

Titus County Training & Travel Authorization Form

Employee requesting training: Brian Lee
Job Title: County Judge Department: Judge
Date of request: (Must be 30 days prior to training) 4-22-13

1. Is training Mandatory _____ or Optional Developmental ☒ ?
2. Dates of training: 6/6 to 6/7/2013
3. Location of training: Gelveston
4. Dates of actual travel: 6/5 & 6/7
5. Cost of Registration including any mandatory fees, etc. \$ 350
6. Total cost of per diem for meals \$ 120
7. Total Cost of Hotel accommodations \$ 120 x 2 = 240
8. Transportation - Circle One >>> Personal Vehicle County Vehicle Other
9. Total cost of travel: \$ 346.91 or total miles to be claimed 307 x 2 = 614 miles
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: \$ ~~1040~~ 1,056.91
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 P. Lee
Department Head

Date

County Judge

Date

Dianne
4-22-2013

Need to
pay reg.
fee before
5/20/13

Titus County
Training & Travel Authorization Form

Person requesting training: Debra Abston
Job Title: District Clerk
Date of request: (Must be 30 days prior to training) 4-19-13

1. Title of conference, seminar or training 118th Annual CDCAT Conference
2. Destination/location of training San Antonio
3. Is training mandatory yes or optional ?
4. Dates of training: June 16, 2013 to June 20, 2013
5. Dates of actual travel: June 16, 2013
6. Cost of Registration: \$ 250.00
7. Total cost of meals (\$40.00 per day): \$ 200.00
8. Total cost of hotel/motel accommodations: \$ 495.02
9. Will you travel by carpooling or by your personal vehicle? personal vehicle
If carpooling, will the vehicle used be your personal vehicle?
10. Approximate total cost of travel: \$ ~~436.80~~ 440.70 or the approximate total miles to be claimed 780
11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. \$ ~~1,381.82~~ 1,385.72

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

Elected Official: Debra Abston Date: 4-19-13

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: Carlock
Job Title: Patrol Sgt / K-9
Date of request: (Must be 30 days prior to training) _____

1. Title of conference, seminar or training K-9 certification
2. Destination/location of training Hillsboro, TX
3. Is training Mandatory ☒ or optional _____?
4. Dates of training: 05-22 to 05-24
5. Dates of actual travel: 05-22-05-24
6. Cost of Registration. \$ 500
7. Total cost of meals (\$40.00 per day): \$ ~~120~~
8. Total Cost of Hotel/Motel accommodations \$ 79.10 x 2 = 158.20 LAQUINTA (Hillsboro, TX)
9. Will you travel by carpooling or by your personal vehicle? County car
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. 738.20

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: Terry McDowell

Job Title: Lieutenant

Date of request: (Must be 30 days prior to training) May 24, 2013

1. Title of conference, seminar or training Taser Instructor Course Recertify
2. Destination/location of training Henderson Texas
3. Is training Mandatory Yes or optional _____?
4. Dates of training: 5/24/13 to 5/24/13
5. Dates of actual travel: 5/24/13
6. Cost of Registration: \$175.00
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? County Unit
If carpooling, will the vehicle used be your personal vehicle? no
10. Approximate total cost of travel: _____ or the approximate total miles to be claimed 0
11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. 175.00 plus fuel

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