

Travel Approval Form

Department: County Judge

Event Name: Panhandle County Judges & Commissioners Conference

Location: Amarillo, Tx

Event Dates: 9/4/24-9/6/24

Purpose: Required Continuing Education/Certification
 Job Training
 Other: Speaker

Name of Attendees:

Larry Woolley

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



9-23-24

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:

JOHNSON COUNTY TRAVEL REIMBURSEMENT* FORM

*This form is to be used only to request reimbursement of expenses paid by traveler's personal cash or credit card. Completed & signed by traveler after return from travel.

RECEIPT AGAINST APPROVED PURCHASE ORDER

PLEASE TYPE OR PRINT THE FOLLOWING:

TODAY'S DATE : 9-Sep-24

TRAVELER'S NAME : Larry Woolley

PURPOSE OF TRIP : Panhandle County Judge & Commissioners Conference (Speaker)

DESTINATION CITY : Amarillo Texas

DEPARTURE DATE : 4-Sep-24

RETURN DATE :

6-Sep-24

TRAVEL COSTS		AMOUNT	Auditor Use Only
AIR FARE		\$	\$
AUTO RENTAL		\$	\$
MILEAGE	MILES (AS OF 01/01/23) 754 X \$0.655 PER MILE **	\$ 493.87	\$
MEALS (ACTUAL) NOTE: If there is no overnight stay, meals are reimbursed through payroll!			
FULL DAY	# OF DAYS 1 X \$54 PER DAY	\$ 54.00	\$
FIRST/LAST DAY	# OF DAYS 1 X \$40.50 PER DAY	\$ 40.50	\$
SAME-DAY (SUBMIT TO PERSONNEL)	# OF DAYS 0 X \$27 PER DAY	\$ -	\$
HOTEL/MOTEL		Stayed with Family -0- \$	
SEMINAR/TRAINING REGISTRATION FEE		\$	\$
MISCELLANEOUS (Taxi, parking, etc.)		\$	\$
LESS AMOUNTS ADVANCED (from Advancement Form)		\$ -	\$
TOTAL AMOUNT REQUESTED FOR REIMBURSEMENT		\$ 588.37	\$

I have reviewed the County's Travel Policy, and I understand reimbursement will only be made for audited expenses that fall within the limits of county policy and I have attached all appropriate receipts.

** Calculated from your place of work address to your destination address.



 Signature of Traveler

DATE: 9-Sep-24

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: 9-Sep-24

REQUIRED

0100 - 5100 - 54100 - GG
 FUND DEPT OBJECT FUNC

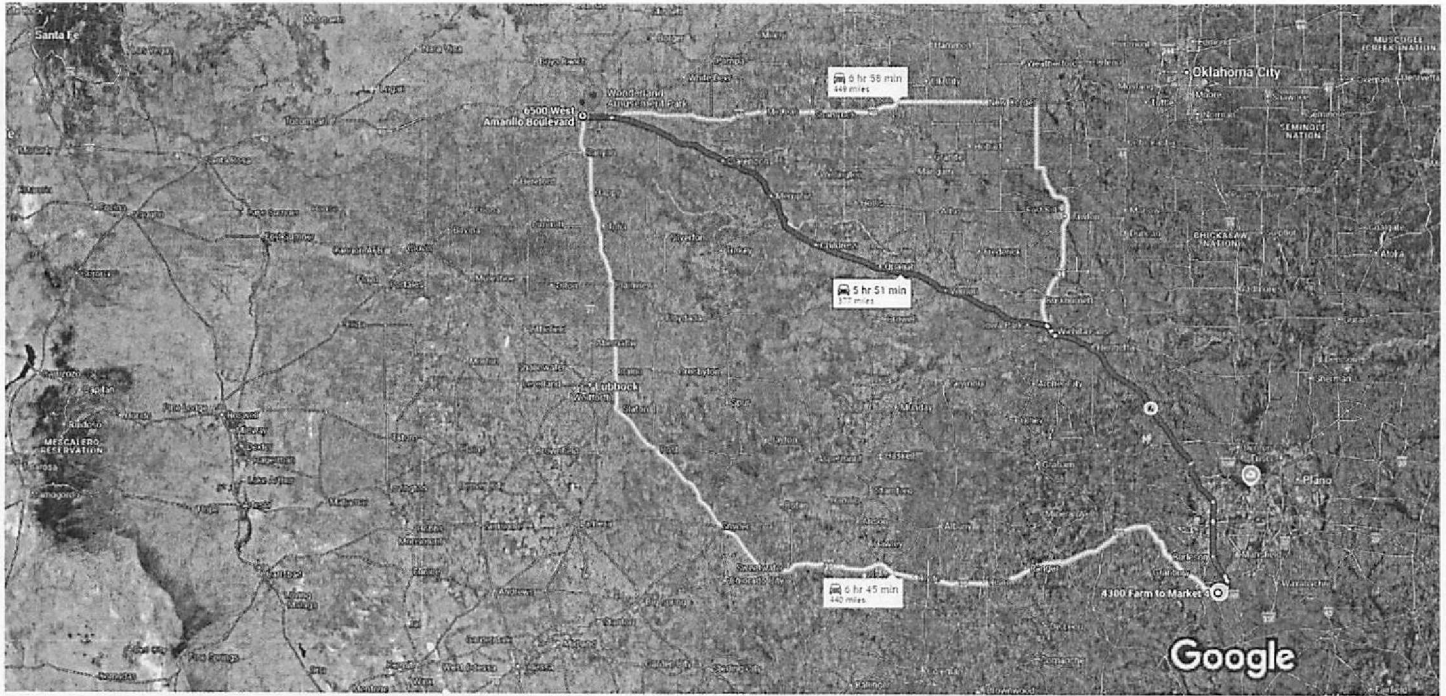
ACCOUNT #

08-49-18


Google Maps

4300 FM 4, Cleburne, TX 76031 to 6500 W Amarillo Blvd, Amarillo, TX 79106

Drive 377 miles, 5 hr 51 min



Imagery ©2024 TerraMetrics, Map data ©2024 Google, INEGI 20 mi


via US-287 N 5 hr 51 min
 Fastest route, the usual traffic 377 miles
 ▲ This route has tolls.


via I-20 W 6 hr 45 min
440 miles


via I-40 W 6 hr 58 min
449 miles

Explore new places along this route

Add suggested stops

R24-4459

Wednesday, August 28

Christopher Boedeker 8/28 9:08 AM

CB Commissioner Woolley will have a couple of travel items over the next couple of months that will need to be paid out of 5100 Dues and Conferences. They are not related to Road and Bridge matters, so the Auditor recommended we pay out of non-departmental. I think it will just be mileage reimbursement, so not a significant expense.

Relatedly, make a note to discuss moving Precinct Dues and Conferences out of Road and Bridge and into General Fund next year. We can discuss with the Committee next year.

Thank you!

No problem

Of course!

You're welcome

