

FEB 25 2019

REQUEST FOR AGENDA PLACEMENT FORM

Approved

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Sheriff Adam King
TODAY'S DATE: January 24, 2019

DEPARTMENT: Sheriff/560

SIGNATURE OF DEPARTMENT HEAD:



REQUESTED AGENDA DATE: February 25, 2019

SPECIFIC AGENDA WORDING:

Consideration for Dusty Ford to travel to Smoky Mountain, Tennessee to attend the National Association of School Resource Officers National Safe Schools Conference.

Tuition will be paid by TASRO and he will be driving a county vehicle. Only cost is hotel and meals.

PERSON(S) TO PRESENT ITEM: Sheriff Adam King or his designee

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 5 minutes

ACTION ITEM: X

WORKSHOP _____

(Anticipated number of minutes needed to discuss item) **CONSENT:** _____

EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: X

IT DEPARTMENT:

AUDITOR: _____X_____

PURCHASING DEPARTMENT: ___X___

PERSONNEL: _____

PUBLIC WORKS: _____

BUDGET COORDINATOR:

OTHER: _____

*****This Section to be Completed by County Judge's Office*****

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____

Training / Seminar Approval Form

Department Name: Sheriff's Office

Seminar Name: National Association of School Resource Officer National Safe Schools Conference

Purpose: Training

Place: Smoky Mountain, Tennessee

Date: June 23-28, 2019

Who Will Be Attending:
Dusty Ford

This Training/ Seminar is necessary for the following reasons:

- | | |
|---|---|
| <input type="checkbox"/> Required continuing education | <input checked="" type="checkbox"/> XX Job training |
| <input checked="" type="checkbox"/> XX Improve work performance | <input type="checkbox"/> Required certification |

Attach Registration Form and Complete the following information:

Amount of registration \$ 0 Date registration is due Tuition Paid by TASRO

Return check to department head

Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature: 

SEND FORM TO COUNTY JUDGE'S OFFICE

RECEIVED BY COUNTY JUDGE'S OFFICE DATE: _____

APPROVED BY COMMISSIONER'S COURT: _____ DATE: _____

****This form to be used only to request advancement of Hotel and Lodging expenses.***

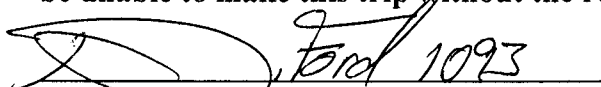
Submit To: Accounts Payable
Johnson County Auditor's Office
2 N. Main, Cleburne, TX 76033

PLEASE TYPE OR PRINT THE FOLLOWING:

TODAY'S DATE: 01/24/2019
TRAVELER'S NAME: Dusty Ford
PURPOSE OF TRIP: NASRO Safe Schools Conference
DESTINATION CITY: Smoky Mountain, TN
DEPARTURE DATE: 06/23/2019 EXPECTED RETURN DATE: 06/29/2019

TRAVEL COSTS TO BE ADVANCED		Auditor Use Only
MEALS- (5 x \$37.00 per day)	\$ 185.00	
PARTIAL- Morning \$ 10 x	\$ 10.00	
Noon \$ 12 x	\$ 24.00	
Evening \$ 15 x	\$ 15.00	
HOTEL/MOTEL	\$ 767.83	
	\$	
TOTAL AMOUNT REQUESTED FOR ADVANCEMENT	\$ 1001.83	

I understand this advance is to be used only for lodging and meal expenses incurred related to the above approved travel and I will submit a properly completed TRAVEL REIMBURSEMENT FORM within 10 days of my return. I also certify that, financially, I will be unable to make this trip without the requested advance.


Signature of Traveler

DATE: 02/06/2019

CERTIFICATION OF OFFICIAL OR DEPARTMENT HEAD: "I certify that the above named employee received proper authorization for official county travel. I have examined the request and approve the same for payment."


Signature of Elected Official/Department Head

DATE: 01-31-19

****REQUIRED****

0100 - 6200 - 5410
(FUND) (DEPT) (OBJECT) (FUNC)
ACCOUNT #