

Titus County
Training & Travel Authorization Form

Auditor O.M.
MAY 04 2016
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Person requesting training: Kaleb Martinez
Job Title: Corrections Officer
Date of request: (Must be 30 days prior to training) 04/29/2016

1. Title of conference, seminar or training Basic County Corrections Course
2. Destination/location of training Kilgore Texas
3. Is training Mandatory Yes or optional _____ ?
4. Dates of training: 06/13/2016 to 06/29/2016
5. Dates of actual travel: 06/13/2016 to 06/29/2016
6. Cost of Registration. \$\$200.00 plus \$30.00 Test Fee = \$230.00
7. Total cost of meals (\$20.00 per day): \$200.00
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. \$430.00

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

Elected Official: *Tim Digner* Date: _____

B. Lee Date: 5-9-16
County Judge Date

Commissioner, Precinct 1 Date

Commissioner, Precinct 2 Date

Commissioner, Precinct 3 Date

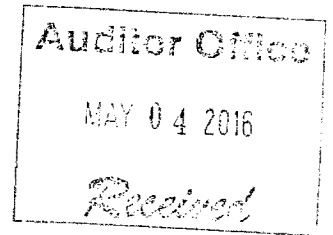
Commissioner, Precinct 4 Date

Titus County
Training & Travel Authorization Form

Person requesting training: Manuel Mora

Job Title: Corrections Officer

Date of request: (Must be 30 days prior to training) 04/29/2016



1. Title of conference, seminar or training Basic County Corrections Course
2. Destination/location of training Kilgore Texas
3. Is training Mandatory Yes or optional _____ ?
4. Dates of training: 06/13/2016 to 06/29/2016
5. Dates of actual travel: 06/13/2016 to 06/29/2016
6. Cost of Registration. \$\$200.00 plus \$30.00 Test Fee = \$230.00
7. Total cost of meals (\$20.00 per day): \$200.00
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. \$430.00

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

Elected Official: _____

Handwritten signature of Tim Digner in black ink.

Date: _____

County Judge

Handwritten signature of the County Judge in black ink.

Date

Handwritten date "5-9-16" in black ink.

Commissioner, Precinct 1

Date

Commissioner, Precinct 2

Date

Commissioner, Precinct 3

Date

Commissioner, Precinct 4

Date

Titus County
Training & Travel Authorization Form


Auditor Office
MAY 04 2016
Received

Person requesting training: Andrea Miller
Job Title: Records Clerk/Evidence Tech
Date of request: (Must be 30 days prior to training) 05/04/2016

1. Title of conference, seminar or training Uniform Crime Reporting Training
2. Destination/location of training Hurst, TX
3. Is training Mandatory Yes or optional _____?
4. Dates of training: June 14, 2016 to June 15, 2016
5. Dates of actual travel: June 13, 2016
6. Cost of Registration. \$0.00
7. Total cost of meals (\$40.00 per day): \$80
8. Total Cost of Hotel/Motel accommodations \$78.31
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. \$158.31 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: 5-9-16

Commissioner, Precinct 1 Date _____

Commissioner, Precinct 2 Date _____

Commissioner, Precinct 3 Date _____

Commissioner, Precinct 4 Date _____