COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER

DATE: 08/19/2025

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

AgriLife Extension Service	**International Plant Production Society (IPPS) Southern Region 2025 Annual Meeting, October 18-22, 2025, Orlando, Florida, for Laura M. Miller, $1,666.12** This meeting will provide professional development for the attendee, including education about nursery operations at the University of Florida Research and Education Center. The attendee will also be receiving the Fellows Award at the Meeting.
HIV Administration	**Ending the HIV Epidemic Intensive Technical Assistance Workshop, October 20-22, 2025, Washington, D.C., for Lisa McKamie-Muttiah, Susan Renee Thomas, Rasheda Bell, and Lonnetta Wilson, $0.00*** This workshop will provide Tarrant County the opportunity to receive additional support in order to accelerate the impact of their programs. As a recipient of government funds from the Ending the Epidemic initiative, Tarrant County is required to attend this session in D.C. *Note: All travel expenditures will be paid by NASTAD.
Housing Assistance Office	**National Association of Housing and Redevelopment Officials (NAHRO) 2025 National Conference, September 26 - October 2, 2025, Phoenix, Arizona, for Wayne Pollard, $2,885.77** NAHRO provides analysis and training to improve affordable housing in sustainable communities in Tarrant County. The attendee serves as Chair of the Texas NAHRO Housing Committee and the NAHRO Fellowship. Additionally, the attendee's travel has been extended to include attendance to the SW NAHRO Committee Board Meetings.

SUBMITTED BY:	Administrator's Office	PREPARED BY: APPROVED BY:	Kendal Z. Rash

Information Technology

Gartner IT Symposium, October 19-23, 2025, Orlando, Florida, for Andre Mendes, $2,104.45

This symposium allows the attendee to garner new IT knowledge and develop both strategic and tactical steps to enable functionality improvements, significant cost reduction, and sizable cost avoidance.

Medical Examiner

National Association of Medical Examiner's (NAME) Annual Meeting, October 16-22, 2025, Louisville, Kentucky, for Dr. Richard Fries, Dr. Erin Hall, Dr. Mark Shelly, Dr. Michael Chaump, Dr. Tasha Zemrus, Dr. Stacey Murthy, and Dr. Fangnan Ndam, $18,533.00

The annual NAME meeting offers an educational opportunity for physician medical examiners, providing a national perspective on medicolegal death investigation practices, including autopsy procedures. The attendees will participate in the event by presenting original scientific research.

Sheriff's Office

A. National Internal Affairs Training and Certification, November 30 - December 5, 2025, Las Vegas, Nevada, for William Wright, $2,768.85

The purpose of attending this certification program is to obtain the Professional Internal Affairs Certification, a nationally recognized credential that verifies an individual has met rigorous academic, professional, and ethical standards specific to Internal Affairs, Professional Standards, and Administrative Investigations.

B. Shallow Creek Kennels Handler Training for New Patrol K9, September 13 - October 26, 2025, Sharpsville, Pennsylvania, for Deputy Lyle Bremmeyer, $3,954.00

The attendee will train with professionals as a dual purpose K9 handler and further the selected dog's training for patrol duties. The attendee will reside on-site at the Kennel's barracks without incurring any lodging costs to the county. In addition, the Sheriff's Office is requesting an exception to the Travel Policy for the attendee to use one (1) County vehicle for travel to and from the event.

FISCAL IMPACT

AgriLife Extension Service		588261/10000-2025/5710100000 = $1,666.12
HIV Administration		All travel expenditures will be paid by NASTAD.
Housing Assistance Office		588291/R0014-2025/5590100000/grant-2004 = $2,885.77
Information Technology		588261/10000-2026/1810110000=$2,104.45
Medical Examiner		588261/10000-2025/2310100000= $18,533.00
Sheriff's Office	**A.**	588261/10000-2025/2110430000 = $2,768.85
	B.	545051/45100-2025/2110510000 = $3,954.00

TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Texas A&M AgriLife Extension Service	Laura M. Miller

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

IPPS Southern Region 2025 Annual Meeting

Destination: Orlando, Florida	Departure: 10/18/25	Return: 10/22/25

GSA RATE (Additional line provided if travel occurs over a two-month period.)

GSA Lodging Rate	Date Range for GSA Lodging Rate
$ 140.00	10/18/25 - 10/22/25
	-

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

Laura M. Miller to attend the IPPS Southern Region meeting for professional development including tours of nursery operations and the University of Florida Research and Education Center at Apopka. She will be receiving the Fellows Award.

** Lodging Taxes are unknown until after checkout. Cant book the hotel until registration opens Sept. 18th 2025

TRAVEL EXPENDITURES

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Laura M. Miller	$ 140.00	4	10/18/25 - 10/22/25	$ 560.00
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Total Cost for Lodging for the Trip					$ 560.00

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	Early Registration Rate -$575.00	$ 575.00
Transportation:	Dallas Love Field Flight # WN1131/WN51	$ 171.12
Other (specify):	Per diem first/last day: $60.00, Full days (3): $80.00	$ 360.00
TOTAL FOR ALL TRAVEL EXPENDITURES		$ 1,666.12

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

10000-2025-588261-5710100000

Requested By: Laura M. Miller Department Head/Elected Official:

Your search for Orlando, Florida (Orange including Orlando)

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

Lodging breakdown: October 18, 2025 - October 22, 2025

Date	Daily Rate	# of Nights	Total
October	$140	4	$560

Max lodging total: **$560**

Meals & incidental expenses breakdown: October 18, 2025 - October 22, 2025

Days, Month	Daily Rate	# of Days	Total
First day (10/18/25)*	$60	1	$60
Full day (Oct)	$80	3	$240
Last day (10/22/25)*	$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)
HIV Administrative Agency	Lisa McKamie Muttiah, S. Renee Thomas, Rasheda Bell, and Lonnetta Wilson

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

Ending the HIV Epidemic Intensive Technical Assistance Workshop

Destination: Washington, D.C.	Departure: 10/20/25	Return: 10/22/25

GSA RATE (Additional line provided if travel occurs over a two-month period.)

GSA Lodging Rate	Date Range for GSA Lodging Rate
$ 275.00	10/20/25 - 10/22/25
	-

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

The Health Resources and Services Administration (HRSA) HIV/AIDS Bureau (HAB) in partnership with EHE Technical Systems Provider (TAP), Georgetown University (GU), and EHE Systems Coordination Provider (SCP), NASTAD is hosting Intensive Technical Assistance (TA) sessions for Ending the HIV Epidemic (EHE) funded jurisdictions. The two-day intensive session will provide Tarrant County the opportunity to receive additional support with identifying lessons learned, innovations, partnership opportunities, and strategic planning, to accelerate the impact of EHE programs.

As an Ending the Epidemic (EHE) recipient, Tarrant County is required to attend the session in Washington, D.C. The meeting brings together EHE jurisdiction leaders to identify and develop concrete plans to execute at least one focused and strategic initiative to achieve positive outcomes for people living with HIV in their jurisdictions.

TRAVEL EXPENDITURES

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	L. Muttiah	$ 0.00	2	10/20/25 - 10/22/25	$ 0.00
	S.R. Thomas	$ 0.00	2	10/20/25 - 10/22/25	$ 0.00
	R. Bell	$ 0.00	2	10/20/25 - 10/22/25	$ 0.00
	L. Wilson	$ 0.00	2	10/20/25 - 10/22/25	$ 0.00
				-	
Total Cost for Lodging for the Trip					

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:		$ 0.00
Transportation:		$ 0.00
Other (specify):		$ 0.00
TOTAL FOR ALL TRAVEL EXPENDITURES		$ 0.00

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

All expenses will be paid by National Alliance of State & Territorial AIDS Directors (NASTAD).

Requested By: Dulce Lozano (Aug 1, 2025 18:20:10 CDT) Department Head/Elected Official: Lisa McKamie-Muttiah (Aug 2, 2025 01:42:16 CDT)

Your search for District of Columbia (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: $780 (Max lodging total + M&IE total)

Lodging breakdown: October 20, 2025 - October 22, 2025

Date	Daily Rate	# of Nights	Total
October	$275	2	$550

Max lodging total: **$550**

Meals & incidental expenses breakdown: October 20, 2025 - October 22, 2025

Days, Month	Daily Rate	# of Days	Total
First day (10/20/25)*	$69	1	$69
Full day (Oct)	$92	1	$92
Last day (10/22/25)*	$69	1	$69

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

M&IE total: **$230**

TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Tarrant County Housing Asst. Ofc.	Wayne Pollard

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

National Association of Housing and Redevelopment Officials (NAHRO) 2025 National Conference

Destination:	Departure:	Return:
Phoenix, AZ	09/26/2025	10/02/2025

GSA RATE (Additional line provided if travel occurs over a two-month period.)

GSA Lodging Rate	Date Range for GSA Lodging Rate
$160.00	09/26/2025 - 10/02/2025
	-

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

As Director of the Tarrant County Housing Assistance Office and an active member of the National Association of Housing and Redevelopment Officials (NAHRO), it is vital for me to attend the annual National Conference. My active role within NAHRO further underscores the importance of my participation. I currently serve as Chair of the Texas NAHRO Housing Committee and the NAHRO Fellowship. This conference is a significant opportunity to engage with the incoming Housing and Urban Development leadership and gain firsthand insight into their housing strategies for the next four years. I will participate in critical sessions and meet directly with lawmakers or their aides to educate and discuss pressing affordable housing and community development issues affecting our region. Attending the conference will ensure that Tarrant County's voice is heard and our concerns are addressed. I am confident this opportunity will further our mission to provide effective housing solutions for those we serve. Tarrant County has always benefited from my attendance by receiving additional funding and services. Days extended to attend SW NAHRO Committee Board Meetings.

TRAVEL EXPENDITURES

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Wayne Pollard	$160.00	6	09/26 - 10/02	$960.00
				-	
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				-	
				-	
Total Cost for Lodging for the Trip					

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:		$845.00
Transportation:		$521.77
Other (specify):	Per Diem	$559.00
TOTAL FOR ALL TRAVEL EXPENDITURES		$2,885.77

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, Director* Department Head/Elected Official: _____

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

Estimated per diem total: $1519 (Max lodging total + M&IE total)

Lodging breakdown: September 26, 2025 - October 02, 2025

Date	Daily Rate	# of Nights	Total
September	$160	5	$800
October	$160	1	$160

Max lodging total: **$960**

Meals & incidental expenses breakdown: September 26, 2025 - October 02, 2025

Days, Month	Daily Rate	# of Days	Total
First day (09/26/25)*	$64.50	1	$64.50
Full day (Sep)	$86	4	$344
Full day (Oct)	$86	1	$86
Last day (10/02/25)*	$64.50	1	$64.50

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

M&IE total: **$559**

TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Information Technology	Andre Mendes

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

Gartner IT Symposium

Destination: Orlando, FL	Departure: 10/19/25	Return: 10/23/25

GSA RATE (Additional line provided if travel occurs over a two-month period.)

GSA Lodging Rate	Date Range for GSA Lodging Rate
$160.00	10/19/25 - 10/23/25
	-

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

Tarrant County's IT will undergo a profound transformation over the next 5 years.

The industry is changing at light speed and abandoning a lot of the precepts of IT operations and development.

The Annual Gartner Symposium is the single best venue to gather knowledge and develop both strategic and tactical steps to enable dramatic functionality improvements, significant cost reduction, and sizable cost avoidance.

With complementary access, attendance at this conference is limited to travel costs which we will endeavor to minimize to the highest degree.

TRAVEL EXPENDITURES

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Andre Mendes	$140.63	4	10/19/25 - 10/23/25	$562.52
				-	
				-	
				-	
				-	
Total Cost for Lodging for the Trip					

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	Gartner is waiving the registration fee of $5,925	$0.00
Transportation:		$464.00
Other (specify):	Per diem, taxi, parking, mileage, baggage fees	$1077.93
TOTAL FOR ALL TRAVEL EXPENDITURES		$2,104.45

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

10000-2026-588261-1810110000

Requested By: Andre Mendes (Jul 14, 2025 16:43 CDT) 5/28/25

Department Head/Elected Official: Andre Mendes (Jul 14, 2025 16:43 CDT) 5/28/25

Avdhesh Gupta (Jul 15, 2025 19:55 CDT)

Russell Scott (Jul 15, 2025 06:42 CDT)

Your search for Orlando, Florida (Orange including Orlando)

Estimated per diem total: $1027 (Max lodging total + M&IE total)

Lodging breakdown: October 19, 2025 - October 23, 2025

Date	Daily Rate	# of Nights	Total
October	$160	4	$640

Max lodging total: **$640**

Meals & incidental expenses breakdown: October 19, 2025 - October 23, 2025

Days, Month	Daily Rate	# of Days	Total
First day (10/19/25)*	$64.50	1	$64.50
Full day (Oct)	$86	3	$258
Last day (10/23/25)*	$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)
Medical Examiner	Dr. Richard Fries, Dr. Erin Hall, Dr. Mark Shelly, Dr. Michael Chaump, Dr. Tasha Zemrus, Dr. Stacey Murthy, Dr. Fangnan Ndam

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

National Association of Medical Examiner's (NAME) Annual Meeting 2025

Destination: Louisville, Kentucky	Departure: 10/16/25	Return: 10/22/25

GSA RATE (Additional line provided if travel occurs over a two-month period.)

GSA Lodging Rate	Date Range for GSA Lodging Rate
$ 160.00	10/16/25 - 10/22/25
	-

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

The annual NAME meeting offers a vital educational opportunity for physician medical examiners, providing a national perspective on medicolegal death investigation practices, including autopsy procedures. The conference features a comprehensive program of scientific presentations, hands-on workshops, and collaborative group discussions, all of which contribute to professional development and the advancement of forensic pathology.

Several attendees from the Tarrant County Medical Examiner's Office will actively participate in the meeting by presenting original scientific research, supporting research presentations, representing the office in official capacities, and contributing to the work of the NAME Board of Directors and its subcommittees. Attendance at this conference not only enhances individual expertise but also strengthens the visibility and leadership of our office within the national forensic community.

TRAVEL EXPENDITURES

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Dr. Fries, Dr. Murthy	$ 160.00, $ 160.00	6	10/16/25 - 10/22/25	$ 1,920.00
	Dr. Hall, Dr. Shelly	$ 160.00, $ 160.00	6	10/16/25 - 10/22/25	$ 1,920.00
	Dr. Chaump	$ 160.00	6	10/16/25 - 10/22/25	$ 960.00
	Dr. Ndam	$ 160.00	6	10/16/25 - 10/22/25	$ 960.00
	Dr. Zemrus	$ 160.00	6	10/16/25 - 10/22/25	$ 960.00
Total Cost for Lodging for the Trip					$ 6,720.00

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	Registration is $850.00 per member; free for fellows-in-training	$ 5,100.00
Transportation:	Plane travel and other transport est. $400 round trip	$ 2,800.00
Other (specify):	Meal Per Diem: First/Last Day$64.50 - Full day $86	$3,913.00
TOTAL FOR ALL TRAVEL EXPENDITURES		$18,533.00

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

588261/ 10000-2025/ 2310100000

Requested By: Kelly L. Clark Digitally signed by Kelly L. Clark Date: 2025.07.14 09:54:41 -05'00'

Department Head/Elected Official: 7/14/25

RV 02/21/2024

Your search for Louisville, Kentucky (Jefferson including Louisville)

Estimated per diem total: $1519 (Max lodging total + M&IE total)

Lodging breakdown: October 16, 2025 - October 22, 2025

Date	Daily Rate	# of Nights	Total
October	$160	6	$960

Max lodging total: **$960**

Meals & incidental expenses breakdown: October 16, 2025 - October 22, 2025

Days, Month	Daily Rate	# of Days	Total
First day (10/16/25)*	$64.50	1	$64.50
Full day (Oct)	$86	5	$430
Last day (10/22/25)*	$64.50	1	$64.50

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

M&IE total: **$559**

TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Tarrant County Sheriff's Office	William Wright

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

National Internal Affairs Training and Certification

Destination: Las Vegas,Nevada	Departure: 11/30/25	Return: 12/5/25

GSA RATE (Additional line provided if travel occurs over a two-month period.)

GSA Lodging Rate	Date Range for GSA Lodging Rate
$ 160.00	11/30/25 - 12/5/25
	-

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

The purpose of a Professional Internal Affairs Certification is to demonstrate and guarantee that a person who holds this credential has met the highest standards of Academics, Professional and Ethical standards training. Certification credentials also speak to a commitment to the Internal Affairs profession and a dedication to ongoing continuing education. A Professional Internal Affairs Certification is the recognition of individuals who have demonstrated through a standardized assessment that they meet defined qualifications within the Internal Affairs profession. This process will provide public safety practitioners in Internal Affairs, Professional Standards operations, and Administrative Investigations with a method to obtain the highest standards and recognition in these specialized areas. Room Rate prior to taxes is $94.00 a night.

TRAVEL EXPENDITURES

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	William Wright	$ 134.56	5	11/30/25 - 12/5/25	$ 672.84
				-	
				-	
				-	
				-	
Total Cost for Lodging for the Trip					$ 672.84

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	$550.00	$ 550.00
Transportation:	Flight $732.00 Rental Car $261.01	$ 993.01
Other (specify):	Meal Per Diem $ 473.00 Luggage $80.00	$ 553.00
TOTAL FOR ALL TRAVEL EXPENDITURES		$ 2,768.85

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

588261-10000-2025-2110430000 $2,768.85

RECEIVED
JUL 24 2025
SHERIFF'S ACCOUNTING

Requested By: Lt. Wright 2020 Department Head/Elected Official:

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

Estimated per diem total: $1273 (Max lodging total + M&IE total)

Lodging breakdown: November 30, 2025 - December 05, 2025

Date	Daily Rate	# of Nights	Total
November	$160	1	$160
December	$160	4	$640

Max lodging total: **$800**

Meals & incidental expenses breakdown: November 30, 2025 - December 05, 2025

Days, Month	Daily Rate	# of Days	Total
First day (11/30/25)*	$64.50	1	$64.50
Full day (Dec)	$86	4	$344
Last day (12/05/25)*	$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)
Tarrant County Sheriff's Office	Lyle Bremmeyer

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

Dog Selection - New Patrol K9 - Shallow Creek Kennels

Destination: Sharpsville, PA	Departure: 9/13/25	Return: 10/26/25

GSA RATE (Additional line provided if travel occurs over a two-month period.)

GSA Lodging Rate	Date Range for GSA Lodging Rate
$248.00	9/13/25 - 9/14/25
$248.00	10/25/25 - 10/26/25

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

Deputy Kyle Brernmeyer will be traveling to Shallow Creek Kennels in Sharpsville, Pennsylvania, to train as a dual-purpose K9 handler and to further the dog's training for Patrol duties. The Tarrant County Sheriff's Office is also seeking approval to use a county vehicle. Deputy Bremmeyer will be residing on-site at the barracks without incurring any additional costs during the handler school. He requires two nights of lodging in Nashville, Tennessee en route to and from the destination to support his travel plans. Nashville is the GSA rate listed here on this form.

TRAVEL EXPENDITURES

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Lyle Bremmeyer	$248.00	1	9/13/25 - 9/14/25	$248.00
	Lyle Bremmeyer	$248.00	1	10/25/25 - 10/26/25	$248.00
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				-	
				-	
Total Cost for Lodging for the Trip					$496.00

Category:	Additional Detail s(ex: if the cost per attendee differs.)	Total Cost:
Regi stration:		
Transportation:	Fuel $500.00	$ 500.00
Other (speci fy):	Meal s$2,958.00	$2,958.00
TOTAL FOR ALL TRAVEL EXPENDITURES		$3,954.00

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

545051-45100-2025 2110510000 $3,954.00

Requested By: [signature] #77726 Department Head/Elected Official: [signature]

RV 02/21/2024

Your search for Nashville, Tennessee (Davidson including Nashville)

Estimated per diem total: $377 (Max lodging total + M&IE total)

Lodging breakdown: September 13, 2025 - September 14, 2025

Date	Daily Rate	# of Nights	Total
September	$248	1	$248

Max lodging total: **$248**

Meals & incidental expenses breakdown: September 13, 2025 - September 14, 2025

Days, Month	Daily Rate	# of Days	Total
First day (09/13/25)*	$64.50	1	$64.50
Last day (09/14/25)*	$64.50	1	$64.50

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

M&IE total: **$129**

Your search for Nashville, Tennessee (Davidson including Nashville)

Estimated per diem total: $377 (Max lodging total + M&IE total)

Lodging breakdown: October 25, 2025 - October 26, 2025

Date	Daily Rate	# of Nights	Total
October	$248	1	$248

Max lodging total: **$248**

Meals & incidental expenses breakdown: October 25, 2025 - October 26, 2025

Days, Month	Daily Rate	# of Days	Total
First day (10/25/25)*	$64.50	1	$64.50
Last day (10/26/25)*	$64.50	1	$64.50

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

M&IE total: **$129**

Your search for Sharpsville, Pennsylvania (including Standard Rate)

Estimated per diem total: $7688 (Max lodging total + M&IE total)

Lodging breakdown: September 13, 2025 - October 26, 2025

Date	Daily Rate	# of Nights	Total
September	$110	18	$1980
October	$110	25	$2750

Max lodging total: **$4730**

Meals & incidental expenses breakdown: September 13, 2025 - October 26, 2025

Days, Month	Daily Rate	# of Days	Total
First day (09/13/25)*	$51	1	$51
Full day (Sep)	$68	17	$1156
Full day (Oct)	$68	25	$1700
Last day (10/26/25)*	$51	1	$51

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

M&IE total: **$2958**