

Titus County
Training & Travel Authorization Form

Person requesting training: Judy Cook
Job Title: TAX ASSESSOR-COLLECTOR
Date of request: (Must be 30 days prior to training) _____

1. Title of conference, seminar or training: Code of ETHICS - <online>
2. Destination/location of training: _____
3. Is training mandatory or optional _____?
4. Dates of training: _____ to _____
5. Dates of actual travel: _____
6. Cost of Registration: \$ 30.00
7. Total cost of meals (\$40.00 per day): \$ _____
8. Total cost of hotel/motel accommodations: \$ _____
9. Will you travel by carpooling or by your personal vehicle? _____
If carpooling, will the vehicle used be your personal vehicle? _____
10. Approximate total cost of travel: \$ _____ or the approximate total miles to be claimed _____
11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. \$ 30.00

I affirm the above listed training and costs are the most reasonable cost to Titus County with all factors included.

Elected Official:  Date: 3-28-13

_____ County Judge	_____ Date
_____ Commissioner, Precinct 1	_____ Date
_____ Commissioner, Precinct 2	_____ Date
_____ Commissioner, Precinct 3	_____ Date
_____ Commissioner, Precinct 4	_____ Date

*Dianne Court
4-8-13*

Titus County
Training & Travel Authorization Form

Person requesting training: Judy Cook
Job Title: TAX ASSESSOR-COLLECTOR
Date of request: (Must be 30 days prior to training) _____

1. Title of conference, seminar or training INCOME APPROACH TO VALUE / CLASSROOM COURSE
2. Destination/location of training Austin, TX
3. Is training mandatory or optional _____?
4. Dates of training: April 22 to April 25
5. Dates of actual travel: April 21 + April 25
6. Cost of Registration: \$ 355.00
7. Total cost of meals (\$40.00 per day): \$ 200.00
8. Total cost of hotel/motel accommodations: \$ 501.40
9. Will you travel by carpooling or by your personal vehicle? Personal
If carpooling, will the vehicle used be your personal vehicle? _____
10. Approximate total cost of travel: \$ 366.69 or the approximate total miles to be claimed 649
11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. \$ 1,423.09

I affirm the above listed training and costs are the most reasonable cost to Titus County with all factors included.

Elected Official: Judy Cook Date: 3-28-13

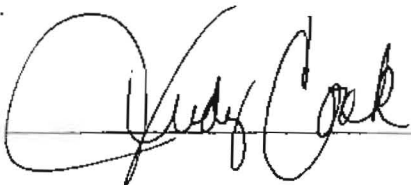
_____ County Judge	_____ Date
_____ Commissioner, Precinct 1	_____ Date
_____ Commissioner, Precinct 2	_____ Date
_____ Commissioner, Precinct 3	_____ Date
_____ Commissioner, Precinct 4	_____ Date

Titus County
Training & Travel Authorization Form

Person requesting training: RENEE MORGAN
Job Title: DEPUTY CLERK
Date of request: (Must be 30 days prior to training) _____

1. Title of conference, seminar or training INCOME APPROACH to Value (classroom course)
2. Destination/location of training Austin TX
3. Is training mandatory or optional _____?
4. Dates of training: April 22 to April 25
5. Dates of actual travel: April 21 April 25
6. Cost of Registration: \$ 355.00
7. Total cost of meals (\$40.00 per day): \$ 200.00
8. Total cost of hotel/motel accommodations: \$ —
9. Will you travel by carpooling or by your personal vehicle? —
If carpooling, will the vehicle used be your personal vehicle? —
10. Approximate total cost of travel: \$ — or the approximate total miles to be claimed —
11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. \$ — 555.00

I affirm the above listed training and costs are the most reasonable cost to Titus County with all factors included.

Elected Official:  Date: 3-28-13

_____ County Judge	_____ Date
_____ Commissioner, Precinct 1	_____ Date
_____ Commissioner, Precinct 2	_____ Date
_____ Commissioner, Precinct 3	_____ Date
_____ Commissioner, Precinct 4	_____ Date

Titus County
Training & Travel Authorization Form

Person requesting training: Valerie Morgan and Nicholas Arthus

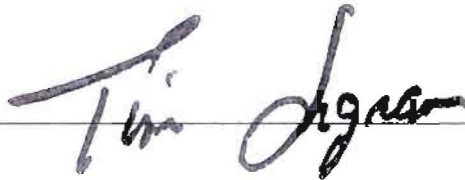
Job Title: Correction Officer

Date of request: (Must be 30 days prior to training) April 1, 2013

1. Title of conference, seminar or training Basic County Corrections Course
2. Destination/location of training Texarkana, Texas
3. Is training Mandatory Yes or optional _____ ?
4. Dates of training: 5/20/2013 to 6/5/2013
5. Dates of actual travel: 5/20/2013 to 6/5/2013
6. Cost of Registration. \$180.00 ea.
7. Total cost of meals (\$40.00 per day): \$0
8. Total Cost of Hotel/Motel accommodations \$0
9. Will you travel by carpooling or by your personal vehicle? Carpooling
If carpooling, will the vehicle used be your personal vehicle? No County Car
10. Approximate total cost of travel: 0 or the approximate total miles to be claimed _____
11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. \$480.00

I affirm the above listed training and costs are the most reasonable cost to Titus County with all factors included.

Elected Official: _____



Date: _____

County Judge

Date

Commissioner, Precinct 1

Date

Commissioner, Precinct 2

Date

Commissioner, Precinct 3

Date

Commissioner, Precinct 4

Date

Titus County
Training & Travel Authorization Form

Person requesting training: Brad Fosdick, Stephanie Thomas, Brandie Bell

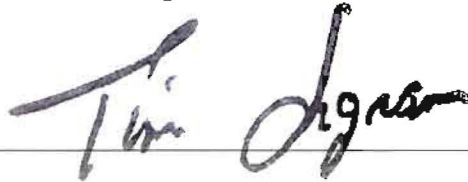
Job Title: Captain

Date of request: (Must be 30 days prior to training) April 1, 2013

1. Title of conference, seminar or training 27th Annual Texas Jail Association Conference
2. Destination/location of training Austin Texas
3. Is training Mandatory or optional Yes?
4. Dates of training: May 13, 2013 to May 17, 2013
5. Dates of actual travel: May 13 and May 17
6. Cost of Registration. \$585.00
7. Total cost of meals (\$40.00 per day): \$600.00
8. Total Cost of Hotel/Motel accommodations \$1278.00
9. Will you travel by carpooling or by your personal vehicle? carpooling
If carpooling, will the vehicle used be your personal vehicle? no county car
10. Approximate total cost of travel: or the approximate total miles to be claimed
11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. \$2463.00 paid for by SCAPP Grant 058-580-495

I affirm the above listed training and costs are the most reasonable cost to Titus County with all factors included.

Elected Official: _____



Date: _____

County Judge

Date

Commissioner, Precinct 1

Date

Commissioner, Precinct 2

Date

Commissioner, Precinct 3

Date

Commissioner, Precinct 4

Date

Titus County Training & Travel Authorization Form

Employee requesting training: Brian Lee
 Job Title: Judge Department: _____
 Date of request: (Must be 30 days prior to training) April 8, 2013

1. Is training Mandatory _____ or Optional Developmental ?
2. Dates of training: Apr 19 2013
3. Location of training Austin TX Dot Office Tex 21 Mtg
with Phil Wilson
Exec Director and
Legislative
Caucus
4. Dates of actual travel: Apr 18 - Apr 19
5. Cost of Registration including any mandatory fees, etc. \$ 0
6. Total cost of per diem for meals \$ 50
7. Total Cost of Hotel accommodations \$ 90
8. Transportation - Circle One >>> Personal Vehicle County Vehicle Other
9. Total cost of travel: \$ _____ or total miles to be claimed 630
10. Will training require additional work hours or overtime for attendee or replacement personnel? YES _____ NO If Yes, How many hours will be required? _____
11. Total approximate cost of training including cost of attendance, meals, hotel accommodations, travel, & additional personnel costs: \$ 486
12. Has this training been coordinated with all other Titus County attendees to same training to minimize total travel cost?
 YES NO _____ If not, training will not be approved.

Department Head: I affirm the above listed training and costs are the most reasonable cost to Titus County with all factors included.

YES _____ NO _____ If NO, document the reason for approval of this training rather than the most cost effective training.

Brian Lee

 Department Head

4-8-12

 Date

 County Judge

 Date