



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

PAGE 1 OF 35

DATE: 3/11/2025

SUBJECT: **Consideration of Out-Of-State Travel Request**

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider the following out-of-state travel request.

**BACKGROUND**

**Commissioner, Precinct 1**

**39<sup>th</sup> Annual National Organization of Black County Officials (NOBCO) Economic Development Conference, May 28 – June 1, 2025, Birmingham, Alabama, for Commissioner Roderick Miles Jr. and Jamal Williams, \$4,827.00**

The NOBCO conference will bring together county leaders, business leaders and other government officials to share innovative ideas and progressive programs to enhance the impact of county leaders. The attendees will attend policy and education sessions that impact counties.

**Commissioner, Precinct 2**

**39<sup>th</sup> Annual National Organization of Black County Officials (NOBCO) Economic Development Conference, May 28 – June 1, 2025, Birmingham, Alabama, for Commissioner Alisa Simmons, Gerald Hodges, and Tracy Scott, \$7,255.50**

The NOBCO conference will bring together county leaders, business leaders and other government officials to share innovative ideas and progressive programs to enhance the impact of county leaders. The attendees will attend policy and education sessions that impact counties.

SUBMITTED BY:	Administrator's Office	PREPARED BY: APPROVED BY:	Desirae S. Arebalo
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# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: \_\_\_\_\_ DATE: 3/11/2025 PAGE 2 OF 35

## **Criminal District Attorney**

### **International Outlaw Motorcycle Gang Investigators Association (IOMGIA), May 18 – May 23, 2025, Phoenix, Arizona, for Don Pilcher and Dani Wojciak, \$545.46**

The IOMGIA is an educational organization whose mission is to improve investigative skills and provide training from professional instructors with the most up-to-date information on combating outlaw motorcycle gangs. The attendees will gain knowledge on trends and updates on changes with the Outlaw Motorcycle Gang world. Both Attendees will be giving a case overview and outline their experience during a trial that was tried in Tarrant County.

\* Note: Lodging for two (2) nights, transportation, and per diem will be paid by IOMGIA.

## **Dispute Resolution**

### **Association of Family and Conciliation Courts (AFCC) 62<sup>nd</sup> Annual Conference, May 28 – May 31, 2025, New Orleans, Louisiana, for Susan Young, \$1,851.00**

The attendee will gain insight on successful expansion strategies and innovative approaches to meditation. The attendee will learn best practices through workshops and training.

## **Elections Administration**

### **Certified Elections Registration Administrator (CERA) Courses, March 23-29, 2025, Raleigh, North Carolina, for Clinton Ludwig, \$2,109.38**

The attendee will complete four (4) courses required for CERA certification.

## **Housing Assistance**

### **Nuts & Bolts of Housing and Urban Development (HUD) Accounting Housing Choice Voucher (HCV) Program, March 25-27, 2025, New Orleans, Louisiana, for Charles Jackson and Brittany Drake, \$3,555.58**

This seminar will focus on the implementation of the course's monthly and annual accounting procedures to ensure proper accounting and reporting for the Housing Choice Voucher program in accordance with the latest HUD regulations. The session will provide methodology for accounting and reporting HCV administrative fees, while also offering guidance on the precise preparation and submission of both the Voucher Management System and the Section 8 program Financial Data Schedule.



# COMMISSIONERS COURT COMMUNICATION

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## Information Technology

- A. Microsoft Fabric Community Conference, March 28 – April 4, 2025, Las Vegas, Nevada, Eduardo Alvarez, \$6,309.53**

Microsoft Fabric conference will help the county modernize data architecture and accelerate technology solutions to support its business goals. The attendee will gain skills to enhance data-driven decision-making, reduce IT complexity, and shift to a more efficient cloud-based operating expenditure model.

- B. Dell Technologies World, May 18-22, 2025, Las Vegas, Nevada, Anthony Jackson, \$4,249.50**

The attendee will have the opportunity to meet with various companies, partners, and sponsors of the Dell Technology platform. The insight gained will provide new data-driven strategies and drive productivity within the County.

- C. Gartner Security and Risk Management Summit 2025, June 8-11, 2025, National Harbor, Maryland, Russell Scott, \$2,241.46**

This conference will provide up to date information regarding cybersecurity and best practices for protecting the County's technology environment. The ability to meet one-on-one with industry experts to discuss specific topics to improve the county's security posture.

\* Note: Registration will be waived by Gartner.

## Public Health

- QuickBase Empower Conference, March 30 – April 2, 2025, New Orleans, Louisiana, Deep Shah, \$1,521.82**

QuickBase Empower Conference brings together data solutions professionals to discuss and share experiences, resources, and best practices for driving data infrastructure modernization.



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## Purchasing

### **Florida Association of Public Procurement Officials, Inc. Annual Conference, May 10-14, 2025, Orlando, Florida, Melissa Lee, \$480.00**

This conference provides leaders in procurement to network and gain knowledge to navigate challenges and achieve organizational goals. The attendee serves as the President of Texas Public Purchasing Association (TXPPA).

\* Note: Lodging, registration and transportation will be paid by TXPPA.

## Sheriff's Office

### **A. 836 Technologies CINT Commander II Training, March 19-21, 2025, Missoula, Montana, Kyle Hackett, Matthew Hayden, and Sabrina Quintanilla, \$3,726.12**

The training course is designed to provide equipment training for CINT Commander II and the 836 Tactical Video Phone users. The training topics include initial setup, software updates, deployment, configuration, and networking with the CINT commander satellite program.

### **B. 2025 Regional Career Fair, March 20, 2025, Shreveport, Louisiana, Michael Opdahl, Jeff Lang, and Sommer Garza, \$320.00**

The attendees will attend a Job Fair to recruit individuals from six (6) different colleges for detention officer and deputy vacancies in Tarrant County. In addition, the Sheriff's Office is requesting approval of an exception to the Travel Policy for the attendees to use one (1) County vehicle to travel to and from Shreveport, Louisiana.

### **C. Axon Leadership Technology Summit, March 25-27, 2025, Scottsdale, Arizona, Calvin Bond and John Grant, \$0.00\***

This Summit will bring together leaders from across the nation to learn and share best practices about how best to deploy their technologies. The attendees will participate in discussion and presentations on various topics on law enforcement equipment technology.

\* Note: All travel expenditures will be paid by Axon Tech.



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**Transportation Services**

**International Right of Way Association (IRWA), May 31 - June 5, 2025, Virginia Beach, Virginia, Jeremy Duskin, \$2,519.97**

This conference is designed to update right-of-way agents with the most relevant topics, provide presentation by top industry experts and educational sessions to contribute up to 24 hours towards the right of way agent recertification requirement.

**FISCAL IMPACT**

<b>Commissioner, Precinct 1</b>	588261/10000-2025/6110100000 = \$4,827.00
<b>Commissioner, Precinct 2</b>	588261/10000-2025/6210100000 = \$4,837.00 588261/26100-2025/6210300000 = \$2,418.50
<b>Criminal District Attorney</b>	588261/D8700-2025/4510300000 = \$545.46
<b>Dispute Resolution</b>	588261/10000-2025/4840100000 = \$1,851.00
<b>Elections Administration</b>	588261/T7300-2025/1420000000 = \$1,628.38 588261/10000-2025/1420000000 = \$481.00
<b>Housing Assistance</b>	588291/Grant-2004/R0014-2025/5590100000 = \$3,555.58
<b>Information Technology</b>	A. 588261/10000-2025/1810410000 = \$6,309.53 B. 588261/10000-2025/1810201000 = \$4,249.50 C. 588261/10000-2025/1810110000 = \$2,241.46
<b>Public Health</b>	588261/T0400-2025/5100016000 = \$1,521.82
<b>Purchasing</b>	588261/10000-2025/1830100000 = \$480.00
<b>Sheriff's Department</b>	A. 588261/10000-2025/2110550000 = \$3,726.12 B. 588291/10000-2025/2110110000 = \$240.00 588293/10000-2025/2110110000 = \$80.00 C. All travel expenditures will be paid by Axon Tech.
<b>Transportation Services</b>	588291/26100-2025/6510100000 = \$2,519.97



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Commissioner Pct. 1	Roderick Miles, Jr., Jamal Williams

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
39th Annual National Organization of Black County Officials Economic Development Conference

Destination: Birmingham, AL	Departure: 5/28/25	Return: 6/1/25
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**GSA RATE (Additional line provided if travel occurs over a two-month period.)**

GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 126.00	5/28/25 - 6/1/25
	-

**RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)**

The NOBCO Conference serves as a platform for county officials, business leaders, government officials, community service providers, and local communities to come together. It's a forum for exploring innovative ideas and progressive programs aimed at enriching the impact of county officials and leaders. Attendees will have the opportunity to network, learn and collaborate with industry peers and experts.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Roderick Miles, Jr.	\$ 279.00	4	5/28/25 - 6/1/25	\$ 1,116.00
	Jamal Williams	\$ 279.00	4	-	\$ 1,116.00
				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					<b>\$ 2,232.00</b>

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:		\$ 1,025.00
Transportation:		\$ 850.00
Other (specify):	Per Diem	\$ 720.00

**TOTAL FOR ALL TRAVEL EXPENDITURES \$ 4,827.00**

**ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)**

G/L# 588261 Fund# 10000-2025 Cost Center # 6110100000

Requested By: *JTR* Department Head/Elected Official: *JMZ*

## Your search for birmingham, Alabama (Jefferson including Birmingham)

Estimated per diem total: \$864 (Max lodging total + M&IE total)

### Lodging breakdown: May 28, 2025 - June 01, 2025

Date	Daily Rate	# of Nights	Total
May	\$126	4	\$504
June	\$126	0	\$0

Max lodging total: **\$504**

### Meals & incidental expenses breakdown: May 28, 2025 - June 01, 2025

Days, Month	Daily Rate	# of Days	Total
First day (05/28/25)*	\$60	1	\$60
Full day (May)	\$80	3	\$240
Last day (06/01/25)*	\$60	1	\$60

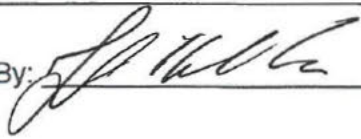
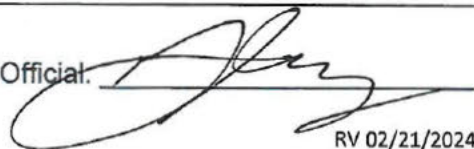
\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$360**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)			
Commissioner Pct 2		Alisa Simmons, Gerald Hodges and Tracy Scott			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
National Organization of Black County Economic Development Conference					
Destination: Birmingham - Jefferson County, Al		Departure: 5/28/25		Return: 6/1/25	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate			Date Range for GSA Lodging Rate		
\$ 126.00			5/28/25 - 6/1/25		
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
<p>The attendees will attend policy and educational sessions that impact counties and our constituents. Attendees will meet with other NOBCO members who are county leaders, business leaders and other government officials to learn more about innovative ideas and progressive programs to enrich the impact of county officials and leaders.</p> <p>Staff are staying at the host hotel, where they will not have a need for a rental car, pay for parking, or Uber to and from the conference, daily.</p>					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Alisa Simmons	\$ 279.00	4	5/28/25 - 6/1/25	\$ 1,116.00
	Gerald Hodges	\$ 279.00	4	5/28/25 - 6/1/25	\$ 1,116.00
	Tracy Scott	\$ 279.00	4	5/28/25 - 6/1/25	\$ 1,116.00
				-	
<b>Total Cost for Lodging for the Trip</b>					<b>\$ 3,348.00</b>
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	\$512.50 per person				\$ 1,537.50
Transportation:	\$430 Flight per person				\$ 1,290.00
Other (specify):	\$360 per diem per person				\$ 1,080.00
TOTAL FOR ALL TRAVEL EXPENDITURES					\$ 7,255.50
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588261/10000-2025/6210100000 = \$4,837.00					
588261/26100-2025/6210300000 = \$2,418.50					

Requested By:  Department Head/Elected Official: 

## Your search for birmingham, Alabama (Jefferson including Birmingham)

Estimated per diem total: \$864 (Max lodging total + M&IE total)

### Lodging breakdown: May 28, 2025 - June 01, 2025

Date	Daily Rate	# of Nights	Total
May	\$126	4	\$504
June	\$126	0	\$0

Max lodging total: **\$504**

### Meals & incidental expenses breakdown: May 28, 2025 - June 01, 2025

Days, Month	Daily Rate	# of Days	Total
First day (05/28/25)*	\$60	1	\$60
Full day (May)	\$80	3	\$240
Last day (06/01/25)*	\$60	1	\$60

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$360**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Criminal District Attorney	Don Pilcher and Dani Wojciak

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
International Outlaw Motorcycle Gang Investigators Association

Destination: Phoenix, AZ	Departure: 5/18/25	Return: 5/23/25
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**GSA RATE (Additional line provided if travel occurs over a two-month period.)**

GSA Lodging Rate	Date Range for GSA Lodging Rate
\$161.00	5/18/25 - 5/23/25
	-

**RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)**

The International Outlaw Motorcycle Gang Investigators Association (IOMGIA) has provided specialized training since 1974. This Training Institute's attendance is limited to federal, state, local law enforcement, and prosecution personnel. The IOMGIA is an educational organization whose mission is to improve investigative skills and information exchange and is comprised of training from professional instructors with the most up-to-date information on combating outlaw motorcycle gangs. This unique training opportunity will offer attendees timely information, trends, and updates on changes within the Outlaw Motorcycle Gang world. The 2025 curriculum will also focus on local South-Western United States Outlaw Motorcycle Gang issues. Some topics provided will include information on motorcycle gang violence, criminal activities, investigative techniques, and officer safety.

Chief Investigator Don Pilcher and Prosecutor Dani Wojciak will be giving a case overview and outlining their experience during a motorcycle gang trial that was tried in Tarrant County. They will be teaching attendees how to work with protected witnesses and victim family members.

The IOMGIA organization is paying for flights, 2 nights lodging, and per diem for our two speakers, Investigator Don Pilcher and Prosecutor Dani Wojciak. Dani Wojciak will also be staying an additional 3 nights to participate in the conference.

The per night lodging rate before taxes and fees is \$161.00.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Don Pilcher	\$ 0.00	2	5/19/25 - 5/21/25	\$ 0.00
	Dani Wojciak	\$ 0.00	2	5/18/25 - 5/19/25	\$ 0.00
	Dani Wojciak	\$ 181.82	3	5/20/25 - 5/23/25	\$ 545.46
				-	

<b>Total Cost for Lodging for the Trip</b>	
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Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	Registration is Free	\$ 0.00
Transportation:	Airfair is Free	\$ 0.00
Other (specify):		

<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>	<b>\$ 545.46</b>
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ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)
588261/D8700-2025/4510300000

Requested By: Don Pilcher  
Dani Wojciak Department Head/Elected Official:

# Your search for Phoenix, Arizona (Maricopa including Phoenix / Scottsdale)

Estimated per diem total: \$1278 (Max lodging total + M&IE total)

## Lodging breakdown: May 18, 2025 - May 23, 2025

### Date Daily Rate # of Nights Total

May \$161 5 \$805

Max lodging total: **\$805**

## Meals & incidental expenses breakdown: May 18, 2025 - May 23, 2025

### Days, Month Daily Rate # of Days Total

First day (05/18/25)\* \$64.50 1 \$64.50

Full day (May) \$86 4 \$344

Last day (05/23/25)\* \$64.50 1 \$64.50

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$473**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Dispute Resolution	Susan Young

**CONFERENCE NAME** (Acronyms should not be used. Please provide the full name of the conference/seminar.)  
 Association of Family and Conciliation Courts - 62nd Annual Conf. - Bridging Perspectives

Destination: New Orleans, Louisiana	Departure: 5/28/25	Return: 5/31/25
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**GSA RATE** (Additional line provided if travel occurs over a two-month period.)

GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 179.00	5/28/25 - 5/31/25
	-

**RATIONALE** (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)

Attending the AFCC conference benefits Tarrant County & Dispute Resolution in three ways:  
 1. The conference exposes the new director to global best practices through workshops and training.  
 2. The director can gain insights on successful expansion strategies and innovative approaches to mediation. Investing in the new director's development at this conference ensures she is well-equipped to lead TCDR towards greater effectiveness and positive impact on the community.  
 3. Given Tarrant County's position as a leading Dispute Resolution Center in Texas, it's crucial for our director to actively network and exchange best practices with other programs statewide. This fosters innovation and strengthens our ability to serve the community.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Susan Young	\$ 179.00	4	5/28/25 - 5/31/25	\$ 537.00
				-	
				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					<b>\$ 537.00</b>

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:		\$ 555.00
Transportation:		\$ 479.00
Other (specify):	Per Diem F/L \$60 x 2; \$80 x 2	\$ 280.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$ 1,851.00</b>

**ACCOUNT CODING** (Please include all Account Coding and the respective amount coming from each account.)

4840100000 Dispute Resolution  
 588261 Education

Requested By: Susan Young Department Head/Elected Official: [Signature]

# Your search for new orleans, Louisiana (Orleans / Jefferson Parishes including New Orleans)

Estimated per diem total: \$817 (Max lodging total + M&IE total)

## Lodging breakdown: May 28, 2025 - May 31, 2025

### Date Daily Rate # of Nights Total

May	\$179	3	\$537
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Max lodging total: **\$537**

## Meals & incidental expenses breakdown: May 28, 2025 - May 31, 2025

### Days, Month Daily Rate # of Days Total

First day (05/28/25)*	\$60	1	\$60
Full day (May)	\$80	2	\$160
Last day (05/31/25)*	\$60	1	\$60

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$280**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (if applicable, list additional names)
ELECTIONS ADMINISTRATION	CLINTON LUDWIG

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
CERA Course 2, 4, 8, and 9

Destination: RALEIGH, NC	Departure: 3/23/25	Return: 3/29/25
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**GSA RATE (Additional line provided if travel occurs over a two-month period.)**

GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 131.00	3/23/25 - 3/29/25
	-

**RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)**

As an Elections Administrator, Clint is required to complete courses for CERA certification to gain further knowledge and better serve the citizens of Tarrant County. The lodging cost exceeds the GSA rate; however, we will be using Chapter 19 funds to cover the expense. According to Mary Eliassen from the Secretary of State's office we only need to complete the SOS Max Lodging Justification Form for the cost to be covered.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	CLINTON LUDWIG	\$131.00	6	3/23/25 - 3/29/25	\$ 786.00
				-	
				-	
				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:		
Transportation:	Flight \$543.97 & Car Rental \$298.41	\$ 842.38
Other (specify):	Per Diem	\$ 481.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$2,109.38</b>

**ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)**

Chapter 19 Fund: 588261-T7300-2025-1420000000 \$1,628.38  
 General Fund: 588261-1000-2025-1420000000 \$481.00

Requested By: Clint Ludwig Department Head/Elected Official: Clint Ludwig

## Your search for Raleigh, North Carolina (Wake including Raleigh)

Estimated per diem total: \$1267 (Max lodging total + M&IE total)

### Lodging breakdown: March 23, 2025 - March 29, 2025

Date	Daily Rate	# of Nights	Total
March	\$131	6	\$786

Max lodging total: **\$786**

### Meals & incidental expenses breakdown: March 23, 2025 - March 29, 2025

Days, Month	Daily Rate	# of Days	Total
First day (03/23/25)*	\$55.50	1	\$55.50
Full day (Mar)	\$74	5	\$370
Last day (03/29/25)*	\$55.50	1	\$55.50

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$481**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)			
TC Housing Assistance Office		Charles Jackson, Finance Manager; Brittany Drake, Auditor's Office			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
Nuts & Bolts of Housing and Urban Development (HUD) Accounting Housing Choice Voucher (HCV) Program					
Destination: New Orleans, LA		Departure: 03/25		Return: 03/27	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$179.00		03/25 - 03/27			
		-			
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
<p>This seminar will implement the course's monthly &amp; annual accounting procedures to properly account and report for the HCV program per the latest HUD regulations. Analyze a simple methodology to account for and report HCV administrative fees. Examine tips for accurate preparation and submission of the Voucher Management System and Section 8 program Financial Data Schedule. Discuss relevant HCV program related HUD and updates. Review the proper methods monitor Housing Assistance Payment funds, HUD-held reserves, Restricted Net Position, and leasing. Implement HUD's Two Year Tool for the Tarrant County Housing Assistance Office. After researching approximately 18 other hotels in the surrounding area, it has been determined that the cost to stay at an off-sight hotel exceeds the amount to stay at the host hotel. The per night either exceeded the host hotel or had limited discounts and/or had non-refundable restrictions. This also avoids additional incidental expenses (i.e. Uber/Taxi - \$25+ one way, etc.), excluding to and from the airport..</p>					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Charles Jackson	\$179.00	2	03/25 - 03/27	\$358.00
	Brittany Drake	\$179.00	2	03/25 - 03/27	\$358.00
				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					<b>\$716.00</b>
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	\$725.00				\$1,450.00
Transportation:	\$494.79				\$989.58
Other (specify):	\$200.00 - Per Diem				\$400.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>					<b>\$3,555.58</b>
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
GL #588291; Grant-2004; Fund #R0014-2025; Cost Center #5590100000					

Requested By: Wayne Pollard Department Head/Elected Official: \_\_\_\_\_

## Your search for new orleans, Louisiana (Orleans / Jefferson Parishes including New Orleans)

Estimated per diem total: \$558 (Max lodging total + M&IE total)

### Lodging breakdown: March 25, 2025 - March 27, 2025

Date	Daily Rate	# of Nights	Total
March	\$179	2	\$358

Max lodging total: **\$358**

### Meals & incidental expenses breakdown: March 25, 2025 - March 27, 2025

Days, Month	Daily Rate	# of Days	Total
First day (03/25/25)*	\$60	1	\$60
Full day (Mar)	\$80	1	\$80
Last day (03/27/25)*	\$60	1	\$60

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$200**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Information Technology	Eduardo Alvarez

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
Microsoft Fabric Community Conference

Destination: <b>Las Vegas, NV</b>	Departure: <b>3/28/2025</b>	Return: <b>4/4/25</b>
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**GSA RATE** (Additional line provided if travel occurs over a two-month period.)

GSA Lodging Rate	Date Range for GSA Lodging Rate
\$159.00	3/28/25-4/4/25
	-

**RATIONALE** (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)

Microsoft Fabric is being leveraged as a platform to improve efficiency, decision-making, and service delivery. As Tarrant County seeks to improve data-driven decision-making for internal government functions such as the administration of criminal justice and its external services to residents. Gaining proficiency in Microsoft Fabric will empower the county to modernize its data architecture with the goal of:

- Reducing IT systems complexity and cost.
- Mitigating exposure to capital expenditures for hosting hardware on-premise to a more efficient operating expenditure model on cloud.
- Accelerating technology-based solutions to support business goals for leaders throughout the county.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Eduardo Alvarez	159.00	4	3/28 - 3/31	\$636.00
	Eduardo Alvarez	126.00	3	4/1 - 4/4	\$378.00
				-	
				-	

<b>Total Cost for Lodging for the Trip</b>	<b>\$1,014.00</b>
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Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:		3,649.00
Transportation:		509.96
Other (specify):	Per diem, mileage, airport parking, taxi	1,136.57
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$6,309.53</b>

**ACCOUNT CODING** (Please include all Account Coding and the respective amount coming from each account.)

10000-2025-588261-1810410000

 Michael Webb (Feb 14, 2025 12:08 CST)
  Russell Scott (Feb 14, 2025 12:10 CST)

Requested Eduardo Alvarez Department Head/Elected Official: Andre Stander

Avdhesh Gupta  
Avdhesh Gupta (Feb 14, 2025 11:43 CST)

# Your search for Las Vegas, Nevada (Clark including Las Vegas)

Estimated per diem total: \$1659 (Max lodging total + M&IE total)

## Lodging breakdown: March 28, 2025 - April 04, 2025

Date	Daily Rate	# of Nights	Total
March	\$159	4	\$636
April	\$126	3	\$378

Max lodging total: **\$1014**

## Meals & incidental expenses breakdown: March 28, 2025 - April 04, 2025

Days, Month	Daily Rate	# of Days	Total
First day (03/28/25)*	\$64.50	1	\$64.50
Full day (Mar)	\$86	3	\$258
Full day (Apr)	\$86	3	\$258
Last day (04/04/25)*	\$64.50	1	\$64.50

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$645**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)			
Information Technology		Anthony Jackson			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
Dell Technologies World					
Destination: Las Vegas, NV		Departure: 5/18/2025		Return: 5/22/2025	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$126.00		5/18/25 - 5/22/25			
		-			
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
<p>Dell Technologies World 2025 offers an immersive four-day experience focused on the latest technological advancements. This conference provides unparalleled opportunities for collaboration and learning, essential for the continued development and deployment of new capabilities within the County.</p> <p>Attending Dell Technologies World represents a unique opportunity to meet with various companies, partners, and sponsors of the Dell Technology platform. The insights gained will enable us to unlock new data-driven strategies and drive productivity within the County.</p>					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Anthony Jackson	\$126.00	4	5/18/25 - 5/22/25	504.00
				-	
				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:					2,595.00
Transportation:					361.00
Other (specify):	Per diem, mileage, parking, taxis, baggage fees				789.50
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>					<b>4,249.50</b>
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
10000-2025-588261-1810201000					

Requested By: Anthony Jackson  
Anthony Jackson (Feb 28, 2025 09:32 CST)

Department Head/Elected Official: [Signature]  
Andre Mendes (Feb 28, 2025 11:19 CST)

Avdeshh Gupta  
Avdeshh Gupta (Feb 28, 2025 09:34 CST)

[Signature]  
Russell Scott (Feb 28, 2025 09:38 CST)

RV 02/21/2024

# Your search for Las Vegas, Nevada (Clark including Las Vegas)

Estimated per diem total: \$891 (Max lodging total + M&IE total)

## Lodging breakdown: May 18, 2025 - May 22, 2025

Date	Daily Rate	# of Nights	Total
May	\$126	4	\$504

Max lodging total: **\$504**

## Meals & incidental expenses breakdown: May 18, 2025 - May 22, 2025

Days, Month	Daily Rate	# of Days	Total
First day (05/18/25)*	\$64.50	1	\$64.50
Full day (May)	\$86	3	\$258
Last day (05/22/25)*	\$64.50	1	\$64.50

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$387**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)				
Information Technology		Russell Scott				
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)						
Gartner Security & Risk Management Summit 2025						
Destination: National Harbor, MD			Departure: 6/8/25		Return: 6/11/25	
GSA RATE (Additional line provided if travel occurs over a two-month period.)						
GSA Lodging Rate			Date Range for GSA Lodging Rate			
\$ 276.00			6/8/25		- 6/11/25	
					-	
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)						
<p>This conference will provide up to date information regarding Cybersecurity and best practices for protecting the County's technology Environment. The ability to meet one-on-one with industry experts to discuss topics specific to Tarrant County will help drive continuous improvement of the County's security posture.</p> <p>The \$4,000 cost of this conference has been waived as part of our strategic partnership with Gartner.</p> <p>Hotel rate is at GSA rate of \$276.00</p>						
TRAVEL EXPENDITURES						
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:		Total Lodging Cost Per Attendee:
Lodging	Russell Scott	\$ 357.54	3	6/8/25 - 6/11/25		\$ 1,072.62
				-		
				-		
				-		
<b>Total Cost for Lodging for the Trip</b>						
Category:	Additional Details (ex: if the cost per attendee differs.)					Total Cost:
Registration:	Registration is Waived					\$ 0.00
Transportation:						\$ 538.00
Other (specify):						\$ 630.84
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>						<b>\$ 2,241.46</b>
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)						
10000-2025-588261-1810110000						

Requested By: *Avd* Department Head/Elected Official: *Andre*

Avdesh Gupta  
Avdesh Gupta (Feb 12, 2025 08:30 CST)

RV 02/21/2024

**Your search for National Harbor, Maryland (Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland) including District of Columbia)**

Estimated per diem total: \$1150 (Max lodging total + M&IE total)

**Lodging breakdown: June 08, 2025 - June 11, 2025**

**Date Daily Rate # of Nights Total**

June \$276 3 \$828

Max lodging total: **\$828**

**Meals & incidental expenses breakdown: June 08, 2025 - June 11, 2025**

<b>Days, Month</b>	<b>Daily Rate</b>	<b># of Days</b>	<b>Total</b>
First day (06/08/25)*	\$69	1	\$69
Full day (Jun)	\$92	2	\$184
Last day (06/11/25)*	\$69	1	\$69

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$322**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)			
Public Health		Deep Shah			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
QuickBase Empower Conference					
Destination: New Orleans, La		Departure: 3/30/25		Return: 4/2/25	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 179.00		3/30/25		- 3/31/25	
\$ 179.00		4/1/25		- 4/2/25	
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
<p>This conference will allow to learn and connect with others on how they are modernizing data infrastructure to advance and strengthen its capacity to transform data into action. It will also allow Data Solutions Informatics staff to discuss and share experiences, resources, and best practices for driving data infrastructure modernization. Additionally, the conference is important for enhancing our capabilities in automated workflows and functional database solutions. The conference provides a unique convergence of cutting-edge technology, best practices, and networking opportunities with pioneers in the field. The per night lodging rate before taxes is \$179.00.</p>					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Deep Shah	\$ 240.73	2	3/30/25 - 3/31/25	\$ 481.46
	Deep Shah	\$ 240.74	1	4/1/25 - 4/2/25	\$ 240.74
				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					<b>\$ 722.20</b>
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:					\$ 0.00
Transportation:	Uber, Flight, Baggage Fee				\$ 519.62
Other (specify):	Per Diem				\$ 280.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>					<b>\$ 1,521.82</b>
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588261/5100016000/T0400-2025/Not Rel Grant					

Requested By: Deep A. Shah  
Deep A. Shah (Feb 14, 2025 16:16 CST)

Department Head/Elected Official: *[Signature]*

02/25/2025

RV 02/21/2024

## **Your search for New Orleans, Louisiana (Orleans / Jefferson Parishes including New Orleans)**

Estimated per diem total: \$817 (Max lodging total + M&IE total)

### **Lodging breakdown: March 30, 2025 - April 02, 2025**

<b>Date</b>	<b>Daily Rate</b>	<b># of Nights</b>	<b>Total</b>
March	\$179	2	\$358
April	\$179	1	\$179

Max lodging total: \$537

### **Meals & incidental expenses breakdown: March 30, 2025 - April 02, 2025**

<b>Days, Month</b>	<b>Daily Rate</b>	<b># of Days</b>	<b>Total</b>
First day (03/30/25)*	\$60	1	\$60
Full day (Mar)	\$80	1	\$80
Full day (Apr)	\$80	1	\$80
Last day (04/02/25)*	\$60	1	\$60

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: \$280



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Purchasing	Melissa Lee

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
Florida Association of Public Procurement Officials, Inc. Annual Conference

Destination: Orlando, FL	Departure: 5/10/25	Return: 5/14/25
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GSA RATE (Additional line provided if travel occurs over a two-month period.)	
GSA Lodging Rate	Date Range for GSA Lodging Rate
	-
	-

**RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)**

I'm the current President of Texas Public Purchasing Association. FAPPO provides a complimentary registration to the conference and TXPPA association pays or room and airfare travel to other State and National associations conferences.

TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Paid by TxPPA			-	
				-	
				-	
				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	Paid - Complementary	
Transportation:	Travel to and from airport	\$ 120.00
Other (specify):	Per Diem	\$ 360.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$480.00</b>

**ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)**

588261/1830100000/10000-2025

Requested By: Melissa Lee Department Head/Elected Official: Christopher Long

# Your search for Orlando, Florida (Orange including Orlando)

Estimated per diem total: \$920 (Max lodging total + M&IE total)

## Lodging breakdown: May 10, 2025 - May 14, 2025

Date	Daily Rate	# of Nights	Total
May	\$140	4	\$560

Max lodging total: **\$560**

## Meals & incidental expenses breakdown: May 10, 2025 - May 14, 2025

Days, Month	Daily Rate	# of Days	Total
First day (05/10/25)*	\$60	1	\$60
Full day (May)	\$80	3	\$240
Last day (05/14/25)*	\$60	1	\$60

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$360**



# TARRANT COUNTY TRAVEL REQUEST

<b>DEPARTMENT</b>		<b>NAME</b> (If applicable, list additional names)			
TCSO		Kyle Hackett, Matthew Hayden, Sabrina Quintanilla			
<b>CONFERENCE NAME</b> (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
836 Technologies CINT Commander II Training					
Destination: Missoula Montana		Departure: 3/19/25		Return: 3/22/25	
<b>GSA RATE</b> (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 130.00		3/19/25		- 3/21/25	
		-			
<b>RATIONALE</b> (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
This is a 2-day train the trainer certification course for the CINT Commander II throw phone system that was purchased in January 2025 for the TCSO Crisis Negotiation Team. The per night lodging rate without taxes and fees is \$121.00					
<b>TRAVEL EXPENDITURES</b>					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Kyle Hackett	\$ 132.68	3	3/19/25 - 3/21/25	\$ 398.04
	Matthew Hayden	\$ 132.68	3	3/19/25 - 3/21/25	\$ 398.04
	Sabrina Quintanilla	\$ 132.68	3	3/19/25 - 3/21/25	\$ 398.04
				-	
<b>Total Cost for Lodging for the Trip</b>					\$ 1,194.12
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	The first 2 attendees are covered. It is \$120 per additional attendee.				\$ 120.00
Transportation:	1 rental vehicle for 4 days. Estimated \$153				\$ 153.00
Other (specify):	Airfare: \$530/person roundtrip; Per Diem: \$223/person				\$ 2,259.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>					\$ 3,726.12
<b>ACCOUNT CODING</b> (Please include all Account Coding and the respective amount coming from each account.)					
Account # 588261 Fund # 10000-2025, Cost Center # 2110550000: \$3,726.12					

Requested By: Sgt. K. Hackett 73149 Department Head/Elected Official: Bill S. [Signature]

# Your search for Missoula, Montana (Missoula including Missoula)

Estimated per diem total: \$445 (Max lodging total + M&IE total)

## Lodging breakdown: March 19, 2025 - March 21, 2025

Date	Daily Rate	# of Nights	Total
March	\$130	2	\$260

Max lodging total: **\$260**

## Meals & incidental expenses breakdown: March 19, 2025 - March 21, 2025

Days, Month	Daily Rate	# of Days	Total
First day (03/19/25)*	\$55.50	1	\$55.50
Full day (Mar)	\$74	1	\$74
Last day (03/21/25)*	\$55.50	1	\$55.50

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$185**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Sheriff - Training/Recruiting	Sgt. Michael Opdahl, Deputy Jeff Lang, Deputy Sommer Garza

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
2025 Regional Career Fair - Louisiana State University

Destination: Shreveport, LA.	Departure: 3/20/25	Return: 3/20/25
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**GSA RATE** (Additional line provided if travel occurs over a two-month period.)

GSA Lodging Rate	Date Range for GSA Lodging Rate
	-
	-

**RATIONALE** (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)

This is a day trip by the Sheriff's recruiting team to try and recruit individuals from six different colleges for detention officer and deputy vacancies so they can be hired by the Tarrant County Sheriff's Office.

A Tarrant County vehicle is being requested.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	N/A		0	-	\$ 0.00
				-	
				-	
				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					<b>\$ 0.00</b>

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	\$100 covers the cost of all three officers to attend	\$ 100.00
Transportation:	Fuel	\$ 100.00
Other (specify):	Meal per diem (\$40 x 3)	\$ 120.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$ 320.00</b>

**ACCOUNT CODING** (Please include all Account Coding and the respective amount coming from each account.)

588291-10000-2025-2110110000 (\$240)  
 588293-10000-2025-2110110000 (\$80)

Requested By: M Opdahl Department Head/Elected Official: Bill E. Johnson

# Your search for Shreveport, Louisiana ( including Standard Rate)

Estimated per diem total: \$51 (Max lodging total + M&IE total)

## Lodging breakdown: March 20, 2025 - March 20, 2025

Date	Daily Rate	# of Nights	Total
March	\$110	0	\$0

Max lodging total: \$0

## Meals & incidental expenses breakdown: March 20, 2025 - March 20, 2025

Days, Month	Daily Rate	# of Days	Total
First day (03/20/25)*	\$51	1	\$51

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: \$51



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Tarrant County Sheriff's Office	Calvin Bond and John Grant

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
Axon Leadership Technology Summit

Destination: Scottsdale, Arizona	Departure: 3/25/25	Return: 3/27/25
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**GSA RATE (Additional line provided if travel occurs over a two-month period.)**

GSA Lodging Rate	Date Range for GSA Lodging Rate
	-
	-

**RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)**

This Summit will bring together chiefs, sheriffs, colonels, and agency IT leaders from across the country, alongside with Axon product team members, to learn and share best practices about how best to deploy their technologies. All personnel attending will also have the opportunity to provide direct feedback on emerging technologies, ensuring they meet the evolving needs of agencies and the communities that are served on a daily basis. This summit will provide advanced opportunities for discussion and presentations on various topics. They hosting agency has agreed to cover travel and accommodation for both chiefs attending the summit.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Calvin Bond	\$ 0.00	3	-	\$ 0.00
	Derek Grant	\$ 0.00	3	-	\$ 0.00
				-	
				-	


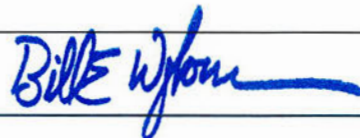
**Total Cost for Lodging for the Trip**

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	\$00.00	\$ 0.00
Transportation:	\$00.00	\$ 0.00
Other (specify):	\$00.00	\$ 0.00

**TOTAL FOR ALL TRAVEL EXPENDITURES**

**ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)**

588261-10000-2025-2110010000

Requested By:  Department Head/Elected Official:   
**Calvin C. Bond**

# Your search for Scottsdale, Arizona (Maricopa including Phoenix / Scottsdale)

Estimated per diem total: \$673 (Max lodging total + M&IE total)

## Lodging breakdown: March 25, 2025 - March 27, 2025

Date	Daily Rate	# of Nights	Total
March	\$229	2	\$458

Max lodging total: **\$458**

## Meals & incidental expenses breakdown: March 25, 2025 - March 27, 2025

Days, Month	Daily Rate	# of Days	Total
First day (03/25/25)*	\$64.50	1	\$64.50
Full day (Mar)	\$86	1	\$86
Last day (03/27/25)*	\$64.50	1	\$64.50

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$215**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Transportation Services	Jeremy Duskin

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
IRWA - International Right of Way Association

Destination: Virginia Beach, VA	Departure: 5/31/25	Return: 6/5/25
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**GSA RATE (Additional line provided if travel occurs over a two-month period.)**

GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 210.00	5/31/25 - 6/4/25

**RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)**

This conference is designed to update right-of-way agents with the most relevant topics, provide presentation by top industry experts and educational sessions to contribute up to 24 hours towards the right of way agent recertification requirement.

The attendee is requesting reimbursement at the GSA rate.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Jeremy	\$ 210.00	5	5/31/25 - 6/5/25	\$ 1,050.00
				-	
				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	Member Full Registration with Early Rate	\$ 675.00
Transportation:	Round trip airfare	\$ 461.97
Other (specify):	Per Diem for meals	\$ 333.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$2,519.97</b>

**ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)**

588291 / 6510100000 / 26100-2025

Requested By: Sarah Ventassel Department Head/Elected Official: \_\_\_\_\_

## Your search for Virginia Beach, Virginia (City of Virginia Beach including Virginia Beach)

Estimated per diem total: \$1371 (Max lodging total + M&IE total)

### Lodging breakdown: May 31, 2025 - June 05, 2025

#### Date Daily Rate # of Nights Total

May	\$124	1	\$124
June	\$210	4	\$840

Max lodging total: **\$964**

### Meals & incidental expenses breakdown: May 31, 2025 - June 05, 2025

Days, Month	Daily Rate	# of Days	Total
First day (05/31/25)*	\$55.50	1	\$55.50
Full day (Jun)	\$74	4	\$296
Last day (06/05/25)*	\$55.50	1	\$55.50

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$407**