



Texas Juvenile Justice Department

Request to Use TJJD Funds to Attend Out-of-State Training

Name of Requester:		Title:
County:	Phone:	Email:
Event Name:		
Event Promoter/Sponsor:		
Registration Fee:	Location:	
Dates:		Number of Staff Requesting to Attend:
Total Estimated Travel Expenses		Explanation of necessity to travel out of state to receive this training:
Conference Registration Fees	\$	
Airport Parking	\$	
Rental Car	\$	
Mileage	\$	
Lodging	\$	
Meals	\$	
Other*	\$	
Total	\$	

* Specify other estimated expenses by name and amount:

For review and approval for the use of out-of-state funds to attend specific training, please forward this completed form along with a detailed agenda to:

Kristy Almager, Director
 Juvenile Justice Training Academy
 E: Kristy.Almager@tjjd.texas.gov
 P: 512.490.7125
 F: 512.490.7919

For TJJD Use Only	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Date:	Initials: