

# 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 employees, 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.

Presented to Commissioner's Court

APPROVE \_\_\_\_\_  
Recorded Vol \_\_\_\_\_ Page \_\_\_\_\_

### [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 Employees:	
Fund Source:	

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

### [b] Requested Information

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

### [c] Estimated Expenses

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

[16] **Use of County Vehicle?**

Yes

No

Both *(using county & personal)*

### [d] Funding Source

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

Authorized By: \_\_\_\_\_  
*(Name may be typed; signature is not required.)*

Please email completed request forms to [travelagenda@hctx.net](mailto: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](http://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 713-755-5113.