

Titus County
Training & Travel Authorization Form

Person requesting training: Sherry Johnson


Job Title: Corrections Officer

Date of request: (Must be 30 days prior to training) 05/20/2014

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: 06/16/2014 to 07/01/2014
5. Dates of actual travel: 06/16/2014 - 07/01/2014
6. Cost of Registration. \$\$180.00 plus \$30.00 Test Fee = \$210.00
7. Total cost of meals (\$20.00 per day): \$240.00
8. Total Cost of Hotel/Motel accommodations \$0
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: Fuel or the approximate total miles to be claimed _____
11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. \$450.00

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

Elected Official: _____



Date: _____

5-26-14

County Judge

Date

Commissioner, Precinct 1

Date

Commissioner, Precinct 2

Date

Commissioner, Precinct 3

Date

Commissioner, Precinct 4

Date