

Titus County
Training & Travel Authorization Form

Auditor Office
AUG 25 2017
Received


Person requesting training: Russ Hall

Job Title: Corrections Officers

Date of request: (Must be 30 days prior to training) 08/18/2017

1. Title of conference, seminar or training Basic County Corrections Course
2. Destination/location of training Texarkana, Texas
3. Is training Mandatory Yes or optional _____?
4. Dates of training: 09/18/2017 to 10/03/2017
5. Dates of actual travel: 09/18/2017 to 10/03/2017
6. Cost of Registration. \$200.00 plus \$30.00 Test Fee = \$230.00 ea.
7. Total cost of meals (\$20.00 per day): \$240.00
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. \$470.00

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

Commissioner, Precinct 1 Date

Commissioner, Precinct 2 Date

Commissioner, Precinct 3 Date

Commissioner, Precinct 4 Date