

a. **Out of Texas**

	Dept.	No.	Purpose	Date(s)	Location	Cost	Fund
1.	Const. 4	1	Forensic training	3/28-4/9	Hoover, AL	\$2,824	Other
2.	Sheriff	1	FBI National Academy Associates National Conference	7/7-11	Orlando, FL	\$2,260	Other
3.	Sheriff	24	National Peace Officer's Memorial	10/13-17	Washington, D.C.	\$44,600	Other
Subtotal		26	Out of Texas average cost per attendee: \$1,911			\$49,684	

# OUT OF 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] <b>Department Name:</b> Constable Precinct 4	[2] <b>Number of Attendees:</b> 1 (If more than one to attend, please explain):
[3] <b>Subject/Purpose:</b> Advanced Forensic Training	
[4] <b>Benefit to County:</b> Better training personnel at NO cost to the County (funded by the United States Secret Service)	
[5] <b>Event Dates (travel dates included):</b> March 28, 2021 to April 9, 2021	[6] <b>City, State:</b> Hoover, Alabama

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	0.00	[12] <b>Taxi/Other Ground Transportation:</b>		[16] <b>Use of County Vehicle?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Both (using county & personal)
[8] <b>Per Diem (\$55 daily):</b>	715.00	[13] <b>Personal Vehicle Mileage:</b>		
[9] <b>Hotel:</b>	1,068.00	[14] <b>Vehicle Rental:</b>	697.00	
[10] <b>Airline/bus/train:</b>	344.40	[15] <b>Other (Explain):</b>		
[11] <b>Parking/Tolls:</b>				
<b>Total Cost:</b>			\$2,824.40	

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> (County grants only)		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	2,824.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> United States Secret Service - 100% of per diem, hotel, airfare, and ground transportation
<b>Total:</b>	\$2,824.00	

**Authorized By:** Constable Mark Herman

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

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

For all questions concerning Travel & Training requests, please email the travel agenda email address provided or call 713-271-1111.



# OUT OF 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] <b>Department Name:</b> 540-Harris County Sheriff's Office, Office of Inspector General Bureau	[2] <b>Number of Attendees:</b> 1 (If more than one to attend, please explain):
[3] <b>Subject/Purpose:</b> FBI National Academy Associates National Conference	
[4] <b>Benefit to County:</b> Conference will afford personnel the opportunity to attend multitude of break out training sessions and professional development seminars	
[5] <b>Event Dates (travel dates included):</b> July 7-11, 2021	[6] <b>City, State:</b> Orlando, FL

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	575.00	[12] <b>Taxi/Other Ground Transportation:</b>	80.00	[16] <b>Use of County Vehicle?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Both (using county & personal)
[8] <b>Per Diem (\$55 daily):</b>	275.00	[13] <b>Personal Vehicle Mileage:</b>		
[9] <b>Hotel:</b>	840.00	[14] <b>Vehicle Rental:</b>		
[10] <b>Airline/bus/train:</b>	440.00	[15] <b>Other (Explain):</b>		
[11] <b>Parking/Tolls:</b>	50.00			
<b>Total Cost:</b>			\$2,260.00	

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> (County grants only)		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	2,260.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> LEOSE
<b>Total:</b>	\$2,260.00	

**Authorized By:** Ed Gonzalez, Sheriff

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

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

For all questions concerning Travel & Training requests, please email the travel agenda email address provided or call 713-271-1111.



# OUT OF 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] <b>Department Name:</b> Harris County Sheriff's Office	[2] <b>Number of Attendees:</b> 24 (If more than one to attend, please explain): Representation of Sheriff's Office
[3] <b>Subject/Purpose:</b> The Harris County Sheriff's Office Honor Guard attend the National Peace Officer's Memorial to represent and provide comfort for the individuals whose family member will be added to the memorial wall. We will b	
[4] <b>Benefit to County:</b> To represent Harris County at the National Peace Officer's Memorial (*pending confirmation ceremony will still happen)	
[5] <b>Event Dates (travel dates included):</b> October 13-17, 2021	[6] <b>City, State:</b> Washington, D.C.

### [c] Estimated Expenses

[7] <b>Registration Fee:</b>	0.00	[12] <b>Taxi/Other Ground Transportation:</b>	0.00
[8] <b>Per Diem (\$55 daily):</b>	6,600.00	[13] <b>Personal Vehicle Mileage:</b>	0.00
[9] <b>Hotel:</b>	24,000.00	[14] <b>Vehicle Rental:</b>	3,000.00
[10] <b>Airline/bus/train:</b>	9,000.00	[15] <b>Other (Explain):</b>	2,000.00
[11] <b>Parking/Tolls:</b>	0.00	Baggage fees, fuel, and any other expenses	
<b>Total Cost:</b>			<b>\$44,600.00</b>

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

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

### [d] Funding Source

[17] <b>General Fund:</b>		
[18] <b>Grant Fund:</b> (County grants only)		[19] <b>Name of Grant &amp; Fund #:</b>
[20] <b>Other Source:</b>	44,600.00	[21] <b>Name of Other Source (&amp; fund # if applicable):</b> Seized Funds
<b>Total:</b>	<b>\$44,600.00</b>	

**Authorized By:** Ed Gonzalez, Sheriff

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

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

For all questions concerning Travel & Training requests, please email the travel agenda email address provided or call 713-271-1111.