





# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: \_\_\_\_\_ DATE: 7/01/2025 PAGE 2 OF 28

## **Elections Administration**

**A. Certified Elections Registration Administrator (CERA) Courses, July 12-17, 2025, Boise, Idaho, for Clinton Ludwig, \$3,147.98**

The attendee will complete two (2) courses required for CERA certification.

**B. Election Center 40<sup>th</sup> Annual National Conference, August 20-24, 2025, Salt Lake City, Utah, for Clint Ludwig, Troy Havard, Patricia Benavides, Gracie Alvarao and Elizabeth DiPaolo, \$8,532.34**

Attendees will receive valuable updates on legislation, regulations, court decisions and Justice Department rulings that impact voter registration and election administration. The information provided will aid in understanding how to conduct these processes in compliance with the latest developments.

## **Emergency Management**

**National Homeland Security Conference, August 25-28, 2025, Washington, D.C., for William Wessel and Esmeralda Sanchez, \$3,742.00**

This conference provides attendees with best practices and emergency trends in homeland security and emergency management. The attendees will be provided with the opportunity to meet with officials to discuss current and future grant funding opportunities.

## **HIV Administrative Agency**

**Linking Eligibility Across Ryan White HIV/AIDS Program Parts, July 28-30, 2025, Arlington, Virginia, for Lisa McKamie-Muttiah, \$0.00\***

By attending this program, the attendee will learn, understand and provide insight into Ryan White HIV/AIDS Program (RWHAP) recipients and subrecipients. The attendee will learn best practices, challenges, and barriers related to the linking and streamlining of RWHAP eligibility.

\* Note: All travel expenditures will be paid by JSI Research and Training Institute.



# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: \_\_\_\_\_ DATE: 7/01/2025 PAGE 3 OF 28

## **HIV Administrative Agency**

**Ryan White HIV/AIDS Program (RWHAP) Part A and Ending the HIV Epidemic (EHE) in the U.S. Administrative Reverse Site Visit, August 5-8, 2025, Rockville, Maryland, for Lisa Muttiah, Susan Thomas, Lonnetta Wilson, Barbara Kakembo, and Dulce Lozano, \$7,761.85**

Attending the Administrative Reserve Site Visit will equip attendees with the latest guidance on RWHAP Part A and EHE requirements, grant management, data reporting, and operational best practices. This insight will be used to strengthen internal systems, improve service delivery, and ensure alignment with federal priorities to better support the communities served by Tarrant County.

## **Medical Examiner**

**International Association of Coroners & Medical Examiners Annual Conference, July 19-24, 2025, Las Vegas, Nevada, for Kelsey Bacon and Robert Cain, \$4,081.00**

This conference brings together medicolegal death investigators to network and share knowledge regarding operation of medicolegal death investigation system. The training will provide information and expertise required to conduct death scene investigations.

## **Precinct 1 Maintenance**

**Annual Public Works Expo, August 16-21, 2025, Chicago, Illinois, for Joe Trammel, \$3,024.00**

The attendee will participate in technical and professional development workshops, and educational sessions to address current public works issues.

## **Purchasing**

**Specialization Certificate: Construction Procurement, September 16-20, 2025, Tampa, Florida, for Julian Cano, \$1,942.00**

Specialization Certificate: Construction Procurement provide the attendee with the latest public procurement best practices, additional knowledge to comply with federal, and state regulations. The attendee will learn skills and knowledge regarding policies that apply to procuring design and construction services and improve contract administration skills on complex construction projects.



COMMISSIONERS COURT  
COMMUNICATION

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**Sheriff's Office**

**47<sup>th</sup> Annual Convention of National Association of Police Organizations (NAPO), July 20-23, 2025, Phoenix, Arizona, for Wesley McDuffie, \$538.91\***

The attendee will learn from presentations made by prominent law enforcement figures on the latest developments in police policies and services.

\* Note: Lodging, registration and airfare will be covered by the NAPO.

**FISCAL IMPACT**

**Administrator's Office**

588261/10000-2025/1120100000 = \$2,252.00

**Commissioner, Precinct 3**

588261/10000-2025/6310100000 = \$3,640.00

**County Clerk's Office**

588261/21100-2025/4820101000 = \$1,032.00

**Elections Administration**

A. 588261/T7300-2025/1420000000 = \$2,674.98  
588261/10000-2025/1420000000 = \$473.00

B. 588261/T7300-2025/1420000000 = \$7,052.34  
588261/10000-2025/1420000000 = \$1,480.00

**Emergency Management**

588291/M0040-2026/1122000000/grant-2004 = \$3,742.00

**HIV Administrative Agency**

A. All travel expenditures will be paid by JSI Research and Training Institute.

B. 588291/E0028-2026/1132000000/grant-2004= \$3,104.74  
588291/E0028-2026/1132100000/grant-2004= \$1,552.37  
588291/E0024-2026/1132000000/grant-2004= \$2,328.54  
588291/E0024-2026/1132300000/grant-2004= \$776.20

**Medical Examiner**

588261/10000-2025/2310100000= \$4,081.00

**Precinct 1 Maintenance**

588261/26100-2025/6110300000 = \$3,024.00

**Purchasing**

588261/10000-2025/1830100000 = \$1,942.00

**Sheriff's Office**

588261/10000-2025/2120910000 = \$538.91



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Administrator's Office	Chandler Merritt

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
2025 NACo Annual Conference

Destination: Philadelphia, PA	Departure: 7/10/25	Return: 7/14/25
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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
\$ 187.00	7/10/25 - 7/14/25
	-

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

The NACo Annual Conference will bring together county leaders across the nation to discuss federal policies impacting counties. The attendees will participate in workshops and general sessions to optimize county and taxpayer resources.

TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Chandler Merritt	\$ 187.00	4	7/10/25 - 7/14/25	\$ 748.00
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				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					<b>\$ 748.00</b>

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	Registration \$740.00	\$ 740.00
Transportation:	Airfaire \$350.00	\$ 350.00
Other (specify):	Per Diem \$414.00	\$ 414.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$ 2,252.00</b>

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

588261/10000-2025/1120100000

Requested By: Desirae Arebalo Department Head/Elected Official: Chandler Merritt

# Your search for Philadelphia, Pennsylvania (Philadelphia including Philadelphia)

Estimated per diem total: \$1162 (Max lodging total + M&IE total)

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

### Date Daily Rate # of Nights Total

July	\$187	4	\$748
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Max lodging total: **\$748**

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

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

First day (07/10/25)*	\$69	1	\$69
Full day (Jul)	\$92	3	\$276
Last day (07/14/25)*	\$69	1	\$69

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

M&IE total: **\$414**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Commissioner Pct. 3	Commissioner Matt Krause, Ron Ford

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
2025 National Association of Counties Annual Conference

Destination: Philadelphia, PA	Departure: 7/10/25	Return: 7/14/25
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GSA RATE (Additional line provided if travel occurs over a two-month period.)
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GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 187.00	7/10/25 - 7/14/25
	-

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

Represent Tarrant County at the NACo Annual Conference where county elected and appointed officials from across the county focus on federal policy issues that impact counties and our residents. Attendees have the opportunity to engage in second-to-none policy and education sessions, interact with federal officials and participate in congressional briefings and meetings.

Hotel is a host hotel.

### TRAVEL EXPENDITURES

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Matt Krause	\$ 192.00	1	7/11/25 - 7/12/25	\$ 192.00
	Ron Ford	\$ 239.00	4	7/10/25 - 7/14/25	\$ 956.00
				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	\$620 each	\$ 1,240.00
Transportation:		\$ 700.00
Other (specify):	Per Diem Total	\$ 552.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$ 3,640.00</b>

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

588261/10000-2025/6310100000

Requested By: Ariana Raines Department Head/Elected Official: Matt Krause

# Your search for Philadelphia, Pennsylvania (Philadelphia including Philadelphia)

Estimated per diem total: \$1162 (Max lodging total + M&IE total)

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

### Date Daily Rate # of Nights Total

July	\$187	4	\$748
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Max lodging total: \$748

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

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

First day (07/10/25)*	\$69	1	\$69
Full day (Jul)	\$92	3	\$276
Last day (07/14/25)*	\$69	1	\$69

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

M&IE total: \$414



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Tarrant County Clerk's Office	Mary Louise Nicholson

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
Courts & Justice Executive Forum 2025

Destination: Beaver Creek, Colorado	Departure: 9/22/25	Return: 9/24/25
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GSA RATE (Additional line provided if travel occurs over a two-month period.)
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GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 201.00	9/22/25 - 9/24/25
	-

RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)
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The forum provides a networking opportunity with other clerks from across the nation and connecting with leaders in the justice community. Sessions will provide insight into ways we can increase the use of web-based tools and court automation to provide the courts with new ways to make court functions more efficient as well as learning ways to better leverage existing data to measure results, improve outcomes, increase transparency, and drive decisions with factors.

The attendee agrees to the GSA rate for nightly lodging of \$201.00

TRAVEL EXPENDITURES
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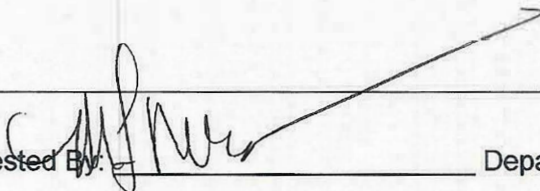
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Mary L. Nicholson	\$ 201.00	2	9/22/25 - 9/24/25	\$ 402.00
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				-	

<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:		\$ 0.00
Transportation:		\$ 400.00
Other (specify):	Meal Per Diem	\$ 230.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$ 1,032.00</b>

ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)
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588261-21100-2025-4820101000

Requested By: 

Mary Louise Nicholson  
Tarrant Count Clerk

Department Head/Elected Official:   
Daniel J. Alford  
Chief Deputy  
RV 02/21/2024

# Your search for Beaver Creek, Colorado (Eagle including Vail)

Estimated per diem total: \$632 (Max lodging total + M&IE total)

## Lodging breakdown: September 22, 2025 - September 24, 2025

Date	Daily Rate	# of Nights	Total
September	\$201	2	\$402

Max lodging total: **\$402**

## Meals & incidental expenses breakdown: September 22, 2025 - September 24, 2025

Days, Month	Daily Rate	# of Days	Total
First day (09/22/25)*	\$69	1	\$69
Full day (Sep)	\$92	1	\$92
Last day (09/24/25)*	\$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)
ELECTIONS ADMINISTRATION	CLINTON LUDWIG

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
CERA Course 3 and 10

Destination: BOISE, ID	Departure: 7/12/25	Return: 7/17/25
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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
\$ 191.00	7/12/25 - 7/17/25
	-

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

Lodging cost per night before taxes and fees is \$191.00.  
 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.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Clinton Ludwig	\$ 215.83	5	7/12/25 - 7/17/25	\$ 1,079.15
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				-	
				-	

**Total Cost for Lodging for the Trip**

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	Course 3 & 10 (\$459*2)	\$ 918.00
Transportation:	Flight \$413 & Car Rental \$264.83	\$ 677.83
Other (specify):	Per Diem	\$ 473.00

**TOTAL FOR ALL TRAVEL EXPENDITURES \$ 3,147.98****ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)**

Chapter 19 Fund: T7300-2025-588261-1420000000 \$2,674.98  
 General Fund: 1000-2025-588261-1420000000 \$473.00

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

# Your search for Boise, Idaho (Ada including Boise)

Estimated per diem total: \$1428 (Max lodging total + M&IE total)

## Lodging breakdown: July 12, 2025 - July 17, 2025

Date	Daily Rate	# of Nights	Total
July	\$191	5	\$955

Max lodging total: **\$955**

## Meals & incidental expenses breakdown: July 12, 2025 - July 17, 2025

Days, Month	Daily Rate	# of Days	Total
First day (07/12/25)*	\$64.50	1	\$64.50
Full day (Jul)	\$86	4	\$344
Last day (07/17/25)*	\$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)
ELECTIONS ADMINISTRATION	Clinton Ludwig, Troy Havard, Patricia Benavides, Gracie Alvarao, and Elizabeth DiPaolo

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
Election Center 40th Annual National Conference

Destination: Salt Lake City, UT	Departure: 8/20/25	Return: 8/24/25
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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
\$ 142.00	8/20/25 - 8/24/25
	-

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

Lodging cost per night before taxes and fees is \$142.00.  
 The conference is related to government and elections. Updates to state, city, and other elections and voter registration officials regarding legislation, regulations, court decisions, and Justice Department rulings which affect the conduct of voter registration or elections administration.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Clinton Ludwig	\$ 165.18	4	8/20/25 - 8/24/25	\$ 660.72
	Troy Havard	\$ 165.18	3	8/20/25 - 8/23/25	\$ 495.54
	Patricia Benavides	\$ 165.18	3	8/20/25 - 8/23/25	\$ 495.54
	Gracie Alvarao	\$ 165.18	3	8/20/25 - 8/23/25	\$ 495.54
	Elizabeth DiPaolo	\$ 165.18	3	8/20/25 - 8/23/25	\$ 495.54

**Total Cost for Lodging for the Trip**

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	Conference Reg. \$629	\$ 3,145.00
Transportation:	Flight for Clint \$280 everyone else \$171 & Car Rental \$300.46	\$ 1,264.46
Other (specify):	Per Diem	\$ 1,480.00

**TOTAL FOR ALL TRAVEL EXPENDITURES \$ 8,532.34**

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

Chapter 19th Fund: 588261-T7300-2025-1420000000 \$7,052.34  
 General Fund: 588261-10000-2025-1420000000 \$1,480.00

Requested By: *Clinton Ludwig* Department Head/Elected Official: *Clinton Ludwig*

## Your search for Salt Lake City , Utah (Salt Lake / Tooele including Salt Lake City)

Estimated per diem total: \$928 (Max lodging total + M&IE total)

### Lodging breakdown: August 20, 2025 - August 24, 2025

Date	Daily Rate	# of Nights	Total
August	\$142	4	\$568

Max lodging total: **\$568**

### Meals & incidental expenses breakdown: August 20, 2025 - August 24, 2025

Days, Month	Daily Rate	# of Days	Total
First day (08/20/25)*	\$60	1	\$60
Full day (Aug)	\$80	3	\$240
Last day (08/24/25)*	\$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)
Emergency Management	William Wessel, Esmeralda Sanchez

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
2025 National Homeland Security Conference

Destination: Washington DC	Departure: 8/25/25	Return: 8/28/25
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GSA RATE (Additional line provided if travel occurs over a two-month period.)
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GSA Lodging Rate	Date Range for GSA Lodging Rate
183	8/25/25 - 8/28/25
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RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)
The National Homeland Security Conference provides attendees with exceptional education and informative sessions on best practices and emergency trends in homeland security and emergency management. The conference brings together professionals in homeland security, law enforcement, fire and emergency management. This includes officials in federal agencies, nonprofit agencies, business owners, universities, and decision makers. This also provides opportunities to meet with officials to discuss current and future grant funding opportunities.

## TRAVEL EXPENDITURES

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	William Wessel	\$183.00	3	8/25/25 - 8/28/25	\$549.00
	Esmeralda Sanchez	\$183.00	3	8/25/25 - 8/28/25	\$549.00
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				-	
<b>Total Cost for Lodging for the Trip</b>					<b>\$1,098.00</b>

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	Per Person \$700.00	\$1,400.00
Transportation:	Per Person \$300.00	\$600.00
Other (specify):	Per Diem Per person	\$644.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$3,742.00</b>

ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)
588291/M0040-2026/1122000000/grant-2004

Requested By: William Wessel (Jun 9, 2025 10:47 CDT) Department Head/Elected Official: Tommy Stallings (Jun 10, 2025 06:13 CDT)

**Your search for Washington, 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: \$871 (Max lodging total + M&IE total)

**Lodging breakdown: August 25, 2025 - August 28, 2025**

<b>Date</b>	<b>Daily Rate</b>	<b># of Nights</b>	<b>Total</b>
August	\$183	3	\$549

Max lodging total: **\$549**

**Meals & incidental expenses breakdown: August 25, 2025 - August 28, 2025**

<b>Days, Month</b>	<b>Daily Rate</b>	<b># of Days</b>	<b>Total</b>
First day (08/25/25)*	\$69	1	\$69
Full day (Aug)	\$92	2	\$184
Last day (08/28/25)*	\$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)
HIV Administrative Agency	Lisa McKamie-Muttiah

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
Linking Eligibility Across Ryan White HIV/AIDS Program Parts

Destination: Arlington, VA	Departure: 7/28/25	Return: 7/30/25
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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
\$ 183.00	7/28/25 - 7/30/25
	-

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

This meeting is part of the Health Resources and Services Administration (HRSA) HIV/AIDS Bureau (HAB) Ryan White HIV/AIDS Program (RWHAP) Special Projects of National Significance (SPNS) initiative entitled, "Linking Eligibility Across the RWHAP Parts - Dissemination Assistance Provider."

The purpose of the project is to learn, understand, and provide insight into RWHAP recipients' and subrecipients' best practices, facilitators, challenges, and barriers related to the linking and streamlining of RWHAP eligibility. This meeting will focus on the eligibility determination processes for RWHAP Parts C, D, and F recipients. Tarrant County is a RWHAP Parts C and D recipient.

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	7/28/25 - 7/30/25	\$ 0.00
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				-	
				-	
<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:		\$ 0.00
Transportation:		\$ 0.00
Other (specify):		\$ 0.00

<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>	<b>\$ 0.00</b>
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**ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)**

All travel expenses will be paid by the organizer, JSI Research and Training Institute.

Requested By: *DLozano* Dulce Lozano (Jun 24, 2025 12:35 CDT) Department Head/Elected Official: *LMuttiah* Lisa McKamie-Muttiah (Jun 24, 2025 14:15 CDT)

**Your search for arlington 22202 (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: \$596 (Max lodging total + M&IE total)

**Lodging breakdown: July 28, 2025 - July 30, 2025**

**Date Daily Rate # of Nights Total**

July \$183 2 \$366

Max lodging total: **\$366**

**Meals & incidental expenses breakdown: July 28, 2025 - July 30, 2025**

<b>Days, Month</b>	<b>Daily Rate</b>	<b># of Days</b>	<b>Total</b>
First day (07/28/25)*	\$69	1	\$69
Full day (Jul)	\$92	1	\$92
Last day (07/30/25)*	\$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)
HIV Administrative Agency	Lisa Muttiah, S. Renee Thomas, Lonneta Wilson, Barbara Kakembo, and Dulce Lozano

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
Ryan White HIV/AIDS Program Part A and Ending the HIV Epidemic in the U.S. Administrative Reverse Site Visit

Destination: Rockville, MD	Departure: 8/5/25	Return: 8/8/25
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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
\$ 183.00	8/5/25 - 8/8/25
	-

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

Health Resources and Services Administration (HRSA) mandates that recipient staff funded by Ryan White Part A and Ending the HIV Epidemic (EHE) grants attend the HIV/AIDS Bureau (HAB) Division of Metropolitan HIV/AIDS Program (DMHAP) Ryan White HIV/AIDS Program (RWHP) Administrative Reverse Site Visit (ARSV). This requirement is part of HRSA's efforts to ensure that RWHP Part A and EHE Initiative staff receive essential training to enhance their understanding of RWHP legislative, administration, and fiscal responsibilities. Participation is a Condition of Award for both Part A and EHE grants. Funding for attendance is allocated through grant program budgets.

ARSV will provide recipients with comprehensive and up-to-date review of the requirements of the RWHP Part A and EHE awards as well as strategies to enhance the system of HIV care and treatment. Attending the HRSA ARSV will provide valuable insight into federal compliance, program performance, and funding expectations. By participating, attendees will gain up-to-date guidance on grant management, data reporting, and operational best practices directly from HRSA officials and peer organizations. This knowledge will be applied to strengthen internal systems, enhance service delivery, and ensure continued alignment with HRSA priorities—ultimately improving outcomes for the communities Tarrant County serves. **The lodging rate, excluding taxes, is set at the GSA rate of \$183.00.**

### TRAVEL EXPENDITURES

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	L. Muttiah	\$ 206.79	3	8/5/25 - 8/8/25	\$ 620.37
	S.R. Thomas	\$ 206.79	3	8/5/25 - 8/8/25	\$ 620.37
	L. Wilson	\$ 206.79	3	8/5/25 - 8/8/25	\$ 620.37
	B. Kakembo	\$ 206.79	3	8/5/25 - 8/8/25	\$ 620.37
	D. Lozano	\$ 206.79	3	8/5/25 - 8/8/25	\$ 620.37
<b>Total Cost for Lodging for the Trip</b>					<b>\$ 3,101.85</b>

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:		\$ 0.00
Transportation:	Round Trip Flight \$550 per person	\$ 2,750.00
Other (specify):	Per Person (5): \$382.00 Per Diem, Mileage, Airport Parking, Baggage	\$ 1,910.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$ 7,761.85</b>

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

GRANT-2004 E0028-2026 1132000000 588291: \$3,104.74
GRANT-2004 E0028-2026 1132100000 588291: \$1,552.37
GRANT-2004 E0024-2026 1132000000 588291: \$2,328.54
GRANT-2004 E0024-2026 1132300000 588291: \$ 776.20
<b>Total: \$7,761.85</b>

Requested By: *DLozano* Dulce Lozano (Jun 17, 2025 13:13 CDT) Department Head/Elected Official: *kmuttiah* Lisa McKamie-Muttiah (Jun 17, 2025 13:14 CDT)

**Your search for Maryland 20852 (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: \$871 (Max lodging total + M&IE total)

**Lodging breakdown: August 05, 2025 - August 08, 2025**

<b>Date</b>	<b>Daily Rate</b>	<b># of Nights</b>	<b>Total</b>
August	\$183	3	\$549

Max lodging total: **\$549**

**Meals & incidental expenses breakdown: August 05, 2025 - August 08, 2025**

<b>Days, Month</b>	<b>Daily Rate</b>	<b># of Days</b>	<b>Total</b>
First day (08/05/25)*	\$69	1	\$69
Full day (Aug)	\$92	2	\$184
Last day (08/08/25)*	\$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)
Medical Examiner	Kelsey Bacon & Robert Cain

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
2025 International Association of Coroners & Medical Examiners Annual Conference

Destination: Las Vegas, NV	Departure: 7/19/25	Return: 7/24/25
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GSA RATE (Additional line provided if travel occurs over a two-month period.)
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GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 126.00	7/19/25 - 7/24/25
	-

RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)
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The Core Concepts of Medicolegal Death Investigations is designed for medicolegal death investigators, and is intended to familiarize them with the operation of medicolegal death investigation system, and the role of medicolegal death investigator. Topics presented will provide a medicolegal investigator a solid foundation. The training provided will give the attendee the basic information and expertise required to conduct death scene investigations as a medicolegal death investigator. Topics will cover basic investigative components and provides advanced training for those working in the field.

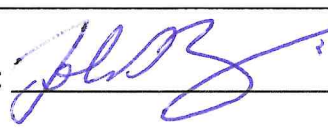
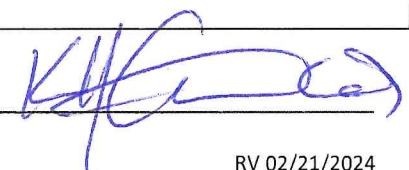
TRAVEL EXPENDITURES					
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Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Kelsey Bacon	\$ 126.00	5	-	\$ 630.00
	Robert Cain	\$ 126.00	5	-	\$ 630.00
				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					<b>\$ 1,260.00</b>

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	Core Concepts of Medicolegal Death Investigation Course	\$ 1,100.00
Transportation:	Round-trip flights	\$ 775.00
Other (specify):	Per Diem-First&Last Day \$64.50/ Full day \$86	\$ 946.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$ 4,081.00</b>

ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)
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588261 / 1000-2025/ 2310100000

Requested By:  Department Head/Elected Official: 

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

Estimated per diem total: \$1103 (Max lodging total + M&IE total)

## Lodging breakdown: July 19, 2025 - July 24, 2025

Date	Daily Rate	# of Nights	Total
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July	\$126	5	\$630
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Max lodging total: \$630

## Meals & incidental expenses breakdown: July 19, 2025 - July 24, 2025

Days, Month	Daily Rate	# of Days	Total
First day (07/19/25)*	\$64.50	1	\$64.50
Full day (Jul)	\$86	4	\$344
Last day (07/24/25)*	\$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)			
Precinct 1 R&B		Joe Trammel			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
Annual Public Works Expo (PWX)					
Destination: Chicago, IL		Departure: 8/16/25		Return: 8/21/25	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 202.00		8/16/25		- 8/21/25	
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
During this conference, the participants will attend educational sessions that address current public works issues as well as technical and professional development workshops.					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Joe Trammel	\$ 202.00	5	8/16/25 - 8/21/25	\$1,010.00
				-	
				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:					\$ 984.00
Transportation:	Flight and Uber from Hotel				\$ 680.00
Other (specify):	Meals				\$ 350.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>					<b>\$3,024.00</b>
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588261/26100-2025/6110300000					

Requested By: Joe L. Trammel Department Head/Elected Official: [Signature]

# Your search for Chicago, Illinois (Cook / Lake including Chicago)

Estimated per diem total: \$1516 (Max lodging total + M&IE total)

## Lodging breakdown: August 16, 2025 - August 21, 2025

Date	Daily Rate	# of Nights	Total
August	\$202	5	\$1010

Max lodging total: **\$1010**

## Meals & incidental expenses breakdown: August 16, 2025 - August 21, 2025

Days, Month	Daily Rate	# of Days	Total
First day (08/16/25)*	\$69	1	\$69
Full day (Aug)	\$92	4	\$368
Last day (08/21/25)*	\$69	1	\$69

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

M&IE total: **\$506**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Purchasing	Julian Cano

**CONFERENCE NAME** (Acronyms should not be used. Please provide the full name of the conference/seminar.)  
 Specialization Certificate: Construction Procurement

Destination: Tampa, FL	Departure: 9/16/25	Return: 9/20/25
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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
\$ 148.00	9/16/25 - 9/20/25
	-

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

Specialization Certificate: Construction Procurement will benefit Tarrant County employee giving the latest public procurement best practices, additional knowledge to comply with federal, and state regulations and policies that apply to procuring design and construction services, and improve contract administration skills on complex construction projects.

Tarrant County employee will be giving with the information to select the most appropriate construction project delivery method for each Construction Project.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Julian Cano	\$ 148.00	4	9/16/25 - 9/20/25	\$ 592.00
				-	
				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	770	\$ 770.00
Transportation:	300	\$ 300.00
Other (specify): <i>Meals per Diem</i>	280	\$ 280.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$ 1,942.00</b>

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

588261 / 183010000 / 10000-2025

Requested By: *Julian Cano* Department Head/Elected Official: *Melissa Lee*

## Your search for Tampa, Florida (Pinellas / Hillsborough including Tampa / St. Petersburg)

Estimated per diem total: \$952 (Max lodging total + M&IE total)

### Lodging breakdown: September 16, 2025 - September 20, 2025

Date	Daily Rate	# of Nights	Total
September	\$148	4	\$592

Max lodging total: **\$592**

### Meals & incidental expenses breakdown: September 16, 2025 - September 20, 2025

Days, Month	Daily Rate	# of Days	Total
First day (09/16/25)*	\$60	1	\$60
Full day (Sep)	\$80	3	\$240
Last day (09/20/25)*	\$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)
Confinement	Wesley McDuffie

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
47th Annual Convention of the National Association of Police Organizations

Destination: Phoenix, Arizona	Departure: 7/20/25	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
	-
	-

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

The conference will educate me on how to better care for our employees.

Registration, flights and lodging will be covered by the National Association of Police Organizations.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Wesley McDuffie	\$ 0.00	3	7/20/25 - 7/23/25	\$ 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:	Rental car \$147.91+ Parking \$90.00	\$ 237.91
Other (specify):	Meal per diem	\$ 301.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$ 538.91</b>

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

588261-10000-2025-2120910000

Requested By: \_\_\_\_\_ Department Head/Elected Official: Bill E. Wilson

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

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

### Lodging breakdown: July 20, 2025 - July 23, 2025

Date	Daily Rate	# of Nights	Total
July	\$113	3	\$339

Max lodging total: **\$339**

### Meals & incidental expenses breakdown: July 20, 2025 - July 23, 2025

Days, Month	Daily Rate	# of Days	Total
First day (07/20/25)*	\$64.50	1	\$64.50
Full day (Jul)	\$86	2	\$172
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: **\$301**