



COMMISSIONERS COURT  
COMMUNICATION

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

PAGE 1 OF 17

DATE: 1/14/2024

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**

**2025 National Association of Counties Legislative Conference, February 28 - March 5, 2025, Washington, D.C., for Commissioner Roderick Miles Jr. and Jamal Williams, \$5,822.00**

This conference will allow the attendees to network with local, state, and federal officials and participate in congressional briefings and meetings. The attendees will learn about federal policy issues that impact counties and our constituents and join policy and educational sessions.

**Commissioner, Precinct 2**

**2025 National Association of Counties Legislative Conference, March 1-4, 2025, Washington, D.C., for Commissioner Alisa Simmons, \$1,977.00**

This conference will allow the attendees to network with local, state, and federal officials and participate in congressional briefings and meetings. The attendees will learn about federal policy issues that impact counties and our constituents and join policy and educational sessions.

**Commissioner, Precinct 4**

**2025 National Association of Counties Legislative Conference, March 1-5, 2025, Washington, D.C., for Commissioner Manny Ramirez and Tracey Knight, \$4,868.00**

This conference will allow the attendees to network with local, state, and federal officials and participate in congressional briefings and meetings. The attendees will learn about federal policy issues that impact counties and our constituents and join policy and educational sessions.

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

REFERENCE NUMBER: \_\_\_\_\_ DATE: 1/14/2024 PAGE 2 OF 17

**Criminal District Attorney**

**2025 California Crypto Conference, January 21-24, 2025, San Jose, California, for Dara Couch, \$1,676.17**

This conference offers attendees an educational and collaborative experience focused on enhancing victim resilience and addressing the criminal use of cryptocurrencies. With the Tarrant County District Attorney's Office seeing a rise in cryptocurrency-related crimes, particularly targeting the elderly, this event is designed to provide valuable insights and strategies for these issues.

**Sheriff's Office**

**A. Major County Sheriffs of America 2025 Policy Conference January 26-29, 2024, Washington, D.C., for Sheriff Bill Waybourn, Jennifer Gabbert, and John Grant, \$5,559.22**

Attendees will participate in Intel Commander training and network with other agencies from around the nation on challenges that law enforcement faces. Sheriff Bill Waybourn is an Executive Board member and will participate in Executive Board member meetings.

**B. Advanced Cryptocurrency Investigations: Northeast Counterdrug Training Center, January 26-30, 2025, Denham Springs, Louisiana, for David Bennett, \$1,002.98**

The Sheriff's Office is requesting approval for the attendee to use a County vehicle to travel to and from Denham Springs, Louisiana. The attendee will gain knowledge on cryptocurrency fraud by education seminars and investigate skills to track missing funds and retrieve it for the victims. Tarrant County Sheriff's Office can direction to prevent, monitor, set the standards for these types of crimes.

**C. Reentry Summit, June 3-6, 2025, West Palm Beach, Florida, for Dortha Kornegay and Moranda Holt, \$3,936.56**

The reentry summit provides the Sheriff's Office with valuable insights and tools to enhance reentry programs, reduce recidivism, improve public safety, and support the successful reintegration of individuals returning to the community.



# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: \_\_\_\_\_ DATE: 1/14/2024 PAGE 3 OF 17

## **FISCAL IMPACT**

<b>Commissioner, Precinct 1</b>	588261/10000-2025/61101000000 = \$5,822.00
<b>Commissioner, Precinct 2</b>	588261/10000-2025/62101000000 = \$1,977.00
<b>Commissioner, Precinct 4</b>	588291/10000-2025/64101000000 = \$4,868.00
<b>Criminal District Attorney</b>	588261/D8700-2025/45104000000 = \$1,676.17
<b>Sheriff's Office</b>	A. 588261/S9700-2025/21107200000 = \$5,559.22
	B. 588261/10000-2025/21104300000 = \$1,002.98
	C. 588261/10000-2025/21209100000 = \$3,936.56



# TARRANT COUNTY TRAVEL REQUEST

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

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

Destination: Washington, DC	Departure: 2/28/25	Return: 3/5/25
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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
\$ 276.00	2/28/25 - 3/5/25

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

The NACo Legislative Conference brings together nearly 2,000 elected and appointed county officials to focus on federal policy issues that impact counties and our residents. Attendees have the opportunity to engage in second-to-none policy sessions, interact with officials of the new Administration and meet with members of Congress.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Roderick Miles	\$ 275.00	5	2/28/25 - 3/5/25	\$ 1,375.00
	Jamal Williams	\$ 275.00	5	2/28/25 - 3/5/25	\$ 1,375.00
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				-	
				-	

**Total Cost for Lodging for the Trip**

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	\$ 530.00 per person	\$ 1,060.00
Transportation:	\$ 500.00 per person	\$ 1,000.00
Other (specify):	Per Diem	\$ 1,012.00

**TOTAL FOR ALL TRAVEL EXPENDITURES** \$ 5,822.00

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

GL# 10000-2025 Fund# 588261 Cost Center # 6110100000

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

**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: \$1806 (Max lodging total + M&IE total)

**Lodging breakdown: February 28, 2025 - March 05, 2025**

<b>Date</b>	<b>Daily Rate</b>	<b># of Nights</b>	<b>Total</b>
February	\$196	1	\$196
March	\$276	4	\$1104

Max lodging total: **\$1300**

**Meals & incidental expenses breakdown: February 28, 2025 - March 05, 2025**

<b>Days, Month</b>	<b>Daily Rate</b>	<b># of Days</b>	<b>Total</b>
First day (02/28/25)*	\$69	1	\$69
Full day (Mar)	\$92	4	\$368
Last day (03/05/25)*	\$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)
Commissioner Pct 2	Comm'r Alisa Simmons

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

Destination: Washington, DC	Departure: 3/1/25	Return: 3/4/25
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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
\$ 276.00	3/1/25 - 3/4/25
	-

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

Learn about federal policy issues that impact counties and our constituents. Attendees will have the opportunity to join policy and educational sessions, while also being able to network and interact with local, state and federal officials. This conference also allows attendees to participate in congressional briefings and meetings.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Alisa Simmons	\$ 275.00	3	3/1/25 - 3/4/25	\$ 825.00
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				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					<b>\$ 825.00</b>

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	\$530 each	\$ 530.00
Transportation:	\$300 each Flight	\$ 300.00
Other (specify):	\$322 each Per diem	\$ 322.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$ 1,977.00</b>

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

10000-2025/588261/6210100000

Requested By: *Alisa Simmons* Department Head/Elected Official: *[Signature]*

**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: \$910 (Max lodging total + M&IE total)

**Lodging breakdown: January 26, 2025 - January 29, 2025**

<b>Date</b>	<b>Daily Rate</b>	<b># of Nights</b>	<b>Total</b>
January	\$196	3	\$588

Max lodging total: **\$588**

**Meals & incidental expenses breakdown: January 26, 2025 - January 29, 2025**

<b>Days, Month</b>	<b>Daily Rate</b>	<b># of Days</b>	<b>Total</b>
First day (01/26/25)*	\$69	1	\$69
Full day (Jan)	\$92	2	\$184
Last day (01/29/25)*	\$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)
Commissioner Pct 4	Commissioner Manny Ramirez & Tracey Knight

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

Destination: Washington, D.C.	Departure: 3/1/25	Return: 3/5/25
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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
\$ 276.00	3/1/25 - 3/5/25
	-

RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)
This conference will allow the attendees to network with local, state, and federal officials and participate in congressional briefings and meetings. The attendees will learn about federal policy issues that impact counties and our constituents and join policy and educational sessions.

TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Manny Ramirez	\$ 275.00	4	3/1/25 - 3/5/25	\$ 1,100.00
	Tracey Knight	\$ 275.00	4	3/1/25 - 3/5/25	\$ 1,100.00
				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					<b>\$ 2,200.00</b>

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	\$590 Each	\$ 1,180.00
Transportation:	\$330 Each	\$ 660.00
Other (specify):	\$414 Each Per Diem	\$ 828.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$ 4,868.00</b>

ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)
10000-2025/588291/6410100000

Requested By: Emily Randolph Department Head/Elected Official:

**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: \$1518 (Max lodging total + M&IE total)

**Lodging breakdown: March 01, 2025 - March 05, 2025**

<b>Date</b>	<b>Daily Rate</b>	<b># of Nights</b>	<b>Total</b>
March	\$276	4	\$1104

Max lodging total: **\$1104**

**Meals & incidental expenses breakdown: March 01, 2025 - March 05, 2025**

<b>Days, Month</b>	<b>Daily Rate</b>	<b># of Days</b>	<b>Total</b>
First day (03/01/25)*	\$69	1	\$69
Full day (Mar)	\$92	3	\$276
Last day (03/05/25)*	\$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)			
Criminal District Attorney		Dara Couch			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
2025 California Crypto Conference					
Destination: San Jose, CA		Departure: 1/21/25		Return: 1/24/25	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 192.00		1/21/2025		- 1/24/2025	
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
<p>The Santa Clara County District Attorney and California R.E.A.C.T. Task force are hosting a free two day California Crypto Conference in San Jose, California in January 2025. Classes will include, advanced tracing techniques, crypto ATM's, domain disruptions, stablecoin seizures, emerging trends, intake triage, improving victim outcomes, case studies and tracing methodologies and legal standards. In addition, the key note speaker Martin Burke, is a Detective Senior Sergeant with the South Australia Police, currently seconded to the Australian Federal Police at the Joint Policing Cybercrime Coordination Centre. Martin formed the Australian New Zealand Crypto currency Practitioner Working Group and in 2024 he was awarded the Winston Churchill Fellowship to research methodologies in countering and disrupting organized crimes' use of cryptocurrencies. This fellowship provided Martin with the opportunity to visit and speak with industry, advocates, academics, and law enforcement in Singapore, the United Kingdom, Europe, and the United States. This scholarship has led to the development of the "6D Resourcing and Response Model." This model is aimed at assisting in driving innovation, education, and collaboration with the aim of improving victim resilience and impacting the criminal use of cryptocurrencies. With the increase in Crypto Currency fraud towards our senior community, it would be beneficial for our office to gain more knowledge on this crime. The Tarrant County District Attorney Office has seen an increase in cases involving cryptocurrency offenses/scams with astronomical losses mainly to the elderly.</p> <p>The per night lodging rate before taxes and fees is \$161.00.</p>					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Dara Couch	\$184.73	3	1/21/25 - 1/24/25	\$ 554.17
				-	
				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	Registration is Free				\$ 0.00
Transportation:	Airfair and Uber				\$ 800.00
Other (specify):	Per Diem				\$ 322.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>					<b>\$ 1,676.17</b>
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588261/D8700-2025/4510400000					

Requested By: Don Pilcher, Chief Investigator Department Head/Elected Official: Robb Catalano, First Assistant District Attorney

## Your search for San Jose, California (Santa Clara including Sunnyvale / Palo Alto / San Jose)

Estimated per diem total: \$898 (Max lodging total + M&IE total)

### Lodging breakdown: January 21, 2025 - January 24, 2025

Date	Daily Rate	# of Nights	Total
January	\$192	3	\$576

Max lodging total: **\$576**

### Meals & incidental expenses breakdown: January 21, 2025 - January 24, 2025

Days, Month	Daily Rate	# of Days	Total
First day (01/21/25)*	\$69	1	\$69
Full day (Jan)	\$92	2	\$184
Last day (01/24/25)*	\$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)			
Tarrant County Sheriff's Office		Bill Waybourn, Jennifer Gabbert and John Grant			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
Major County Sheriffs of America 2025 Policy Conference					
Destination: Washington		Departure: 1/26/25		Return: 1/29/25	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 196.00		1/26/25		- 1/29/25	
		-			
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
Attendees will participate in Intel Commander training and network with other agencies from around the nation on challenges that law enforcement faces. Sheriff Bill Waybourn is an Executive Board member and will participate in Executive Board member meetings. Sheriff Waybourn's registration fee is waived.					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Bill Waybourn	\$ 196.00	4	1/26/25 - 1/29/25	\$588.00
	Jennifer Gabbert	\$ 196.00	4	1/26/25 - 1/29/25	\$588.00
	John Grant	\$ 196.00	4	1/26/25 - 1/29/25	\$588.00
				-	
<b>Total Cost for Lodging for the Trip</b>					<b>\$1,764.00</b>
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	J. Gabbert 500.00 + J. Grant 500.00				\$ 1,000.00
Transportation:	Flight 647.74				\$ 1,943.22
Other (specify):	Meal 224.00 and Luggage 60.00				\$ 852.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>					<b>\$5,559.22</b>
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588261-S9700-2025-2110720000					

Requested By:  Department Head/Elected Official: 

**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: \$910 (Max lodging total + M&IE total)

**Lodging breakdown: January 26, 2025 - January 29, 2025**

<b>Date</b>	<b>Daily Rate</b>	<b># of Nights</b>	<b>Total</b>
January	\$196	3	\$588

Max lodging total: **\$588**

**Meals & incidental expenses breakdown: January 26, 2025 - January 29, 2025**

<b>Days, Month</b>	<b>Daily Rate</b>	<b># of Days</b>	<b>Total</b>
First day (01/26/25)*	\$69	1	\$69
Full day (Jan)	\$92	2	\$184
Last day (01/29/25)*	\$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)
Tarrant County Sheriff's Office	David Bennett

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
Advanced Cryptocurrency Investigations: Northeast Counterdrug Training Center

Destination: Denham Springs, Louisiana	Departure: 1/26/2025	Return: 1/30/2025
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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	1/26/2025 - 1/29/2025
	-

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

"Crypto currency is one of the fastest growing financial industries to date. With Bitcoin reaching levels of \$100,000 per coin, it draws many victims into believing if they invest into this new financial system they will find a great fortune, like the Gold Rush of 1848. Many investors have no understanding or are not aware that the industry has many scammers. The purpose of the training is the next step of continuing education into a new but volatile industry who are praying on individual and inflating returns on future investments even retirement funds. This class training is another step to help educate, investigate, understand how the system works, track missing funds, and hopefully retrieve it for the victims. Currently, the rewards are low, but Tarrant County Sherriff's Office can offer and be one of first agency stepping in the right direction to prevent, monitor, set the standards, and create a chance to make the victim whole. The per night lodging rate before taxes and fees is \$110.00. A Tarrant County vehicle is being requested for travel. There is no registration cost for this training.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	David Bennett	\$ 124.25	4	1/26/25 - 1/30/25	\$ 496.98
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				-	
<b>Total Cost for Lodging for the Trip</b>					\$496.98

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:		\$ 0.00
Transportation:	Fuel	\$200.00
Other (specify):	Meal Per Diem	\$306.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		\$1,002.98

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

588261-10000-2025-2110430000

Requested By:  Department Head/Elected Official: 

## Your search for denham springs, Louisiana ( including Standard Rate)

Estimated per diem total: \$746 (Max lodging total + M&IE total)

### Lodging breakdown: January 26, 2025 - January 30, 2025

Date	Daily Rate	# of Nights	Total
January	\$110	4	\$440

Max lodging total: **\$440**

### Meals & incidental expenses breakdown: January 26, 2025 - January 30, 2025

Days, Month	Daily Rate	# of Days	Total
First day (01/26/25)*	\$51	1	\$51
Full day (Jan)	\$68	3	\$204
Last day (01/30/25)*	\$51	1	\$51

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

M&IE total: **\$306**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)				
Tarrant County Sheriff's Office		Dorthea Kornegay / Moranda Holt				
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)						
Reentry Summit						
Destination: West Palm Beach, FL		Departure: 6/3/25		Return: 6/7/25		
GSA RATE (Additional line provided if travel occurs over a two-month period.)						
GSA Lodging Rate		Date Range for GSA Lodging Rate				
\$ 143.00		6/3/25		- 6/6/25		
		-				
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)						
<p>Attending a Reentry Summit provides the Sheriff's Office with valuable insights, connections and tools to enhance reentry programs, reduce recidivism, improve public safety and support the successful reintegration of individuals returning to the community. By leveraging best practices, building collaborative networks and utilizing new resources, we can play a key role in transforming the criminal justice system into one that emphasizes rehabilitation and positive community reintegration.</p> <p>The per night lodging rate before taxes and fees is \$139.00.</p>						
TRAVEL EXPENDITURES						
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:		Total Lodging Cost Per Attendee:
Lodging	Dorthea Kornegay	\$ 157.07	4	6/3/25 - 6/7/25		\$ 628.28
	Moranda Holt	\$ 157.07	4	6/3/25 - 6/7/25		\$ 628.28
				-		
				-		
<b>Total Cost for Lodging for the Trip</b>						<b>\$ 1,256.56</b>
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:	
Registration:	\$350 per attendee				\$ 700.00	
Transportation:	\$463.00 x 2 Airfare / \$100.00 Rideshare				\$ 1,026.00	
Other (specify):	\$297.00 x 2 Meals/\$100.00 x 2 Airport Parking/\$80.00 x 2 Baggage				\$ 954.00	
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>					<b>\$ 3,936.56</b>	
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)						
588261-10000-2025-2120910000 \$3,936.56						

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

## Your search for Florida 33406 (Palm Beach / Hendry including Boca Raton / Delray Beach / Jupiter)

Estimated per diem total: \$959 (Max lodging total + M&IE total)

### Lodging breakdown: June 03, 2025 - June 07, 2025

#### Date Daily Rate # of Nights Total

June	\$143	4	\$572
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Max lodging total: **\$572**

### Meals & incidental expenses breakdown: June 03, 2025 - June 07, 2025

Days, Month	Daily Rate	# of Days	Total
First day (06/03/25)*	\$64.50	1	\$64.50
Full day (Jun)	\$86	3	\$258
Last day (06/07/25)*	\$64.50	1	\$64.50

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

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