more effective in achieving our mission, goals, and strategic objectives	
[5] Event Dates (travel dates included): July 6, 2022	[6] City: Houston, TX

[c] Estimated Expenses

[7] Registration Fee:	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	[13] Personal Vehicle Mileage:	
[9] Hotel:	[14] Vehicle Rental:	
[10] Airline/bus/train:	[15] Other (Explain):	269.00
[11] Parking/Tolls:	Food & Beverage for training	
Total Cost:		\$269.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	269.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$269.00	

Authorized By: Chalisa Dixon

(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)

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

[b] Requested Information

[1] Department Name: Commissioner Precinct One	[2] Number of Attendees: 38
[3] Subject/Purpose: Food & Beverage for Midwest Academy training	
[4] Benefit to County: Staff participated in training to develop skills in strategic initiatives; outreach and leadership development; building of community and solidarity among the staff; common framework and language for organizing.	
[5] Event Dates (travel dates included): July 11- 14th	[6] City: Houston, TX

[c] Estimated Expenses

[7] Registration Fee:	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	[13] Personal Vehicle Mileage:	
[9] Hotel:	[14] Vehicle Rental:	
[10] Airline/bus/train:	[15] Other (Explain):	3,280.00
[11] Parking/Tolls:	Food & Beverage for training	
Total Cost:		\$3,280.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:	3,280.00	
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$3,280.00	

Authorized By: Chalisa Dixon

(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.