

Dianne

Titus County Training & Travel Authorization Form


Person requesting training: Wayne Minor & Craig Brown

Job Title: Sgt. Investigator's

Date of request: (Must be 30 days prior to training) 01 / 30 / 2014

1. Title of conference, seminar or training Death and Homicide Investigation
2. Destination/location of training San Antonio, Texas
3. Is training Mandatory Yes or optional _____ ?
4. Dates of training: 03 / 24 / 2014 to 03 / 27 / 2014
5. Dates of actual travel: 03 / 23 / 2014 & 03 / 27 / 2014
6. Cost of Registration. \$250.00 X (2) = \$500.00
7. Total cost of meals (\$40.00 per day): \$160.00 X (2) = \$320.00
8. Total Cost of Hotel/Motel accommodations \$128.00 X (4) = \$512.00
9. Will you travel by carpooling or by your personal vehicle? County 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. Total cost is \$666.00 X (2) = \$1332.00 + 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

Dianne Court
2-10-2014