

a. **Out of Texas**

	Dept.	No.	Purpose	Date(s)	Location	Cost	Fund
1.	OCE	2	National Assn. of Home Builders Intl. Builders' show	2/7-11/2022	Orlando, FL	\$4,500	General
2.	TRA	1	Transportation Research Board meeting <i>(\$10,635 appvd. 11/9 for 6 attnds.-add attnd. & exp.)</i>	1/9-13/2022	Washington, DC	\$2,355	TRA
3.	PHS	1	Council & Committee Board of Directors meeting	12/7-11	Milwaukee, WI	\$2,530	Other
4.	DRO	1	National Child Support Enforcement Assn. Policy Forum	2/2-5/2022	Washington, DC	\$1,998	Grant
5.	SHERIFF	1	Police Executive Research Forum <i>(\$22,020 appvd. 11/9 for 2 attnds.-add attnd. & exp.)</i>	Multiple	Boston, MA	\$10,860	Other
6.	DA	2	Assn. of Prosecuting Attorneys Adv. Committee training	10/24-26	Washington, DC	\$330 \$3,000	General Other
7.	DA	3	Prosecutorial strategies of major jurisdictions training	10/28-11/1	New York, NY	\$7,775	Other
8.	MAC	1	Gideon's Promise Program guest speaker & training	1/20-23/2022	Atlanta, GA	\$628	Other
Subtotal		12	Out of Texas average cost per attendee: \$2,831			\$33,976	

OUT OF TEXAS

Travel & Training Request

Request Form Guidelines

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

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Previously Approved Information

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

What additional changes are being requested?

(Only select the changes that apply)

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

[b] Requested Information

[1] Department Name: Harris County Engineering Department	[2] Number of Attendees: 2 <i>(If more than one to attend, please explain):</i> Two attendees with different roles, all need to attend
[3] Subject/Purpose: 2022 National Association of Home Builders (NAHB) International Builders' Show (IBS)	
[4] Benefit to County: To network with other building professionals across all industries in light construction including the latest trends and innovations in the housing industry and advancements in technology and energy-efficiency	
[5] Event Dates (travel dates included): February 7-11, 2022	[6] City, State: Orlando, Florida

[c] Estimated Expenses

[7] Registration Fee:	1,250.00	[12] Taxi/Other Ground Transportation:	200.00	[16] Use of County Vehicle? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Both (using county & personal)
[8] Per Diem (\$55 daily):	550.00	[13] Personal Vehicle Mileage:		
[9] Hotel:	1,900.00	[14] Vehicle Rental:		
[10] Airline/bus/train:	600.00	[15] Other (Explain):		
[11] Parking/Tolls:				
Total Cost:			\$4,500.00	

[d] Funding Source

[17] General Fund:	4,500.00	
[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:	\$4,500.00	

Authorized By: Alisa Max

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

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Previously Approved Information

Court Date:	11/9/2021
Amount:	\$10,635.00
# of Attendees:	6
Fund Source:	TRA

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: Toll Road Authority	[2] Number of Attendees: 1 (If more than one to attend, please explain): Different roles within the agency
[3] Subject/Purpose: Attend Transportation Research Board (TRB) Annual meeting in January 2022.	
[4] Benefit to County: TRA's membership to TRB includes free registrations for annual meeting. Benefit to County through staff participation in select lectures/workshops on research and advice regarding all modes of transportation.	
[5] Event Dates (travel dates included): January 9-13, 2022	[6] City, State: Washington, DC

[c] Estimated Expenses

[7] Registration Fee:	0.00	[12] Taxi/Other Ground Transportation:	250.00	[16] Use of County Vehicle? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Both (using county & personal)
[8] Per Diem (\$55 daily):	275.00	[13] Personal Vehicle Mileage:		
[9] Hotel:	1,130.00	[14] Vehicle Rental:		
[10] Airline/bus/train:	500.00	[15] Other (Explain):		
[11] Parking/Tolls:	200.00			
Total Cost:			\$2,355.00	

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:	2,355.00	[21] Name of Other Source (& fund # if applicable): Fund: 5302 (Toll Road) Department ID: 05002000 (Executive)
Total:	\$2,355.00	

Authorized By: Roberto Trevino, P.E.

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

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Amount:	
# of Attendees:	
Fund Source:	

What additional changes are being requested?

(Only select the changes that apply)

- | | |
|--|---|
| <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) / Environmental Public Health (EPH)	[2] Number of Attendees: 1 (If more than one to attend, please explain):
[3] Subject/Purpose: Council for Accreditation in Occupational Hearing Conservation Annual Council and Committee Board of Directors Meeting	
[4] Benefit to County: Occupational hearing conservation best practices and connecting with network of occupational hearing conservation professionals. The traveler will follow all CDC guidelines.	
[5] Event Dates (travel dates included): December 7-11, 2021	[6] City, State: Milwaukee, WI

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	300.00
[8] Per Diem (\$55 daily):	275.00	[13] Personal Vehicle Mileage:	80.00
[9] Hotel:	1,200.00	[14] Vehicle Rental:	
[10] Airline/bus/train:	600.00	[15] Other (Explain): Luggage Fees	75.00
[11] Parking/Tolls:			
Total Cost:			\$ 2,530.00

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:	2,530.00	[21] Name of Other Source (& fund # if applicable): Council for Accreditation in Occupational Hearing Conservation will pay for all costs associated with this trip.
Total:	\$ 2,530.00	

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

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

What additional changes are being requested?

(Only select the changes that apply)

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

[b] Requested Information

[1] Department Name: Domestic Relations Office	[2] Number of Attendees: <i>(If more than one to attend, please explain):</i> 1
[3] Subject/Purpose: National Child Support Enforcement Association Policy Forum	
[4] Benefit to County: Educating and updating on policies and issues influencing the Child Support Program at the national, state, and local levels.	
[5] Event Dates (travel dates included): February 2-5, 2022	[6] City, State: Washington, D.C.

[c] Estimated Expenses

[7] Registration Fee:	545.00	[12] Taxi/Other Ground Transportation:	125.00
[8] Per Diem (\$55 daily):	220.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	675.00	[14] Vehicle Rental:	
[10] Airline/bus/train:	353.00	[15] Other (Explain):	
[11] Parking/Tolls:	80.00		
Total Cost:		\$1,998.00	

[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>	1,998.00	[19] Name of Grant & Fund #: Integrated Child Support System (ICSS) OML 28604
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$1,998.00	

Authorized By: David W. Simpson

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

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Court Date:	11/09/21
Amount:	\$22,020.00
# of Attendees:	2
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: 1 (If more than one to attend, please explain):
[3] Subject/Purpose: Police Executive Research Forum	
[4] Benefit to County: This is the top police executive program in the nation. Will gain knowledge and best practices in public safety, procedural justice, accountability, transparency and how to manage law enforcement agencies	
[5] Event Dates (travel dates included): June 5-24 & July 9-29, 2022*	[6] City, State: Boston, MA

[c] Estimated Expenses

[7] Registration Fee:	9,950.00	[12] Taxi/Other Ground Transportation:	100.00	[16] Use of County Vehicle? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Both (using county & personal)
[8] Per Diem (\$55 daily):	110.00	[13] Personal Vehicle Mileage:		
[9] Hotel:		[14] Vehicle Rental:		
[10] Airline/bus/train:	600.00	[15] Other (Explain):	100.00	
[11] Parking/Tolls:		Baggage fees		
Total Cost:			\$10,860.00	

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:	10,860.00	[21] Name of Other Source (& fund # if applicable): LEOSE
		Per diem is needed for traveling days
		*Meals and Lodging is included in registration fee that is due within 45 days
Total:	\$10,860.00	

Authorized By: Ed Gonzalez, Sheriff

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

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Amount:	
# of Attendees:	
Fund Source:	

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

Requested Information

[1] Department Name: 545 - Harris County District Attorney's Office	[2] Number of Attendees: Two (2) (If more than one to attend, please explain): Representation for DA Kim Ogg
[3] Subject/Purpose: Association of Prosecuting Attorneys Advisory Committee on Addressing Disparities in Reproductive Health	
[4] Benefit to County: Broaden the knowledge	
[5] Event Dates (travel dates included): October 24-26, 2021	[6] City, State: Washington, DC

Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	330.00	[13] Personal Vehicle Mileage:	
[9] Hotel:		[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	3,000.00
[11] Parking/Tolls:		Expenses	
Total Cost:			\$3,330.00

[16] Use of County Vehicle?

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

Funding Source

[17] General Fund:	330.00	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:	3,000.00	[21] Name of Other Source (& fund # if applicable): Association of Prosecuting Attorneys
		Arrangements paid and prepared by organization with the exception of meals per diem.
Total:	\$3,330.00	

Authorized By: _____

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

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# of Attendees:	
Fund Source:	

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

[b] Requested Information

[1] Department Name: 545 - District Attorney's Office	[2] Number of Attendees: Three (3) (If more than one to attend, please explain): Public Safety
[3] Subject/Purpose: Explore prosecutorial strategies of major jurisdictions to help public safety.	
[4] Benefit to County: Broaden the knowledge.	
[5] Event Dates (travel dates included): October 28 - November 1, 2021	[6] City, State: New York, NY

[c] Estimated Expenses

[7] Registration Fee:	300.00	[12] Taxi/Other Ground Transportation:	500.00
[8] Per Diem (\$55 daily):	825.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	4,500.00	[14] Vehicle Rental:	
[10] Airline/bus/train:	1,500.00	[15] Other (Explain):	
[11] Parking/Tolls:	150.00		
Total Cost:		\$7,775.00	

[16] Use of County Vehicle?

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

[c] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:	7,775.00	[21] Name of Other Source (& fund # if applicable): 2054 - DA Special Investigation
Total:	\$7,775.00	

Authorized By: 

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

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Fund Source:	

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

[b] Requested Information

[1] Department Name: Office of Managed Assigned Counsel (Dept. 945)	[2] Number of Attendees: 1 (If more than one to attend, please explain):
[3] Subject/Purpose: Primary: Speaker Secondary: Continuing education, training, meetings with office leads, administrators / other criminal justice stakeholders, recruiting, exchanging best practices	
[4] Benefit to County: Gideon's Promise is a national program that trains pds and crt app'd attys. My attendance will maintain a healthy relationship with an org. that plays a major role in developing the HC attys that we serve	
[5] Event Dates (travel dates included): January 20th, 2022--January 23rd, 2022	[6] City, State: Atlanta, Georgia

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):		[13] Personal Vehicle Mileage:	
[9] Hotel:	450.75	[14] Vehicle Rental:	
[10] Airline/bus/train:	176.80	[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$627.55

[16] Use of County Vehicle?

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

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
	627.55	Gideon's Promise
Total:	\$627.55	

Authorized By: Kenneth Hardin

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

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