

a. **Out of Texas**

| | Dept. | No. | Purpose | Date(s) | Location | Cost | Fund |
|-----------------|---------|-----------|--|---------|-----------------|----------------|-----------------|
| 1. | CS | 1 | National Hurricane Conference | 6/13-18 | New Orleans, LA | \$2,475 | Grant |
| 2. | Sheriff | 2 | Blue Line K9 Conference* | 5/24-28 | St. Louis, MO | \$2,340 | Other |
| 3. | Sheriff | 5 | National Sheriff's Association Conference | 6/21-24 | Phoenix, AZ | \$9,958 | Other |
| 4. | Sheriff | 3 | International Association of Identification Training Conf. | 8/1-7 | Nashville, TN | \$7,340 | Other |
| 5. | Sheriff | 4 | Crisis Intervention Team International Conference | 8/16-19 | Phoenix, AZ | \$7,175 | Other |
| Subtotal | | 15 | Out of Texas average cost per attendee: | | | \$1,953 | \$29,288 |

OUT OF TEXAS

Travel & Training Request

Request Form Guidelines

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- 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

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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: Community Services Department (CSD) / General | [2] Number of Attendees: 1 (If more than one to attend, please explain): |
| [3] Subject/Purpose: 2021 National Hurricane Conference | |
| [4] Benefit to County: The Executive Director of CSD is integrally involved in disaster response/recovery activities for Harris County and will share best practices nationwide with other counties. | |
| [5] Event Dates (travel dates included): June 13-18, 2021 | [6] City, State: New Orleans, LA |

[c] Estimated Expenses

| | | | |
|-----------------------------------|----------|---|--------|
| [7] Registration Fee: | 375.00 | [12] Taxi/Other Ground Transportation: | |
| [8] Per Diem (\$55 daily): | 330.00 | [13] Personal Vehicle Mileage: | 420.00 |
| [9] Hotel: | 1,100.00 | [14] Vehicle Rental: | |
| [10] Airline/bus/train: | | [15] Other (Explain): | |
| [11] Parking/Tolls: | 250.00 | | |
| Total Cost: | | \$ 2,475.00 | |

[16] Use of County Vehicle?

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

[d] Funding Source

| | | |
|---|--------------------|---|
| [17] General Fund: | | |
| [18] Grant Fund: (County grants only) | 2,475.00 | [19] Name of Grant & Fund #: Community Development Block Grant |
| [20] Other Source: | | [21] Name of Other Source (& fund # if applicable): |
| Total: | \$ 2,475.00 | |

Authorized By: Adrienne Holloway - Executive Director

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

DocuSigned by:

Adrienne Holloway
AFF8C7FA25EE418...

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.

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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: 540-Harris County Sheriff's Office, Patrol Support Services Bureau | [2] Number of Attendees: 2 (If more than one to attend, please explain): multiple breakout sessions |
| [3] Subject/Purpose: Blue Line K9 Conference | |
| [4] Benefit to County: Training will provide up to date current trends, training methods, and canine deployment within canine industry | |
| [5] Event Dates (travel dates included): May 24-28 2021 | [6] City, State: Saint Louis, MO |

[c] Estimated Expenses

| | | | |
|-----------------------------------|----------|---|--|
| [7] Registration Fee: | 590.00 | [12] Taxi/Other Ground Transportation: | |
| [8] Per Diem (\$55 daily): | 550.00 | [13] Personal Vehicle Mileage: | |
| [9] Hotel: | 1,200.00 | [14] Vehicle Rental: | |
| [10] Airline/bus/train: | | [15] Other (Explain): | |
| [11] Parking/Tolls: | | | |
| Total Cost: | | \$2,340.00 | |

[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: | 2,340.00 | [21] Name of Other Source (& fund # if applicable): LEOSE |
| | | |
| | | |
| Total: | \$2,340.00 | |

Authorized By: Ed Gonzalez, Sheriff

(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: 540-Harris County Sheriff's Office, Law Enforcement Command | [2] Number of Attendees: 5 (If more than one to attend, please explain): Major from each bureau |
| [3] Subject/Purpose: National Sheriff's Association Conference | |
| [4] Benefit to County: Gain additional knowledge of law enforcement, jail operations and other areas | |
| [5] Event Dates (travel dates included): June 21-24, 2021 | [6] City, State: Phoenix, AZ |

[c] Estimated Expenses

| | | | |
|-----------------------------------|----------|---|-------------------|
| [7] Registration Fee: | 2,650.00 | [12] Taxi/Other Ground Transportation: | 500.00 |
| [8] Per Diem (\$55 daily): | 1,100.00 | [13] Personal Vehicle Mileage: | |
| [9] Hotel: | 3,200.00 | [14] Vehicle Rental: | |
| [10] Airline/bus/train: | 1,500.00 | [15] Other (Explain): | 1,008.00 |
| [11] Parking/Tolls: | | Membership | |
| Total Cost: | | | \$9,958.00 |

[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: | 9,958.00 | [21] Name of Other Source (& fund # if applicable): LEOSE |
| | | |
| | | |
| Total: | \$9,958.00 | |

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(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: 540-Harris County Sheriff's Office, Criminal Investigations Bureau | [2] Number of Attendees: 3 (If more than one to attend, please explain): required training in cycle |
| [3] Subject/Purpose: 2021 International Association of Identification training conference | |
| [4] Benefit to County: will gain extensive knowledge from this forensic association | |
| [5] Event Dates (travel dates included): August 1-7, 2021 | [6] City, State: Nashville, TN |

[c] Estimated Expenses

| | | | | |
|-----------------------------------|----------|---|------------|---|
| [7] Registration Fee: | 1,185.00 | [12] Taxi/Other Ground Transportation: | 500.00 | [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): | 1,155.00 | [13] Personal Vehicle Mileage: | | |
| [9] Hotel: | 3,500.00 | [14] Vehicle Rental: | | |
| [10] Airline/bus/train: | 1,000.00 | [15] Other (Explain): | | |
| [11] Parking/Tolls: | | | | |
| Total Cost: | | | \$7,340.00 | |

[d] Funding Source

| | | |
|---|------------|--|
| [17] General Fund: | | |
| [18] Grant Fund: (County grants only) | | [19] Name of Grant & Fund #: |
| | | |
| | | |
| [20] Other Source: | 7,340.00 | [21] Name of Other Source (& fund # if applicable): LEOSE |
| | | |
| | | |
| Total: | \$7,340.00 | |

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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: 540-Harris County Sheriff's Office, Law Enforcement Command | [2] Number of Attendees: 4 (If more than one to attend, please explain): were selected to attend |
| [3] Subject/Purpose: 2021 Crisis Intervention Team International Conference | |
| [4] Benefit to County: Provides knowledge and training on the latest topics, tools, and initiatives in response to the Mental Health well-being of individuals within our communities | |
| [5] Event Dates (travel dates included): August 16-19, 2021 | [6] City, State: Phoenix, AZ |

[c] Estimated Expenses

| | | | |
|-----------------------------------|----------|---|--------|
| [7] Registration Fee: | 1,895.00 | [12] Taxi/Other Ground Transportation: | 400.00 |
| [8] Per Diem (\$55 daily): | 880.00 | [13] Personal Vehicle Mileage: | |
| [9] Hotel: | 3,000.00 | [14] Vehicle Rental: | |
| [10] Airline/bus/train: | 1,000.00 | [15] Other (Explain): | |
| [11] Parking/Tolls: | | | |
| Total Cost: | | \$7,175.00 | |

[16] Use of County Vehicle?

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

[d] Funding Source

| | | |
|---|-------------------|--|
| [17] General Fund: | | |
| [18] Grant Fund: (County grants only) | | [19] Name of Grant & Fund #: |
| | | |
| | | |
| [20] Other Source: | 7,175.00 | [21] Name of Other Source (& fund # if applicable): LEOSE |
| | | |
| | | |
| Total: | \$7,175.00 | |

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