

a. **Out of Texas**

	Dept.	No.	Purpose	Date(s)	Location	Cost	Fund
1.	Sheriff	10	National Sheriff's Association Conference <i>(\$9,958 appvd. 4/27 for 5 attnds.-add attnds. & exp.)</i>	6/21-24	Phoenix, AZ	\$33,500	Other
2.	Sheriff	1	Hazardous Devices School certification training*	7/11-8/14	Huntsville, AL	\$76,925	Other
3.	Sheriff	1	Maritime Operations Bomb Technician training	7/18-23	Duluth, MN	\$3,330	Other
4.	Sheriff	-	Crisis Intervention Team International Conference <i>(\$7,175 appvd. 4/27 for 4 attnds.-date change & add exp.)</i>	8/15-19	Phoenix, AZ	\$220	Other
5.	Sheriff	1	Stabilization certification course	8/22-9/4	Albuquerque, NM	\$6,020	Other
6.	Sheriff	1	Fleet Management Conference	8/28-9/3	Pittsburgh, PA	\$2,009	Other
7.	Sheriff	1	Swift Water Rescue training	10/10-16	Bryson City, NC	\$3,755	Other
8.	Sheriff	2	Law Enforcement Counter Terrorism course*	10/16-23	N. Little Rock, AR	\$5,680	Other
9.	Fire M.	1	National Fire Academy electrical systems training	12/12-17	Emmitsburg, MD	\$1,325	Other
10.	Tax A-C	1	Public Leadership certification training	7/14-21	New York, NY	\$4,195	General
Subtotal		19	Out of Texas average cost per attendee:		\$7,208	\$136,959	

OUT OF TEXAS

Travel & Training Request

Request Form Guidelines

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- Refrain from using acronyms unless description of acronym is provided.
- If a non-county fund is covering expenses, list under "Other" for funding source.

This space for County Clerk's Office use only.

[a] Previously Approved

**This section is to be completed only when a request has been approved in court and additional changes are being requested.*

Previously Approved Information

Court Date:	04/27/21
Amount:	\$9,958.00
# of Attendees:	5
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, Law Enforcement Command		[2] Number of Attendees: 10 (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:	5,300.00	[12] Taxi/Other Ground Transportation:	1,000.00	[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):	2,200.00	[13] Personal Vehicle Mileage:		
[9] Hotel:	10,000.00	[14] Vehicle Rental:		
[10] Airline/bus/train:	10,000.00	[15] Other (Explain):	5,000.00	
[11] Parking/Tolls:		Membership and baggage fees		
Total Cost:			\$33,500.00	

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:	33,500.00	[21] Name of Other Source (& fund # if applicable): LEOSE
Total:	\$33,500.00	

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.

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Previously Approved Information

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

What additional changes are being requested?

(Only select the changes that apply)

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

[b] Requested Information

[1] Department Name: 540-Harris County Sheriff's Office, Homeland Security Bureau	[2] Number of Attendees: 1 <i>(If more than one to attend, please explain):</i>
[3] Subject/Purpose: Hazardous Devices School Certification	
[4] Benefit to County: Certifies personnel in becoming a Hazardous Devices School Technician	
[5] Event Dates (travel dates included): July 11 - August 14, 2021	[6] City, State: Huntsville, AL

[c] Estimated Expenses

[7] Registration Fee:	70,000.00	[12] Taxi/Other Ground Transportation:		[16] Use of County Vehicle? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Both <i>(using county & personal)</i>
[8] Per Diem (\$55 daily):	1,925.00	[13] Personal Vehicle Mileage:		
[9] Hotel:	5,000.00	[14] Vehicle Rental:		
[10] Airline/bus/train:		[15] Other (Explain):		
[11] Parking/Tolls:				
Total Cost:			\$76,925.00	

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:	6,925.00	[21] Name of Other Source (& fund # if applicable): LEOSE
	70,000.00	Federal Bureau of Investigations
Total:	\$76,925.00	

Authorized By: Ed Gonzalez, Sheriff

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Previously Approved Information

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

What additional changes are being requested?

(Only select the changes that apply)

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

[b] Requested Information

[1] Department Name: 540-Harris County Sheriff's Office, Homeland Security Bureau	[2] Number of Attendees: 1 (If more than one to attend, please explain):
[3] Subject/Purpose: Maritime Operations Bomb Technician	
[4] Benefit to County: Certifies personnel in becoming a Maritime Operations Bomb Technician	
[5] Event Dates (travel dates included): July 18 - July 23, 2021	[6] City, State: Duluth, MN

[c] Estimated Expenses

[7] Registration Fee:	1,500.00	[12] Taxi/Other Ground Transportation:		[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):	330.00	[13] Personal Vehicle Mileage:		
[9] Hotel:	750.00	[14] Vehicle Rental:		
[10] Airline/bus/train:	750.00	[15] Other (Explain):		
[11] Parking/Tolls:				
Total Cost:			\$3,330.00	

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:	3,330.00	[21] Name of Other Source (& fund # if applicable):
		Federal Bureau of Investigations
Total:	\$3,330.00	

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Previously Approved Information

Court Date:	04/27/21
Amount:	\$7,175.00
# of Attendees:	4
Fund Source:	Other

What additional changes are being requested?

(Only select the changes that apply)

- | | |
|--|--|
| <input type="checkbox"/> Number of Attendees | <input checked="" type="checkbox"/> Event Dates |
| <input type="checkbox"/> City | <input checked="" 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: (If more than one to attend, please explain):
[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 15-19, 2021	[6] City, State: Phoenix, AZ

[c] Estimated Expenses

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

[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:	220.00	[21] Name of Other Source (& fund # if applicable): LEOSE
Total:	\$220.00	

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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, Homeland Security Bureau	[2] Number of Attendees: 1 (If more than one to attend, please explain):
[3] Subject/Purpose: Stabilization Certification Course	
[4] Benefit to County: Certifies personnel in becoming a Stabilization Bomb Technician	
[5] Event Dates (travel dates included): August 22 - September 04, 2021	[6] City, State: Albuquerque, NM

[c] Estimated Expenses

[7] Registration Fee:	3,000.00	[12] Taxi/Other Ground Transportation:		[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):	770.00	[13] Personal Vehicle Mileage:		
[9] Hotel:	1,500.00	[14] Vehicle Rental:		
[10] Airline/bus/train:	750.00	[15] Other (Explain):		
[11] Parking/Tolls:				
Total Cost:			\$6,020.00	

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:	6,020.00	[21] Name of Other Source (& fund # if applicable):
		Federal Bureau of Investigations
Total:	\$6,020.00	

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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, Administrative Services Bureau	[2] Number of Attendees: 1 (If more than one to attend, please explain):
[3] Subject/Purpose: Fleet Management Conference	
[4] Benefit to County: Leadership training in current and future technologies	
[5] Event Dates (travel dates included): August 28 - September 03, 2021	[6] City, State: Pittsburgh, PA

[c] Estimated Expenses

[7] Registration Fee:	699.00	[12] Taxi/Other Ground Transportation:		[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):	385.00	[13] Personal Vehicle Mileage:		
[9] Hotel:	600.00	[14] Vehicle Rental:		
[10] Airline/bus/train:		[15] Other (Explain):	250.00	
[11] Parking/Tolls:	75.00	Certificate		
Total Cost:			\$2,009.00	

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:	2,009.00	[21] Name of Other Source (& fund # if applicable): SEIZED
Total:	\$2,009.00	

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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, Homeland Security Bureau	[2] Number of Attendees: 1 (If more than one to attend, please explain):
[3] Subject/Purpose: Advanced Swift Water Rescue Training	
[4] Benefit to County: Advance training related to high water and swift water rescues	
[5] Event Dates (travel dates included): October 10-16 2021	[6] City, State: Bryson City, NC

[c] Estimated Expenses

[7] Registration Fee:	1,100.00	[12] Taxi/Other Ground Transportation:		[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):	385.00	[13] Personal Vehicle Mileage:		
[9] Hotel:	1,020.00	[14] Vehicle Rental:	550.00	
[10] Airline/bus/train:	600.00	[15] Other (Explain):	100.00	
[11] Parking/Tolls:		baggage fees and gas		
Total Cost:			\$3,755.00	

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:	2,655.00	[21] Name of Other Source (& fund # if applicable): SEIZED
	1,100.00	Safe Rescue
Total:	\$3,755.00	

Authorized By: Ed Gonzalez, Sheriff

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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, Homeland Security Bureau	[2] Number of Attendees: 2 (If more than one to attend, please explain): Certification/information retention
[3] Subject/Purpose: Law Enforcement Counter Terrorism Course Level 1	
[4] Benefit to County: Broaden the scope of knowledge of enemy tactics, their reactions to counter measures, and their determination/fanaticism	
[5] Event Dates (travel dates included): October 16-23, 2021	[6] City, State: North Little Rock, AR

[c] Estimated Expenses

[7] Registration Fee:	2,800.00	[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):	880.00	[13] Personal Vehicle Mileage:		
[9] Hotel:	2,000.00	[14] Vehicle Rental:		
[10] Airline/bus/train:		[15] Other (Explain):		
[11] Parking/Tolls:				
Total Cost:			\$5,680.00	

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:	5,680.00	[21] Name of Other Source (& fund # if applicable): SEIZED
Total:	\$5,680.00	

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: Fire Marshal's Office - 213	[2] Number of Attendees: 1 (If more than one to attend, please explain):
[3] Subject/Purpose: National Fire Academy NFA- R0776: Fire Investigation: Electrical Systems	
[4] Benefit to County: National level education related to Fire Investigations.	
[5] Event Dates (travel dates included): December 12 - 17, 2021	[6] City, State: Emmitsburg, MD

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	330.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	455.00	[14] Vehicle Rental:	
[10] Airline/bus/train:	540.00	[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:		\$1,325.00	

[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:	1,325.00	[21] Name of Other Source (& fund # if applicable): Fund 2055 Chapter 18; National Fire Academy (NFA)
Total:	\$1,325.00	

Authorized By: Laurie L. Christensen

(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: Tax Office	[2] Number of Attendees: 1 (If more than one to attend, please explain):
[3] Subject/Purpose: To attain certification in public leadership through comprehensive classes focusing on the core principles of public leadership.	
[4] Benefit to County: This training provides educational instruction that is relevant and necessary to the leadership of the Tax Office.	
[5] Event Dates (travel dates included): July 14-21, 2021	[6] City, State: New York, NY

[c] Estimated Expenses

[7] Registration Fee:	1,000.00	[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):	440.00	[13] Personal Vehicle Mileage:	35.00	
[9] Hotel:	1,960.00	[14] Vehicle Rental:	0.00	
[10] Airline/bus/train:	560.00	[15] Other (Explain):		
[11] Parking/Tolls:				
Total Cost:			\$4,195.00	

[d] Funding Source

[17] General Fund:	4,195.00	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$4,195.00	

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 713-271-1111.