



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

TEXAS  
JUVENILE  
JUSTICE  
DEPARTMENT

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

\* Specify other estimated expenses by name and amount:

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

Chris Ellison, Director  
 Juvenile Justice Training Academy  
 E: [Chris.Ellison@tjtd.texas.gov](mailto:Chris.Ellison@tjtd.texas.gov)  
 P: 512.490.7145

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