



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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DATE: 5/20/2025

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

Law Library

American Association of Law Libraries (AALL), July 18-23, 2025, Portland, Oregon, for Colleen Hardy, \$3,143.00

The AALL annual conference will provide attendees with knowledge in legal research, library technology, and public service strategies to improve Tarrant County Law Library operations.

Public Health

Council of State and Territorial Epidemiologists 2025 Annual Conference, June 7-12, 2025, Grand Rapids, Michigan, for Obianujunwa Nweke, \$2,625.04

This conference brings together epidemiologist from around the nation to network and discussion current infectious disease trends, prevention strategies, and community engagement to reduce the burden of disease. This conference also provides the opportunity to participate in workshops demonstrating specific disease outbreaks and perspectives from the national, state, and territorial level.

Association for Professionals in Infection Control (APIC) Annual Conference and Expo, June 15-18, 2025, Phoenix, Arizona, for Kylie Reckinger, \$2,141.85

The APIC Conference will allow the attendee to network and engage with leading experts in the field. The attendee will gain insights into best practices and the latest scientific advancements concerning emerging health threats and healthcare associated infections.

SUBMITTED BY:	Administrator's Office	PREPARED BY: APPROVED BY:	Desirae S. Arebalo
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TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Law Library	Colleen Hardy

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
American Association of Law Libraries (AALL)

Destination: Portland, Oregon	Departure: 7/18/25	Return: 7/23/25
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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
\$ 155.00	7/18/25 - 7/23/25
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RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)

Attendance at the American Association of Law Libraries (AALL) annual conference—recognized as the most important educational and professional development event in the law library field—will provide the employee with valuable exposure to emerging trends in legal research, library technology, and public service strategies. Through sessions, trainings, and vendor engagement, the attendee will gain practical tools and insights to enhance the Law Library’s services and internal workflows. Upon return, the employee will compile key takeaways and resources to share with the full team, ensuring that the benefits extend organization-wide and support the continued growth and excellence of the Law Library.

TRAVEL EXPENDITURES

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Colleen Hardy	\$ 155.00	5	7/18/25 - 7/23/25	\$ 775.00
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Total Cost for Lodging for the Trip

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	American Association of Law Libraries (AALL) Conference Registration	\$ 895.00
Transportation:	Airfare and Rideshare	\$ 1,000.00
Other (specify):	Meals and Incidental Expenses	\$ 473.00
TOTAL FOR ALL TRAVEL EXPENDITURES		\$ 3,143.00

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

588291 / 24100-2025 / 4860100000

Requested By: Colleen Hardy Department Head/Elected Official: Cara Sitton

Your search for Portland, Oregon (Multnomah including Portland)

Estimated per diem total: \$1248 (Max lodging total + M&IE total)

Lodging breakdown: July 18, 2025 - July 23, 2025

Date	Daily Rate	# of Nights	Total
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July	\$155	5	\$775
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Max lodging total: \$775

Meals & incidental expenses breakdown: July 18, 2025 - July 23, 2025

Days, Month	Daily Rate	# of Days	Total
First day (07/18/25)*	\$64.50	1	\$64.50
Full day (Jul)	\$86	4	\$344
Last day (07/23/25)*	\$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)			
Public Health		Obianujunwa "Pearl" Nweke			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
Council of State and Territorial Epidemiologists 2025 ANNUAL CONFERENCE					
Destination: Grand Rapids, MI		Departure: 6/7/25		Return: 6/12/25	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 119.00		6/7/25		- 6/12/25	
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
<p>Attending the CSTE Annual Conference will enhance my epidemiology skills and directly benefit the Epi. department by bringing back, up-to-date knowledge on national surveillance standards, improving outbreak response strategies, and identifying innovative tools to strengthen data quality and reporting. It also supports cross-jurisdictional collaboration, helping to inform and improve our local public health initiatives.</p> <p>NOTE: Lodging rate per night before fees & taxes is the GSA rate: \$119.00.</p>					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Obianujunwa "Pearl"	\$ 136.85	5	6/7/25 - 6/12/25	\$ 684.25
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Total Cost for Lodging for the Trip					\$684.25
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	805.00				\$ 805.00
Transportation:	695.79				\$ 695.79
Other (specify):	Per Diem				\$ 440.00
TOTAL FOR ALL TRAVEL EXPENDITURES					\$ 2,625.04
ACCOUNT CODING (Please include all account coding and the respective amount coming from each account.)					
588261/5100601000/T0400-2025-\$2,625.04					

Requested By: Pearl Nweke (Apr 17, 2025 03:58 CDT) 04/17/2025 Department Head/Elected Official: [Signature]

Your search for Grand Rapids, Michigan (Kent including Grand Rapids)

Estimated per diem total: \$1035 (Max lodging total + M&IE total)

Lodging breakdown: June 07, 2025 - June 12, 2025

Date Daily Rate # of Nights Total

June \$119 5 \$595

Max lodging total: **\$595**

Meals & incidental expenses breakdown: June 07, 2025 - June 12, 2025

Days, Month Daily Rate # of Days Total

First day (06/07/25)*	\$60	1	\$60
Full day (Jun)	\$80	4	\$320
Last day (06/12/25)*	\$60	1	\$60

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

M&IE total: **\$440**



TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)			
Public Health		Kylie G. Reckinger			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
Association for Professionals in Infection Control Annual Conference and Expo					
Destination: Phoenix, AZ		Departure: 6/15/25		Return: 6/18/25	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 113.00		6/15/25 - 6/18/25			
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
<p>Attending the APIC (Association for Professionals in Infection Control) annual conference will provide me with an opportunity to learn the best practices and leading science for infection control concerning challenges such as emerging health threats and healthcare associated infections. Gathering with professionals who have similar community challenges within their regions is extraordinarily helpful in learning their approaches so we can be better prepared as a community.</p> <p>NOTE: Lodging rate per night before fees & taxes is the GSA rate of \$113.00.</p>					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Kylie G. Reckinger	\$ 127.20	3	6/15/25 - 6/18/25	\$ 381.61
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Total Cost for Lodging for the Trip					\$381.61
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	915.00				\$ 915.00
Transportation:	544.24				\$ 544.24
Other (specify):	Per Diem				\$ 301.00
TOTAL FOR ALL TRAVEL EXPENDITURES					\$ 2,141.85
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588261/5100601000/T0400-2025-\$2,141.85					

Requested By: Kylie Reckinger 04/22/2025 Department Head/Elected Official: [Signature]

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

Estimated per diem total: \$640 (Max lodging total + M&IE total)

Lodging breakdown: June 15, 2025 - June 18, 2025

Date Daily Rate # of Nights Total

June	\$113	3	\$339
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Max lodging total: **\$339**

Meals & incidental expenses breakdown: June 15, 2025 - June 18, 2025

Days, Month Daily Rate # of Days Total

First day (06/15/25)*	\$64.50	1	\$64.50
Full day (Jun)	\$86	2	\$172
Last day (06/18/25)*	\$64.50	1	\$64.50

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

M&IE total: **\$301**