

AGENDA PLACEMENT FORM

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

Date: January 6, 2025

Meeting Date: January 13, 2025

Submitted By: Rexann Knowles

Department: County Judge

Signature of Elected Official/Department Head:

Court Decision: <small>This section to be completed by County Judge's Office</small>
 <p style="color: red; font-weight: bold; margin-top: 10px;">1-13-25</p>

Description:

Consider and Approve Travel Reimbursement for Larry Woolley in the Amount
of \$518.84 to be Paid from Non-Departmental for Speaking Engagement at
Districts 4 & 5 TAMU Extension Service Conferences for Judges and
Commissioners in Nacogdoches and Mt. Pleasant, Texas. Travel Approved CC
11/25/24

(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) _____

**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 : 6-Jan-25

TRAVELER'S NAME : Larry Woolley

PURPOSE OF TRIP : Districts 4 & 5 TAMU Extension Service Conferences for Judges and Commissioners-Speaker

DESTINATION CITY : Nacogdoches and Mt. Pleasant, Texas

DEPARTURE DATE : 4-Dec-24

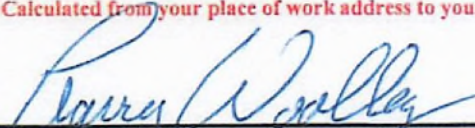
RETURN DATE :

5-Dec-24

TRAVEL COSTS		AMOUNT	Auditor Use Only
AIR FARE		\$	\$
AUTO RENTAL		\$	\$
MILEAGE	MILES (AS OF 01/01/24) 472 X \$0.670 PER MILE **	\$ 316.24	\$
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 2 X \$47.25 PER DAY	\$ 94.50	\$
SAME-DAY (SUBMIT TO PERSONNEL)	# OF DAYS X \$31.50 PER DAY	\$ -	\$
HOTEL/MOTEL		\$108.10	\$
SEMINAR/TRAINING REGISTRATION FEE		\$	\$
MISCELLANEOUS (Taxi, parking, etc.)		\$	\$
LESS AMOUNTS ADVANCED (from Advancement Form)		\$ -	\$
TOTAL AMOUNT REQUESTED FOR REIMBURSEMENT		\$ 518.84	\$

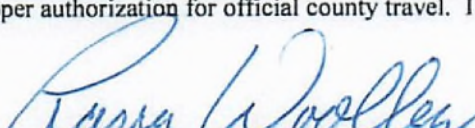
I have reviewed the County's Travel Policy, and I understand reimbursement will only be made for audited expenses that fall within the limits of county policy and I have attached all appropriate receipts.

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


Signature of Traveler

DATE: 6-Jan-25

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: 6-Jan-25

****REQUIRED****

0100 - 5100 - 54100 - GG
FUND DEPT OBJECT FUNC
ACCOUNT #

09-47-51

TRAVEL APPROVAL FORM

Department: Pct. 4 Commissioner

Event Name: District 4&5 Extension Service Conference


Location: Nacogdoches & Mt. Pleasant

Event Dates: December 4&5, 2024

Purpose: ☐ Required Continuing Education/Certification
☐ Job Training
☒ Other: Speaker/Presenter

Name of Attendees:
Larry Woolley

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



11-25-2024

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: 