

a. **Out of Texas**

	Dept.	No.	Purpose	Date(s)	Location	Cost	Fund
1.	TRA	4	Tolling interoperability meeting	11/8-9	Oklahoma City, OK	\$7,880	TRA
2.	C5	2	Advanced Law Enforcement Rapid Response Training Conf.*	10/29-11/3	Nashville, TN	\$2,989	Other
3.	SHERIFF	1	Skimmer Hunter course	11/1-5	Hoover, AL	\$1,755	Other
4.	SHERIFF	2	Rook Armored Platform pick up*	10/21-22	St. Augustine, FL	\$420	Other
5.	SHERIFF	-	Use of Force Symposium (\$27,150 appvd. 8/10 for 10 attnds.-date change & add exp.)	11/29-12/3	Uncasville, CT	\$2,150	Other
6.	FM	1	National HazMat Roundtable Conference	10/26-28	Chantilly, VA	\$1,000	Other
7.	FM	5	ALERRT Conference	10/28-11/3	Nashville, TN	\$8,255	Other
8.	DA	2	Fifth Circuit court case	10/6-7	New Orleans, LA	\$1,000	General
9.	PD	1	U.S. Army Trial Defense Service training	10/13-14	Arlington, VA	\$870	Other
10.	TAC	3	Quality control checks of tax statements meeting	11/8-9	Oklahoma City, OK	\$3,500	General
Subtotal		21	Out of Texas average cost per attendee: \$1,420			\$29,819	

OUT OF TEXAS

Travel & Training Request

Request Form Guidelines

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[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: Toll Road Authority - Tolling Operations	[2] Number of Attendees: 4 <i>(If more than one to attend, please explain):</i> Four (4) attendees with different roles, all need to attend.
[3] Subject/Purpose: Attend a Tolling Interoperability Meeting.	
[4] Benefit to County: Continue to maintain and expand Toll Interoperability.	
[5] Event Dates (travel dates included): November 8, 2021 thru November 9, 2021	[6] City, State: Oklahoma City, OK

[c] Estimated Expenses

[7] Registration Fee:	0.00	[12] Taxi/Other Ground Transportation:	400.00	[16] Use of County Vehicle? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Both <i>(using county & personal)</i>
[8] Per Diem (\$55 daily):	440.00	[13] Personal Vehicle Mileage:	400.00	
[9] Hotel:	2,400.00	[14] Vehicle Rental:		
[10] Airline/bus/train:	4,000.00	[15] Other (Explain):		
[11] Parking/Tolls:	240.00			
Total Cost:			\$7,880.00	

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:	7,880.00	[21] Name of Other Source (& fund # if applicable): 5302/05007000/05007001
Total:	\$7,880.00	

Authorized By: Roberto Trevino, 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.

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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: Constable, Precinct 5	[2] Number of Attendees: 2 (If more than one to attend, please explain): No cost to the county.
[3] Subject/Purpose: 2021 Advanced Law Enforcement Rapid Response Training (ALERTT) Conference	
[4] Benefit to County: Conference will provide the students with training of current trends and best practices for responding to active shooter events.	
[5] Event Dates (travel dates included): October 29-November 3, 2021	[6] City, State: Nashville, Tennessee

[c] Estimated Expenses

[7] Registration Fee:	600.00	[12] Taxi/Other Ground Transportation:	
[8] Per Diem (\$55 daily):	660.00	[13] Personal Vehicle Mileage:	929.20
[9] Hotel:	800.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:		\$2,989.20	

[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):
2,989.20	Attendees
Total:	\$2,989.20

Authorized By: Constable Ted Heap

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

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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, Criminal Investigations Bureau	[2] Number of Attendees: 1 <i>(If more than one to attend, please explain):</i>
[3] Subject/Purpose: Skimmer Hunter Course	
[4] Benefit to County: Training will provide the Sheriff's Office with information to combat credit card skimmer crimes in county	
[5] Event Dates (travel dates included): November 01-05, 2021	[6] City, State: Hoover, AL

[c] Estimated Expenses

[7] Registration Fee:	400.00	[12] Taxi/Other Ground Transportation:		[16] Use of County Vehicle? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Both <i>(using county & personal)</i>
[8] Per Diem (\$55 daily):	275.00	[13] Personal Vehicle Mileage:		
[9] Hotel:	730.00	[14] Vehicle Rental:		
[10] Airline/bus/train:	350.00	[15] Other (Explain):		
[11] Parking/Tolls:				
Total Cost:			\$1,755.00	

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: <i>(County grants only)</i>		[19] Name of Grant & Fund #:
[20] Other Source:	1,755.00	[21] Name of Other Source (& fund # if applicable): U.S secret service
Total:	\$1,755.00	

Authorized By: Ed Gonzalez, Sheriff

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

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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: 2 (If more than one to attend, please explain): Needed to pick up ordered equipment from vendor
[3] Subject/Purpose: Rook Armored Platform pick up	
[4] Benefit to County: The shipping charges (\$5k) are more than what it would cost to pick up and take delivery	
[5] Event Dates (travel dates included): October 21-22, 2021	[6] City, State: St. Augustine, FL

[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):	220.00	[13] Personal Vehicle Mileage:		
[9] Hotel:	200.00	[14] Vehicle Rental:		
[10] Airline/bus/train:		[15] Other (Explain):		
[11] Parking/Tolls:				
Total Cost:			\$420.00	

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:	420.00	[21] Name of Other Source (& fund # if applicable): SEIZED
Total:	\$420.00	

Authorized By: Ed Gonzalez, Sheriff

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

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Travel & Training Request

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Previously Approved Information

Court Date:	08/10/2021
Amount:	\$27,150.00
# of Attendees:	10
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, Office of Inspector General	[2] Number of Attendees: (If more than one to attend, please explain):
[3] Subject/Purpose: Use of Force Symposium	
[4] Benefit to County: training for personnel regarding the use of force methodology , tactics, and legislations	
[5] Event Dates (travel dates included): November 29- December 03, 2021	[6] City, State: Uncasville, CT

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	500.00
[8] Per Diem (\$55 daily):	550.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	1,100.00	[14] Vehicle Rental:	
[10] Airline/bus/train:		[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$2,150.00

[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:	[21] Name of Other Source (& fund # if applicable): LEOSE
Total:	\$2,150.00

Authorized By: Ed Gonzalez, Sheriff

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

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Amount:	
# of Attendees:	
Fund Source:	

What additional changes are being requested?

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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: Fire Marshal's Office - 213	[2] Number of Attendees: 1 <i>(If more than one to attend, please explain):</i>
[3] Subject/Purpose: 2021 National HazMat Roundtable Conference / Serve as a subject matter expert	
[4] Benefit to County: Gives Harris County an opportunity to exchange intel and information on emerging hazardous materials trends and response protocol.	
[5] Event Dates (travel dates included): October 26 - 28, 2021	[6] City, State: Chantilly, Virginia

[c] Estimated Expenses

[7] Registration Fee:	0.00	[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 <i>(using county & personal)</i>
[8] Per Diem (\$55 daily):		[13] Personal Vehicle Mileage:		
[9] Hotel:	500.00	[14] Vehicle Rental:		
[10] Airline/bus/train:	300.00	[15] Other (Explain):		
[11] Parking/Tolls:				
Total Cost:			\$1,000.00	

[d] Funding Source

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

Authorized By: Laurie L. Christensen

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

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Amount:	
# 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: Fire Marshal's Office - 213	[2] Number of Attendees: 5 (If more than one to attend, please explain): Instructors in ALERRT, gaining CE's to instruct Harris County
[3] Subject/Purpose: 2021 Attend and Present at ALERRT Conference	
[4] Benefit to County: Teach best practices being implemented in Harris County and learn strategies and techniques to improve law enforcement response to catastrophic incidents and joint operations with other public safety agencies.	
[5] Event Dates (travel dates included): October 28 - November 3, 2021	[6] City, State: Nashville, TN

[c] Estimated Expenses

[7] Registration Fee:	1,400.00	[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):	1,925.00	[13] Personal Vehicle Mileage:		
[9] Hotel:	3,750.00	[14] Vehicle Rental:		
[10] Airline/bus/train:	980.00	[15] Other (Explain):		
[11] Parking/Tolls:				
Total Cost:			\$8,255.00	

[d] Funding Source

[17] General Fund:		
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:	8,255.00	[21] Name of Other Source (& fund # if applicable): CCTA Grant
Total:	\$8,255.00	

Authorized By: Laurie L. Christensen

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

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

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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 - Harris County District Attorney's Office	[2] Number of Attendees: Two (2) (If more than one to attend, please explain): Fifth Circuit Case
[3] Subject/Purpose: Attend oral argument - Fifth Circuit case 21-20138	
[4] Benefit to County: Case representation	
[5] Event Dates (travel dates included): October 6 - 7, 2021	[6] City, State: New Orleans, LA

[c] Estimated Expenses

[7] Registration Fee:		[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):	220.00	[13] Personal Vehicle Mileage:		
[9] Hotel:	350.00	[14] Vehicle Rental:		
[10] Airline/bus/train:	430.00	[15] Other (Explain):		
[11] Parking/Tolls:				
Total Cost:			\$1,000.00	

[c] Funding Source

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

Authorized By: _____

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

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Amount:	
# 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: Public Defender's Office	[2] Number of Attendees: 1 (If more than one to attend, please explain):
[3] Subject/Purpose: U.S. Army Trial Defense Service	
[4] Benefit to County: Capital and Complex Litigation Training, Recruiting, Continuing Legal Education	
[5] Event Dates (travel dates included): October 13-14, 2021	[6] City, State: Arlington, VA

[c] Estimated Expenses

[7] Registration Fee:		[12] Taxi/Other Ground Transportation:	100.00
[8] Per Diem (\$55 daily):	70.00	[13] Personal Vehicle Mileage:	
[9] Hotel:	200.00	[14] Vehicle Rental:	
[10] Airline/bus/train:	500.00	[15] Other (Explain):	
[11] Parking/Tolls:			
Total Cost:			\$870.00

[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:	870.00	[21] Name of Other Source (& fund # if applicable): Paid by employee
Total:	\$870.00	

Authorized By: Alexander Bunin

(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: Tax Office	[2] Number of Attendees: 3 (If more than one to attend, please explain): All are members of the tax statement audit team
[3] Subject/Purpose: To conduct quality control checks of 2021 tax statements.	
[4] Benefit to County: Confidence in the accuracy of the tax statements prior to mailing.	
[5] Event Dates (travel dates included): November 8-9, 2021	[6] City, State: Oklahoma City, OK

[c] Estimated Expenses

[7] Registration Fee:		[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:	100.00	
[9] Hotel:	600.00	[14] Vehicle Rental:	200.00	
[10] Airline/bus/train:	2,200.00	[15] Other (Explain):		
[11] Parking/Tolls:	70.00			
Total Cost:			\$3,500.00	

[d] Funding Source

[17] General Fund:	3,500.00	
[18] Grant Fund: (County grants only)		[19] Name of Grant & Fund #:
[20] Other Source:		[21] Name of Other Source (& fund # if applicable):
Total:	\$3,500.00	

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.