

TRAVEL APPROVAL FORM

Department: EXT/665

Event Name: 2024 WASHINGTON, DC TRIP

Location: WASHINGTON, D.C.

Event Dates: 6/18/24 - 6/22/24

Purpose:

- Required Continuing Education/Certification
- Job Training
- Other: Educational youth trip

Name of Attendees:
KRISTEN CLARK

Court Decision:
This section to be completed by County Judge's Office



May 28, 2024

Required Documents Checklist:

**** Same-Day Travel - Commissioners Court Approval is not required ****

Overnight Travel

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

For Out of State Travel, please also include:

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head:

May 20, 2024

Kristen Clark, County Extension Agent, will be leading a group of ten 4-H members on an educational trip touring Washington, D.C. The trip includes visits to the U.S. Capitol, other Government buildings, museums and monuments.

Travel cost estimate is listed below:

TRAVEL COSTS		AMOUNT	Auditor Use Only
AIR FARE		\$ 401.98	\$
AUTO RENTAL		\$	\$
MILEAGE	MILES (AS OF 01/01/24) 0 X \$0.670 PER MILE **	\$ -	\$
MEALS (ACTUAL) NOTE: If there is no overnight stay, meals are reimbursed through payroll!			
FULL DAY	# OF DAYS 3 X \$54 PER DAY	\$ 162.00	\$
PARTIAL DAY	# OF DAYS 2 X \$40.50 PER DAY	\$ 81.00	\$
HOTEL/MOTEL		\$ 955.13	\$
SEMINAR/TRAINING REGISTRATION FEE			\$
MISCELLANEOUS (Taxi, parking, etc.) Airport parking @ \$16/day		\$ 80.00	\$
LESS AMOUNTS ADVANCED (from Advancement Form)		\$ -	\$
TOTAL AMOUNT REQUESTED FOR REIMBURSEMENT		\$ 1,680.11	\$

2024 Washington D.C. Trip Schedule

Tuesday, June 18

- 5:00 a.m. Meet at Dallas Love Field Airport Southwest Airlines Kiosks
- 7:10 a.m. Depart Dallas Love Field Airport
- 11:05 a.m. Arrive at Reagan International Airport, Depart for hotel
- 12:00 p.m. Arrive & leave bags at Hampton Inn Crystal City
- 1:00 p.m. Lunch in Crystal City
- 2:00 p.m. National Archives & Smithsonian Museums
- 6:30 p.m. Dinner in Crystal City

Wednesday, June 19 – DC T-Shirt

- 7:30 a.m. Breakfast @ Hotel
- 8:30 a.m. Lafayette Square White House Photos & Visitor's Center
- 11:20 a.m. Capitol Building Tour @ Visitor's Center
- 12:45 p.m. Lunch at Longworth House Office Building Cafeteria
- 3:00 p.m. Meet with Roger Williams, Capitol Building Steps
- 4:00 p.m. Library of Congress
- 5:30 p.m. Dinner at Union Station
- 7:30 p.m. Monuments by Moonlight Tour

Thursday, June 20

- 7:15 a.m. Breakfast @ Hotel
- 9:00 a.m. George Washington's Mt. Vernon Estate (lunch at Mt. Vernon Café)
- 12:10 p.m. Tour of the Mansion
- 12:50 p.m. Depart Mt. Vernon Estate
- 2:30 p.m. Smithsonian Museums – Close at 5:30 p.m.
- 6:00 p.m. Dinner at Hard Rock Cafe

Friday, June 21

- 7:30 a.m. Breakfast @ Hotel
- 11:00 a.m. Ford's Theater Museum, One Destiny Play & Peterson House Tour (masks required in theater)
- 1:00 p.m. Lunch in Chinatown
- 3:00 p.m. Holocaust Museum
- 6:30 p.m. Dinner & Games at Bowlero in Crystal City

Saturday, June 22

- 7:45 a.m. Breakfast @ Hotel
- 8:30 a.m. Arlington National Cemetery
- 12:30 p.m. Lunch in Crystal City & Return to Hotel for bags
- 2:00 p.m. Travel to Reagan International Airport
- 4:00 p.m. Depart Reagan International Airport
- 8:15 p.m. Arrive at Dallas Love Field Airport

Hilton Garden Inn Reagan National Airport

2020 Richmond Highway, Arlington, VA 22202
Phone: (703) 892-1050

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Booking Check

Thursday, June 20, 2024

	Ex. Total	Combined Tax	Service Charge	Inc. Total
Guestrooms	\$2,299.00	\$327.61	\$0.00	\$2,626.61

Friday, June 21, 2024

Guestrooms

Qty	Name	Value	Ex. Total	Combined Tax	Service Charge	Inc. Total
11	STANDARD DOUBLE BEDDED QUEEN (S)	\$209.00	\$2,299.00	\$327.61	\$0.00	\$2,626.61
Daily Total						
			Ex. Total	Combined Tax	Service Charge	Inc. Total
	Guestrooms		\$2,299.00	\$327.61	\$0.00	\$2,626.61

Summary All Charges

	Ex. Total	Combined Tax	Service Charge	Inc. Total
Guestrooms	\$9,196.00	\$1,310.44	\$0.00	\$10,506.44
Events	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$9,196.00	\$1,310.44	\$0.00	\$10,506.44
Less Deposit				\$0.00
Grand Total				\$10,506.44

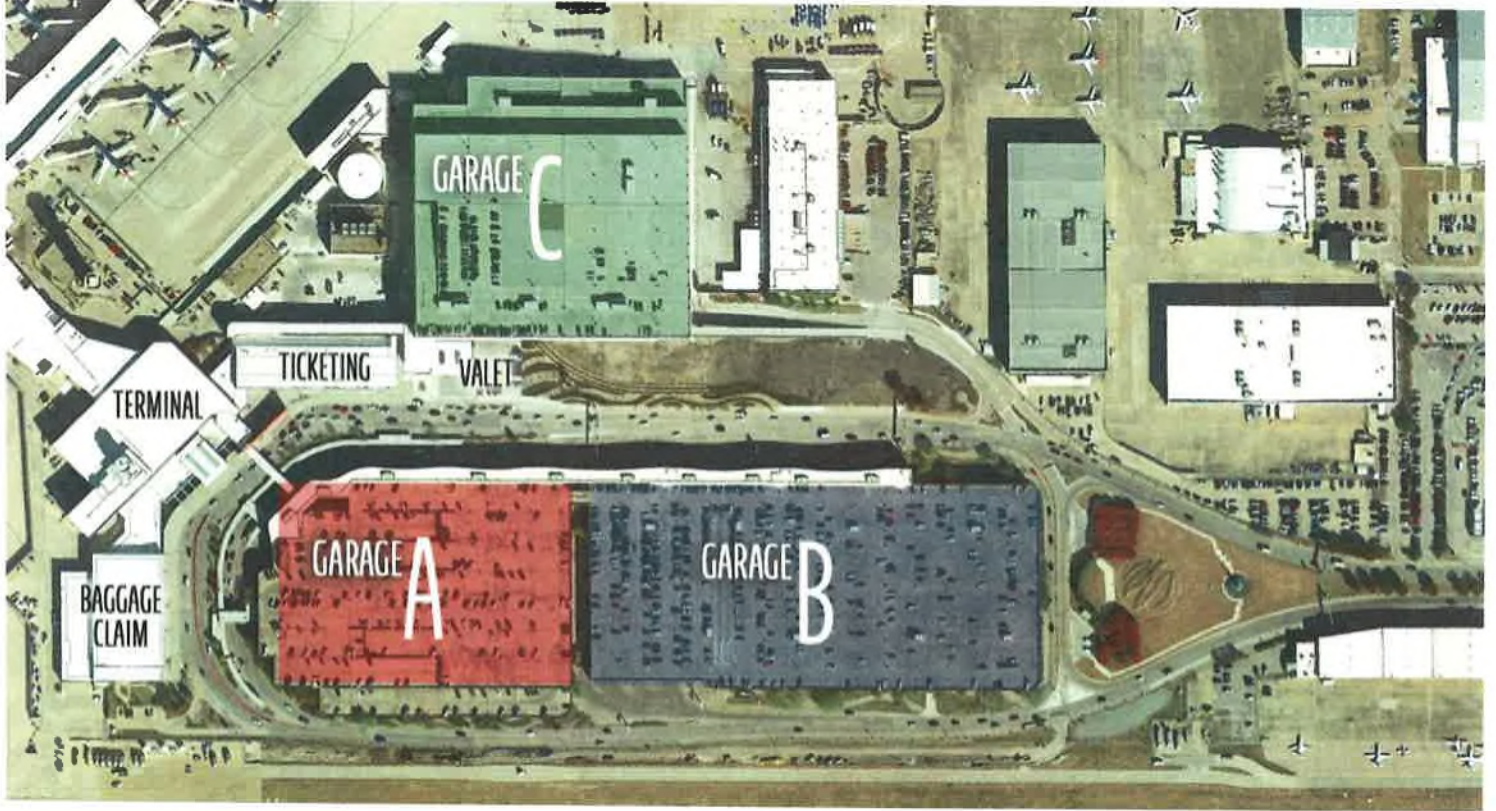
***This is the total for 11 rooms. We are proposing the county pay ONLY for the county extension agent, Kristen Clark's room at the rate of \$955.13.

Customer Approval _____

Date _____

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Garages & Valet



Garage Daily Rates

For self-parking information, call 214-350-4881.

Garage A ([Video Directions](#)) - 5-minute walk to ticketing hall

- All Levels: \$16

Garage B ([Video Directions](#)) - 8-minute walk to terminal

- Covered Levels: \$13
- Roof Uncovered: \$10

Garage C ([Video Directions](#)) - 4-minute walk to ticketing hall

- Covered Levels: \$16
- Roof Uncovered: \$13
- Second-Level Dallas Mavericks: \$16
- Third-Level Premium: \$25

Contactless Valet - connected to ticketing hall

- Daily Rate: \$28