

Titus County  
Training & Travel Authorization Form

Person requesting training: Kendra, Jennifer, Paula, Joyce & Dianne  
Job Title: County Clerk's Office  
Date of request: (Must be 30 days prior to training) 8-25-14

1. Title of conference, seminar or training 2014 NUT DATA Regional Users Group Meeting
2. Destination/location of training Sulphur Springs
3. Is training mandatory \_\_\_\_\_ or optional ✓
4. Dates of training: August 20, 2014 to August 20, 2014
5. Dates of actual travel: August 20, 2014
6. Cost of Registration: \$ 0
7. Total cost of meals (\$40.00 per day): \$ ?
8. Total cost of hotel/motel accommodations: \$ 0
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: \$ 42.67 or the approximate total miles to be claimed 76.2
11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. \$ \_\_\_\_\_

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

Elected Official: \_\_\_\_\_

Dianne Morris

Date: \_\_\_\_\_

8-8-14

County Judge

Rene Lee

Date

8-18-14

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: everyone in District Clerk's Office

Job Title: \_\_\_\_\_

Date of request: (Must be 30 days prior to training) 8-20-14

1. Title of conference, seminar or training 2014 NET Data Regional Users Group Meeting
2. Destination/location of training Sulphur Springs
3. Is training Mandatory \_\_\_\_\_ or optional \_\_\_\_\_?
4. Dates of training: 8-20-14
5. Dates of actual travel: 8-20-14
6. Cost of Registration. \$ none
7. Total cost of meals (\$ ? per day): \$ will be all day \$130-150
8. Total Cost of Hotel/Motel accommodations \$ none
9. Will you travel by carpooling or by your personal vehicle? one car  
If carpooling, will the vehicle used be your personal vehicle? \_\_\_\_\_
10. Approximate total cost of travel: 43<sup>00</sup> or the approximate total miles to be claimed 76<sup>78</sup>
11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. 43<sup>00</sup> plus meals for five people

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

Elected Official: Delia Calston Date: 8-8-14

Brian Lu  
County Judge

8-18-14  
Date

\_\_\_\_\_  
Commissioner, Precinct 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner, Precinct 2

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner, Precinct 3

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner, Precinct 4

\_\_\_\_\_  
Date