

**Titus County  
Training & Travel Authorization Form**

Auditor Office  
JUN 17 2016  
Received

Employee requesting training: Chrissy Lytle  
Job Title: Election Administrator Department: Elections  
Date of request: (Must be 30 days prior to training) 6-17-16

1. Is training Mandatory \_\_\_\_\_ -or- Optional Developmental  ?
2. Dates of training: July 11 to July 13
3. Dates of actual travel: July 10 + July 13
4. Cost of Registration including any mandatory fees, etc. \$ 215
5. Total cost of per diem for meals \$ 160
6. Total Cost of Hotel accommodations \$ 466.75
7. Mode of travel: car
8. Total cost of travel: \$ 6353 or total miles to be claimed 625
9. Will training require additional work hours or overtime for attendee or replacement personnel? YES \_\_\_\_\_ NO  If Yes, How many hours will be required? \_\_\_\_\_
10. Total approximate cost of training including cost of attendance, meals, hotel accommodations, travel, & additional personnel costs: \$ 1193.75
11. Has this training been coordinated with all other attendees to same training to minimize total travel cost?  
YES \_\_\_\_\_ NO \_\_\_\_\_ If not, training will not be approved.

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

YES  NO \_\_\_\_\_ If NO, document the reason for approval of this training rather than the most cost effective training.

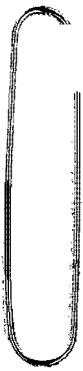
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Chrissy Lytle  
Department Head

06-17-16  
Date

B. Baker  
County Judge

6-27-16  
Date



# Titus County Training & Travel Authorization Form

Employee requesting training: LAKETIA BROOKS  
 Job Title: Election Clerk Department: July 10, 2016  
 Date of request: (Must be 30 days prior to training) \_\_\_\_\_

1. Is training Mandatory \_\_\_\_\_ -or- Optional Developmental  ?
2. Dates of training: July 11 to July 13
3. Dates of actual travel: July 10 - July 13
4. Cost of Registration including any mandatory fees, etc. \$ 215
5. Total cost of per diem for meals \$ 160
6. Total Cost of Hotel accommodations \$ 405.75
7. Mode of travel: Car personal
8. Total cost of travel: \$ 353 or total miles to be claimed 625
9. Will training require additional work hours or overtime for attendee or replacement personnel? YES \_\_\_\_\_ NO  If Yes, How many hours will be required? \_\_\_\_\_
10. Total approximate cost of training including cost of attendance, meals, hotel accommodations, travel, & additional personnel costs: \$ 978.75 + 215.00 fee
11. Has this training been coordinated with all other attendees to same training to minimize total travel cost? YES \_\_\_\_\_ NO \_\_\_\_\_ If not, training will not be approved. Total \$1193.75

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

YES  NO \_\_\_\_\_ If NO, document the reason for approval of this training rather than the most cost effective training.

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Kissy Lytle  
 Department Head

6-17-16  
 Date

B Lee  
 County Judge

6-27-16  
 Date

Titus County  
Training & Travel Authorization Form

Auditor Office  
JUN 22 2016  
Received

Person requesting training: Lise Toland  
Job Title: Reserve Deputy Constable  
Date of request: (Must be 30 days prior to training) 6-21-16

1. Title of conference, seminar or training Basic Mental Health
2. Destination/location of training New Boston, TX.
3. Is training Mandatory  or optional \_\_\_\_\_?
4. Dates of training: 7-18 to 7-22
5. Dates of actual travel: 7-18 thru 7-22
6. Cost of Registration. \$ 159.00
7. Total cost of meals (\$\_\_\_\_\_ per day): \$\_\_\_\_\_
8. Total Cost of Hotel/Motel accommodations \$\_\_\_\_\_
9. Will you travel by carpooling or by your personal vehicle? Carpool  
If carpooling, will the vehicle used be your personal vehicle? No
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. \$ 159.00

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

Elected Official: Ray Banett Date: 6-21-2016

B Lu Date: 6-27-16  
County Judge \_\_\_\_\_ Date \_\_\_\_\_

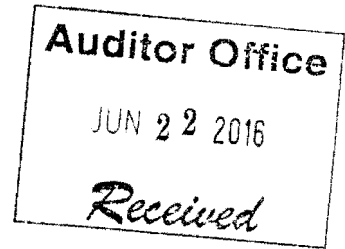
\_\_\_\_\_  
Commissioner, Precinct 1 \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

Titus County  
Training & Travel Authorization Form



Person requesting training: Ray Barrett  
Job Title: Constable Precinct 2  
Date of request: (Must be 30 days prior to training) 6-21-16

1. Title of conference, seminar or training Basic mental Health
2. Destination/location of training New Boston, TX.
3. Is training Mandatory  or optional ?
4. Dates of training: 7-18 to 7-22
5. Dates of actual travel: 7-18 Thru 7-22
6. Cost of Registration. \$ 159.00
7. Total cost of meals (\$ \_\_\_\_\_ per day): \$ \_\_\_\_\_
8. Total Cost of Hotel/Motel accommodations \$ \_\_\_\_\_
9. Will you travel by carpooling or by your personal vehicle? Carpool  
If carpooling, will the vehicle used be your personal vehicle? No
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. \$159.00

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

Elected Official: Ray Barrett Date: 6-21-2016

B. Lee \_\_\_\_\_ Date: 6-27-16  
County Judge

\_\_\_\_\_  
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: LeAnn Ogelsby  
 Job Title: Deputy Clerk  
 Date of request: (Must be 30 days prior to training) \_\_\_\_\_

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1. Title of conference, seminar or training TOWN TAXATION
2. Destination/location of training Longview
3. Is training Mandatory \_\_\_\_\_ or optional  ?
4. Dates of training: 7-11 to 7-13
5. Dates of actual travel: 3
6. Cost of Registration. \$ 85.00
7. Total cost of meals (\$ \_\_\_\_\_ per day): \$ \_\_\_\_\_
8. Total Cost of Hotel/Motel accommodations \$ 0
9. Will you travel by carpooling or by your personal vehicle? carpooling  
 If carpooling, will the vehicle used be your personal vehicle? No
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. \_\_\_\_\_

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

Elected Official: Judy Cook Date: 6-22-16

B Lu Date: 6-27-16  
 \_\_\_\_\_  
 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: Judy Cook  
Job Title: TR  
Date of request: (Must be 30 days prior to training) \_\_\_\_\_

Auditor Office  
JUN 23 2016  
Received

1. Title of conference, seminar or training TRUTH INTAKATION
2. Destination/location of training LORRAVIEW
3. Is training Mandatory Continuing Education or optional \_\_\_\_\_?
4. Dates of training: 7-11 to 7-13
5. Dates of actual travel: 3
6. Cost of Registration. \$ 85.00
7. Total cost of meals (\$ \_\_\_\_\_ per day): \$ \_\_\_\_\_
8. Total Cost of Hotel/Motel accommodations \$ 0
9. Will you travel by carpooling or by your personal vehicle? personal 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 325
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: Judy Cook Date: 6-22-16

B Lee Date: 6-27-16  
County Judge Date

Commissioner, Precinct 1 Date

Commissioner, Precinct 2 Date

Commissioner, Precinct 3 Date

Commissioner, Precinct 4 Date