

Titus County  
Training & Travel Authorization Form

To be reimb  
thro their Chptr 19  
funds.

Auditor Office  
DEC 05 2014  
Received

Person requesting training: Kristen Lytle  
Job Title: Assistant EA  
Date of request: (Must be 30 days prior to training) 12.5.14

1. Title of conference, seminar or training 2015 Mid Winter Conference
2. Destination/location of training Kerrville Texas
3. Is training Mandatory      or optional   ✓  ?
4. Dates of training: Jan 5 to Jan 9
5. Dates of actual travel: Jan 4
6. Cost of Registration. \$265 conference \$800 REO
7. Total cost of meals (\$40<sup>+5</sup> \$20<sup>+1</sup> per day): \$220
8. Total Cost of Hotel/Motel accommodations \$480.25
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: 471.52 or the approximate total miles to be claimed 842
11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. 2236.77

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

Elected Official: Kristen Lytle Date: 12.5.14  
Paul Rabun

County Judge \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

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