

Titus County
Training & Travel Authorization Form

Person requesting training: Irma Dunn

Job Title: Chief Clerk

Date of request: (Must be 30 days prior to training) 09/21/2016

1. Title of conference, seminar or training Experienced Court Personnel Seminar
2. Destination/location of training Rockwall, Texas
3. Is training mandatory X or optional _____
4. Dates of training: 07/10/2017 to 07/12/2017
5. Dates of actual travel: 07/10/2017 , 07/12/2017
6. Cost of registration: \$150.00
7. Total cost of meals (\$40.00 per day): \$100.00
8. Total costs of hotel/motel accommodations: \$130.00 + 13% tax
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: \$N/A or the approximate total miles to be claimed N/A
11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. \$396.90

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

Elected Official: _____

Date: 9-21-16

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 21 2016

Received

Person requesting training: Wendy Mercier

Job Title: Clerk

Date of request: (Must be 30 days prior to training) 09/21/2016

1. Title of conference, seminar or training Experienced Court Personnel Seminar
2. Destination/location of training Rockwall, Texas
3. Is training mandatory X or optional _____
4. Dates of training: 07/10/2017 to 07/12/2017
5. Dates of actual travel: 07/10/2017 , 07/12/2017
6. Cost of registration: \$150.00
7. Total cost of meals (\$40.00 per day): \$100.00
8. Total costs of hotel/motel accommodations: \$130.00 + 13% tax
9. Will you travel by carpooling or by your personal vehicle? Carpooling
If carpooling, will the vehicle used be your personal vehicle? Yes
10. Approximate total cost of travel: \$ _____ or the approximate total miles to be claimed 194
11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. \$396.90 plus travel

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

Elected Official: _____

Date: _____

9-21-16

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 21 2016

Received

Person requesting training: Mishelle Livingston

Job Title: Clerk

Date of request: (Must be 30 days prior to training) 09/21/2016

1. Title of conference, seminar or training Experienced Court Personnel Seminar

2. Destination/location of training Galveston, Texas

3. Is training mandatory X or optional _____

4. Dates of training: 03/8/2017 to 03/10/2017

5. Dates of actual travel: 03/07/2017 , 03/10/2017

6. Cost of registration: \$150.00

7. Total cost of meals (\$40.00 per day): \$140.00

8. Total costs of hotel/motel accommodations: \$163.50 + 15% tax

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 305 ~~610~~

11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. \$478.02 plus travel

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

Elected Official: _____

Date: 9-20-16

County Judge

Date

Commissioner, Precinct 1

Date

Commissioner, Precinct 2

Date

Commissioner, Precinct 3

Date

Commissioner, Precinct 4

Date