



Tarrant County Out-of-State Travel Request

Department: Elections Administration	Name: Heider Garcia <i>**If applicable, list additional names below.</i>										
Conference/Seminar Name: Election Center 36th Annual National Conference											
Destination: Scottsdale, AZ	Dates: Departure: Aug. 22-25, 2021 Return:										
Project Expenditures: <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="padding: 2px;">Transportation:</td> <td style="padding: 2px;">\$ 1,890.00</td> </tr> <tr> <td style="padding: 2px;">Hotel/Motel:</td> <td style="padding: 2px;">\$ 2,703.25</td> </tr> <tr> <td style="padding: 2px;">Registration:</td> <td style="padding: 2px;">\$ 2,036.00</td> </tr> <tr> <td style="padding: 2px;">Other (specify): Per Diem</td> <td style="padding: 2px;">\$ 550.00</td> </tr> <tr> <td style="padding: 2px;">Total:</td> <td style="padding: 2px;">\$ 7,179.25</td> </tr> </table>	Transportation:	\$ 1,890.00	Hotel/Motel:	\$ 2,703.25	Registration:	\$ 2,036.00	Other (specify): Per Diem	\$ 550.00	Total:	\$ 7,179.25	Rationale: Conference is related to government and elections.
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Other (specify): Per Diem	\$ 550.00										
Total:	\$ 7,179.25										
**Additional Person(s): Troy Havard Patricia Benavides Elizabeth DiPaolo Grasiela Alvarado	Funds Available in Department Budget? Yes <input type="checkbox"/> No <input type="checkbox"/> (List department, line item and amount) <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="padding: 2px;">Commitment #</th> <th style="padding: 2px;">Fund #</th> <th style="padding: 2px;">Cost Center #</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">588261</td> <td style="padding: 2px;">T7100-2021</td> <td style="padding: 2px;">142000000</td> </tr> </tbody> </table>	Commitment #	Fund #	Cost Center #	588261	T7100-2021	142000000				
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 Employee Signature	06/11/2021 Date	Court Order No:	<input type="checkbox"/> Approved
 Supervisor/Department Head Signature	Date	Date:	<input type="checkbox"/> Disapproved

This form is to be used for all out-of-state trips requiring advance approval by the Commissioners Court. Please submit this form as far in advance as possible. This form must be submitted to the Administrator's Office no later than 12:00 noon on Wednesday for inclusion on the following week's Commissioners Court agenda.