

SERGIO L. DE LEON
JUSTICE OF THE PEACE
PRECINCT 5

TARRANT COUNTY
FORT WORTH, TEXAS 76196-0247
April 6, 2021

350 WEST BELKNAP
FORT WORTH, TEXAS 76196-0247
817-884-1438

Mr. G.K. Maenius
County Administrator
Administrator's Office
100 E. Weatherford, Suite 404
Fort Worth, Texas 76196

Re: Within Region Travel Request

Dear Mr. Maenius:

Enclosed please find a request for within region travel expenses for myself, Judge Sergio De Leon. I am currently enrolled in the Justice of the Peace and Constables Association education conference in Denton, Texas for June 20-25, 2021.

I am requesting to be refunded expenses and overnight stay from the 2021 education budget due to the extremely heavy traffic in the mornings and evenings commuting back and forth from Fort Worth to Denton for 5 days. The classes begin at 8:00 a.m. each day from June 20-25, 2021 and I attempted to make this drive daily, I could be late to class.

Thank you for your consideration. Should you have any questions concerning this matter, please do not hesitate to call me.



Respectfully submitted,

Sergio L. De Leon



Tarrant County Within Region Travel Request

Department: JUSTICE OF THE PEACE PCT 5		Name: SERGIO L. DE LEON <small>**if applicable, list additional names below.</small>											
Conference/Seminar Name: JPCA'S EDUCATION CONFERENCE													
Destination: DENTON, TX		Dates: Departure: JUNE 20, 2021 Return: JUNE 25, 2021											
Project Expenditures: <table border="1"><tr><td>Transportation:</td><td>\$ \$40.39</td></tr><tr><td>Hotel/Motel:</td><td>\$ 854.15</td></tr><tr><td>Registration:</td><td>\$ 200.00</td></tr><tr><td>Other (specify): Meals</td><td>\$ 210.00</td></tr><tr><td>Total:</td><td>\$ 1304.54</td></tr></table>		Transportation:	\$ \$40.39	Hotel/Motel:	\$ 854.15	Registration:	\$ 200.00	Other (specify): Meals	\$ 210.00	Total:	\$ 1304.54	Rationale: Extremely heavy traffic in morning & evenings make commuting to and from Denton, TX for 5 days difficult. May result in Judge arriving to conference late.	
Transportation:	\$ \$40.39												
Hotel/Motel:	\$ 854.15												
Registration:	\$ 200.00												
Other (specify): Meals	\$ 210.00												
Total:	\$ 1304.54												
**Additional Person(s):		Funds Available in Department Budget? <input type="checkbox"/> Yes <input type="checkbox"/> No (List Department, Line Item and amount) <table border="1"><thead><tr><th>Commitment #</th><th>Fund #</th><th>Cost Center#</th></tr></thead><tbody><tr><td>588261</td><td>10000-2021</td><td>4450100000</td></tr></tbody></table>		Commitment #	Fund #	Cost Center#	588261	10000-2021	4450100000				
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588261	10000-2021	4450100000											

Employee Signature 		Court Order No:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Date 4/6/21			
Supervisor/Department Head Signature 		Date: 4/6/21	

This form is to be used for all within region trips requiring advance approval by the Commissioner's 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 Commissioner's Court agenda.