

OUT OF TEXAS

Travel & Training Request

Request Form Guidelines

- If a request has been approved in court and a new form is submitted to request additional changes, please complete the "Previously Approved" section below.
- List only the number of attendees, omitting names from the form as this information is subject to change.
- Refrain from using acronyms unless description of acronym is provided.
- If a non-county fund is covering expenses, list under "Other" for funding source.

This space for County Clerk's Office use only.

[a] Previously Approved

**This section is to be completed only when a request has been approved in court and additional changes are being requested.*

Previously Approved Information

What additional changes are being requested?

(Only select the changes that apply)

Court Date:	
Amount:	
# of Attendees:	
Fund Source:	

- Number of Attendees Event Dates
- City Estimated Expenses
- Use of County Vehicle Funding Source

[b] Requested Information

[1] Department Name:	[2] Number of Attendees: <i>(If more than one to attend, please explain):</i>
[3] Subject/Purpose:	
[4] Benefit to County:	
[5] Event Dates <i>(travel dates included):</i>	[6] City, State:

[c] Estimated Expenses

[7] Registration Fee:	[12] Taxi/Other Ground Transportation:
[8] Per Diem <i>(\$55 daily):</i>	[13] Personal Vehicle Mileage:
[9] Hotel:	[14] Vehicle Rental:
[10] Airline/bus/train:	[15] Other <i>(Explain):</i>
[11] Parking/Tolls:	
Total Cost:	

[16] Use of County Vehicle?
<input type="checkbox"/> Yes
<input type="checkbox"/> No
<input type="checkbox"/> Both <i>(using county & personal)</i>

[d] Funding Source

[17] General Fund:	
[18] Grant Fund: <i>(County grants only)</i>	[19] Name of Grant & Fund #:
[20] Other Source:	[21] Name of Other Source (& fund # if applicable):
Total:	

Authorized By: _____
(Name may be typed; signature is not required.)

Please email completed request forms to travelagenda@hctx.net, and do not hand-deliver. Be sure to check the Agenda Deadline section of the agenda intranet website at www.hcintranet.net/agendaintranet, as deadlines are subject to change.

For all questions concerning Travel & Training requests, please email the travel agenda email address provided or call 713-271-1111.