



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 5

DATE: 4/02/2025

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

Archives

Society of Southwest Archivists Annual Conference, May 7-10, 2025, Lafayette, Louisiana, Ann Jacqmain, \$1,147.00

This conference brings together archivists from the southwest region to provide professional development educational sessions to discuss current practices, new trends, and experiences in the archives profession.

Public Health

Association of Public Health Laboratories Annual Conference 2025, May 5-8, 2025, Portland, Oregon, for Rune-Par Nilsson, \$2,100.34

The attendee will learn about new technologies and best practices in Public Health Labs through poster sessions, lecture, and networking. Continuing education credits for certification purposes will be earned by attending this conference.

FISCAL IMPACT

Archives

588261/10000-2025/5910200000 = \$1,147.00

Public Health

588261/T0400-2025/5100501000 = \$2,100.34

SUBMITTED BY: Administrator's Office

PREPARED BY: Desirae S. Arebalo
APPROVED BY:



TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Historic Preservation and Archives	Ann Jacqmain

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
Society of Southwest Archivists Annual Meeting

Destination: Lafayette, LA	Departure: 5/7/25	Return: 5/10/25
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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
\$ 110.00	5/7/25 - 5/10/25
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RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)

This conference brings together archivists from the southwest region to provide professional development educational sessions to discuss current practices, new trends, and experiences in the archives profession.

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	Ann Jacqmain	\$ 110.00	3	5/7/25 - 5/10/25	\$ 330.00
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				-	
				-	
Total Cost for Lodging for the Trip					\$ 330.00

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	early-bird rate through April 7, 2025	\$ 185.00
Transportation:		\$ 360.00
Other (specify):	per diem	\$ 272.00
TOTAL FOR ALL TRAVEL EXPENDITURES		\$ 1,147.00

ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)
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GL#	Fund#	Cost Center#	Total
588261	10000-2025	5910200000	\$1,147.00

Requested By: Ann Jacqmain Digitally signed by Ann Jacqmain Date: 2025.03.10 09:04:16 -05'00' Department Head/Elected Official: Jaimi Parker Digitally signed by Jaimi Parker Date: 2025.03.10 09:05:06 -05'00'

Your search for lafayette, Louisiana (including Standard Rate)

Estimated per diem total: \$568 (Max lodging total + M&IE total)

Lodging breakdown: May 07, 2025 - May 10, 2025

Date	Daily Rate	# of Nights	Total
May	\$110	3	\$330

Max lodging total: **\$330**

Meals & incidental expenses breakdown: May 07, 2025 - May 10, 2025

Days, Month	Daily Rate	# of Days	Total
First day (05/07/25)*	\$51	1	\$51
Full day (May)	\$68	2	\$136
Last day (05/10/25)*	\$51	1	\$51

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

M&IE total: **\$238**



TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)			
Public Health		Rune-Par Nilsson			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
Association of Public Health Laboratories Annual Conference 2025					
Destination: Portland, OR		Departure: 5/5/25		Return: 5/8/25	
GSA RATE (Additional line provided if travel occurs over a two-month period)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 155.00		5/5/25 - 5/8/25			
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
The attendee will learn about new technologies and best practices in Public Health Labs through poster sessions, lecture, and networking. Continuing education credits for certification purposes will be earned by attending this conference.					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Rune-Par Nilsson	\$ 139.00	2	5/5/25 - 5/7/25	\$ 278.00
		\$154.00	1	5/7/25 - 5/8/25	\$154.00
				-	
				-	
Total Cost for Lodging for the Trip					\$432.00
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	\$ 750.00				\$ 750.00
Transportation:	\$ 537.34				\$ 537.34
Other (specify):	Meals (\$ 301.00), Baggage fees (\$ 80.00)				\$ 381.00
TOTAL FOR ALL TRAVEL EXPENDITURES					\$2,100.34
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588261/T0400-2025/5100501000/Non-grant					

Requested By: Rune-Par Nilsson Digitally signed by Rune-Par Nilsson
 Date: 2025.03.07 14:40:48 -06'00' Department Head/Elected Official:

03/07/2025

RV 02/21/2024

Your search for Portland, Oregon (Multnomah including Portland)

Estimated per diem total: \$766 (Max lodging total + M&IE total)

Lodging breakdown: May 05, 2025 - May 08, 2025

Date	Daily Rate	# of Nights	Total
May	\$155	3	\$465

Max lodging total: **\$465**

Meals & incidental expenses breakdown: May 05, 2025 - May 08, 2025

Days, Month	Daily Rate	# of Days	Total
First day (05/05/25)*	\$64.50	1	\$64.50
Full day (May)	\$86	2	\$172
Last day (05/08/25)*	\$64.50	1	\$64.50

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

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