

AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: November 15, 2024

Meeting Date: November 25, 2024

Submitted By: Rexann Knowles

Department: County Judge

Signature of Elected Official/Department Head:

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


Description:

Consider and Approve Mileage Reimbursement in the Amount of \$266.66 to
Commissioner Woolley for Travel to Vernon, Texas to Speak at the District 3
TAMU Extension Conference for Commissioners on November 7, 2024

(May attach additional sheets if necessary)

Person to Present: Rexann Knowles

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) ☒ PUBLIC ☐ CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 1 minutes

Session Requested: (check one)

☒ Action Item ☐ Consent ☐ Workshop ☐ Executive ☐ Other _____

Check All Departments That Have Been Notified:

☒ County Attorney ☐ IT ☐ Purchasing ☒ Auditor

☐ Personnel ☐ Public Works ☐ Facilities Management

Other Department/Official (list) Commissioner Woolley

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**

Approved in CC on 9/11/2023

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 : 13-Nov-24

TRAVELER'S NAME : Larry Woolley

PURPOSE OF TRIP : District 3 TAMU Extension Conference for Commissioners (Speaker)

DESTINATION CITY : Vernon, TX

DEPARTURE DATE : 7-Nov-24

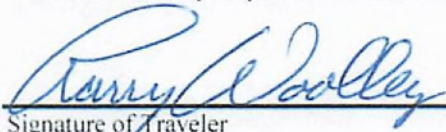
RETURN DATE :

7-Nov-24

TRAVEL COSTS		AMOUNT	Auditor Use Only
AIR FARE		\$	\$
AUTO RENTAL		\$	\$
MILEAGE	MILES (AS OF 01/01/24) 398 X \$0.670 PER MILE **	\$ 266.66	\$
MEALS (ACTUAL) NOTE: If there is no overnight stay, meals are reimbursed through payroll!			
FULL DAY	# OF DAYS (AS OF 10/01/24) X \$63 PER DAY	\$ -	\$
FIRST/LAST DAY	# OF DAYS X \$47.25 PER DAY	\$ -	\$
SAME-DAY (SUBMIT TO PERSONNEL)	# OF DAYS X \$31.50 PER DAY	\$ -	\$
HOTEL/MOTEL		\$	\$
SEMINAR/TRAINING REGISTRATION FEE		\$	\$
MISCELLANEOUS (Taxi, parking, etc.)		\$	\$
LESS AMOUNTS ADVANCED (from Advancement Form)		\$ -	\$
TOTAL AMOUNT REQUESTED FOR REIMBURSEMENT		\$ 266.66	\$

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.

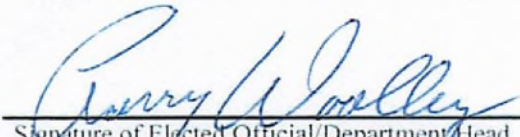
** Calculated from your place of work address to your destination address.


Signature of Traveler

DATE:

11-13-24

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:

11-13-24

****REQUIRED****

0100 - 5100 - 54100 - GG
FUND DEPT OBJECT FUNC

ACCOUNT #

10-20-22

Drive 199 miles, 3 hr 16 min

⚠ This route has tolls.

16 min (9.9 mi)

- 2 hr 46 min (188 mi)**

- <https://www.google.com/maps/dir/4300+EM+4+Claburne+TV/Arson+TV/@32.9274732,-98.9272205,0m/data=!3m1!1e3!1s4314+1314+114+114+0+004>

- Continue on US-287 BUS N to your destination in Vernon**

- Texas 76384**