

Titus County
Training & Travel Authorization Form

Auditor Office
JUL 13 2016
Received

Person requesting training: Steve Austin
Job Title: VSO / TCHC
Date of request: (Must be 30 days prior to training) July 12, 2016

- Title of conference, seminar or training: Annual Certification / Training TVC
- Destination/location of training: San Antonio
- Is training mandatory or optional once per year spring or Fall
- Dates of training: Sept 5 - to Sept 9
- Dates of actual travel: Sept 5 & Sept 9
- Cost of Registration: \$ _____
- Total cost of meals (\$40.00 per day): \$ 4 days @ 40 = \$160; 1 day @ 20 = \$20
- Total cost of hotel/motel accommodations: \$ 4 @ 120 + tax and parking fee \$400
- Will you travel by carpooling or by your personal vehicle? PV
If carpooling, will the vehicle used be your personal vehicle? _____
- Approximate total cost of travel: \$ _____ or the approximate total miles to be claimed 825 miles round trip 412.5 out way
- Total approximate cost of training including attendance, meals, hotel accommodations, and travel. \$ about \$1,109.⁰⁰

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

Official: [Signature] Date: 7/12/16

_____ 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

Auditor Office
JUL 21 2016
Received

Person requesting training: Debra Abston
Job Title: District Clerk
Date of request: (Must be 30 days prior to training) 10-18-2016

1. Title of conference, seminar or training ITPA 16th Annual Workshop
2. Destination/location of training Kerrville, TX
3. Is training mandatory Yes or optional ?
4. Dates of training: Oct 18, 2016 to Oct 20, 2016
5. Dates of actual travel: Oct 17-20, 2016
6. Cost of Registration: \$ 50.⁰⁰
7. Total cost of meals (\$40.00 per day): \$ 160.⁰⁰
8. Total cost of hotel/motel accommodations: \$ 306.71
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: \$ 457.⁹² or the approximate total miles to be claimed 848.⁰⁰
11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. \$ 969.⁶³

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

Elected Official: Debra Abston Date: 7-21-16

County Judge _____ Date _____

Commissioner, Precinct 1 _____ Date _____

Commissioner, Precinct 2 _____ Date _____

Commissioner, Precinct 3 _____ Date _____

Commissioner, Precinct 4 _____ Date _____