

Titus County
Training & Travel Authorization Form

Auditor Office
SEP 08 2016
Received

Person requesting training: Brian Lee
Job Title: Co Judge
Date of request: (Must be 30 days prior to training) 9-8-17

1. Title of conference, seminar or training Tex-21 Quarterly Mtg
2. Destination/location of training Austin
3. Is training mandatory _____ or optional X ?
4. Dates of training: Oct 21 to Oct 21
5. Dates of actual travel: Oct 21/22
6. Cost of Registration: \$ 0
7. Total cost of meals (\$40.00 per day): \$ 40 + 20
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: \$ _____ or the approximate total miles to be claimed 700 miles
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: Brian Lee Date: 9-8-16

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
SEP 09 2016
Received

Person requesting training: Joan Newman
Job Title: Titus County Clerk
Date of request: (Must be 30 days prior to training) September 08, 2016

1. Title of conference, seminar or training County & District Clerk Region VI Fall Meeting
2. Destination/location of training First Baptist Church 710 North Center, Bonham, Texas 75418
3. Is training mandatory _____ or optional Yes ?
4. Dates of training: September 20, 2016 to September 20, 2016
5. Dates of actual travel: September 20, 2016
6. Cost of Registration: \$ 30.00
7. Total cost of meals (\$40.00 per day): \$ -0-
8. Total cost of hotel/motel accommodations: \$ -0-
9. Will you travel by carpooling or by your personal vehicle? No
If carpooling, will the vehicle used be your personal vehicle? Yes
10. Approximate total cost of travel: \$ 98.82 or the approximate total miles to be claimed 183 X 0.54
11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. \$ 128.82

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

Elected Official: Joan Newman Date: 9-8-16

County Judge Date

Commissioner, Precinct 1 Date

Commissioner, Precinct 2 Date

Commissioner, Precinct 3 Date

Commissioner, Precinct 4 Date