

Sent over  
4/20/17

# Titus County Training & Travel Authorization Form

**Auditor Office**  
APR 20 2017  
*Received*

Person requesting training: Ryan McKinney and Carrington Burns

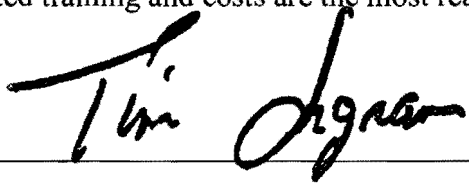
Job Title: Deputies

Date of request: (Must be 30 days prior to training) April 12, 2017

1. Title of conference, seminar or training Advanced roadside Interview Tech
2. Destination/location of training Texarkana, Texas
3. Is training Mandatory        or optional Yes?
4. Dates of training: May 17, 2017 to May 18, 2017
5. Dates of actual travel: May 17 and 18
6. Cost of Registration. \$Free
7. Total cost of meals (\$40.00 per day): \$0.00
8. Total Cost of Hotel/Motel accommodations \$0
9. Will you travel by carpooling or by your personal vehicle? yes  
If carpooling, will the vehicle used be your personal vehicle? no
10. Approximate total cost of travel: NA or the approximate total miles to be claimed NA
11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. \$0.00

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

Auditor Office  
APR 19 2017  
Received

# Titus County Training & Travel Authorization Form

Employee requesting training: Krissy Lytle  
Job Title: Election Administrator Department: Elections  
Date of request: (Must be 30 days prior to training) 04.19.17

1. Is training Mandatory  -or- Optional Developmental  ?
2. Dates of training: 7.31.17 to 8.2.17
3. Dates of actual travel: 7.30.17 - 8.2.17
4. Cost of Registration including any mandatory fees, etc. \$ 210
5. Total cost of per diem for meals \$ 160.00
6. Total Cost of Hotel accommodations \$ \_\_\_\_\_
7. Mode of travel: Car
8. Total cost of travel: \$ \_\_\_\_\_ 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? 40 for part time
10. Total approximate cost of training including cost of attendance, meals, hotel accommodations, travel, & additional personnel costs: \$ \_\_\_\_\_
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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Krissy Lytle  
Department Head

4.19.17  
Date

\_\_\_\_\_  
County Judge

\_\_\_\_\_  
Date

Auditor Office  
APR 19 2017  
Received

# Titus County Training & Travel Authorization Form

Employee requesting training: Lakeitha Brooks  
Job Title: Election Clerk Department: Elections  
Date of request: (Must be 30 days prior to training) \_\_\_\_\_

1. Is training Mandatory \_\_\_\_\_ -or- Optional Developmental \_\_\_\_\_?
2. Dates of training: July 31 to Aug. 2
3. Dates of actual travel: July 30 - Aug.
4. Cost of Registration including any mandatory fees, etc. \$ 210
5. Total cost of per diem for meals \$ 120
6. Total Cost of Hotel accommodations \$ 489.00
7. Mode of travel: Personal Car
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: \$ 959.00
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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Kerry Lyall  
Department Head

4.19.17  
Date

\_\_\_\_\_  
County Judge

\_\_\_\_\_  
Date

Titus County  
Training & Travel Authorization Form

Auditor Office  
APR 17 2017  
Received

Person requesting training: Joan Newman  
Job Title: Titus County Clerk  
Date of request: (Must be 30 days prior to training) April 17, 2017

1. Title of conference, seminar or training Texas College of Probate Judges
2. Destination/location of training Galveston, Texas
3. Is training mandatory  or optional ?
4. Dates of training: June 1, 2017 to June 2, 2017
5. Dates of actual travel: May 31, 2017 - June 2, 2017
6. Cost of Registration: \$ 350.00
7. Total cost of meals (\$40.00 per day): \$ 2.5 days @ \$40.00 = \$100.00
8. Total cost of hotel/motel accommodations: \$\$115.00X2 nights=\$230.00 plus tax = \$264.50
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: \$ 326.35 or the approximate total miles to be claimed 305 milesX2 X 0.535
11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. \$ 1,040.85

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: 4-17-17

_____ 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  
APR 10 2017  
Received

Person requesting training: PAUL R. LINDSEY  
Job Title: TITUS CO ATTORNEY INVESTIGATOR  
Date of request: (Must be 30 days prior to training) 4/7/17

1. Title of conference, seminar or training DWI TRAINING
2. Destination/location of training 1111 YELLOWJACKET RD ROCKWALL, TX
3. Is training Mandatory  or optional  ?
4. Dates of training: 5/12 to
5. Dates of actual travel: 5/12
6. Cost of Registration. \$ FREE
7. Total cost of meals (\$ N/A per day): \$
8. Total Cost of Hotel/Motel accommodations \$ N/A
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: \$101.32
11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. \$101.32

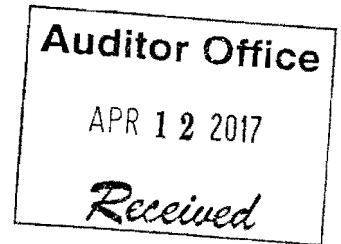
I affirm the above listed training and costs are the most reasonable cost to Titus County with all factors included.

Elected Official: [Signature] Date: 4-10-17

_____ County Judge	_____ Date
_____ Commissioner, Precinct 1	_____ Date
_____ Commissioner, Precinct 2	_____ Date
_____ Commissioner, Precinct 3	_____ Date
_____ Commissioner, Precinct 4	_____ Date

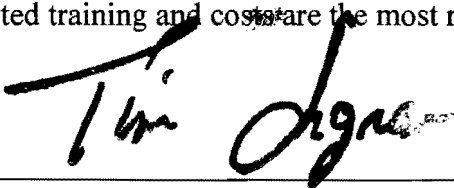
Titus County  
Training & Travel Authorization Form

Person requesting training: GINGER BROWN & CHANCE BANKS  
Job Title: DISPATCHER  
Date of request: (Must be 30 days prior to training) 04-06-2017



1. Title of conference, seminar or training TLETS/NLETS Basic Procedures (Tx/National Law Enforcement Telecommunications System)
2. Destination/location of training TYLER/FAULKNER PARK POLICE STATION
3. 574 WEST CUMBERLAND ROAD TYLER TX 75703
4. Is training Mandatory Yes or optional \_\_\_\_\_ ?
5. Dates of training: 5-16-17 to 5-18-17
6. Dates of actual travel: 5-16-17, 5-17-17 and 5-18-17
7. Cost of Registration. \$0.00
8. Total cost of meals (\$20.00 per day): \$120.00
9. Total Cost of Hotel/Motel accommodations \$0.00
10. Will you travel by carpooling or by your personal vehicle? County Vehicle  
If carpooling, will the vehicle used be your personal vehicle? \_\_\_\_\_
11. Approximate total cost of travel: fuel or the approximate total miles to be claimed \_\_\_\_\_
12. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. \$120.00

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

Titus County  
Training & Travel Authorization Form

**Auditor Office**  
MAR 28 2017  
*Received*

Person requesting training: Debra Abston  
Job Title: District Clerk  
Date of request: (Must be 30 days prior to training) 3-27-17

1. Title of conference, seminar or training 122<sup>nd</sup> Annual Coast Clerk Assoc of TX Conference
2. Destination/location of training South Padre Island
3. Is training mandatory Yes or optional ?
4. Dates of training: June 25, 2017 to June 29, 2017
5. Dates of actual travel: June 24-29, 2017
6. Cost of Registration: \$ 200.-
7. Total cost of meals (\$40.00 per day): \$ 220.00
8. Total cost of hotel/motel accommodations: \$ 649.75
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: \$ 1477.<sup>44</sup> or the approximate total miles to be claimed 2736.
11. Total approximate cost of training including attendance, meals, hotel accommodations, and travel. \$ 2347.19

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: 3-27-17

\_\_\_\_\_  
County Judge

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date