



MEMORANDUM

DATE: January 9, 2017

TO: Tulsa County Clerk

Cc: BOCC

FROM: Tracy Lane, CED, Tulsa County

RE: Out of County Travel Request

I am requesting out-of-county travel reimbursement for the following:

Leslie Lewis
Name

Stillwater, OK
Destination

Science Curriculum & Yoga In-service
Reason

1/25/17 - 1/26/17
Time Frame

\$230⁰⁰
Approximate Cost

Personal Car
Mode of Transportation

Funds for this request are available in our County budget. Thank you for your attention to this request.



MEMORANDUM

DATE: January 12, 2017

TO: Tulsa County Clerk

Cc: BOCC

FROM: Tracy Lane, CED, Tulsa County

RE: Out of County Travel Request

I am requesting out-of-county travel reimbursement for the following:

Kenda Woodburn

Name

The Chancellor Hotel 70 N. East Ave. Fayetteville, AR

Destination

Oklahoma & Ark Horticulture Industries Show education for Master gardeners, farmers and extension workers

Reason

January 13th and 14th leaving Tulsa at 6:30 am on the 13th and returning to Tulsa at 4:30 pm on the 14th

Time Frame

222 miles round trip x 0.47=\$104.34 + hotel \$91.00 + registration \$55 + meals \$76.50 = \$326.84

Approximate Cost

I am driving my own vehicle

Mode of Transportation

Funds for this request are available in our County budget. Thank you for your attention to this request.



MEMORANDUM

DATE: January 12, 2017

TO: Tulsa County Clerk

Cc: BOCC

FROM: Tracy Lane, CED, Tulsa County

RE: Out of County Travel Request

Tracy R. Lane

I am requesting out-of-county travel reimbursement for the following:

OK
[Signature]

Kenda Woodburn

Name

Mid America Technology Center 27438 St. Hwy 59 Wayne Ok 73095

Destination

Plasticulture Conference by Okla Dept of Agriculture- education for Master Gardeners/ Farmers/Extension

Reason

Feb 10th and 11th leaving Tulsa at 12pm on the 10th and returning to Tulsa at 6:00 pm on the 11th

Time Frame

298 miles round trip x 0.47=\$140.06 + hotel \$91.00+ registration \$10 + meals \$51.00 = \$292.06

Approximate Cost

I am driving my own vehicle

Mode of Transportation

Funds for this request are available in our County budget. Thank you for your attention to this request.