



**INTER-OFFICE MEMO**  
Commissioner Karen Keith, District 2  
Board of County Commissioners

**TO:** Board of County Commissioners  
**FROM:** Commissioner Karen Keith  
**SUBJECT:** Training /Travel Request  
**DATE:** February 11, 2019

I am requesting the Board's consideration and approval for Chief Deputy John Fothergill to attend the Association of County Commissioners of Oklahoma's (ACCO) Spring Conference to be held in Norman, Oklahoma, March 27-28, 2019. The approximate costs for the conference, lodging, mileage/tolls, and per diem are detailed below:

Conference Registration.....	\$ 35.00
Lodging.....	\$ 94.00
Mileage & Tolls.....	\$147.00
Per Diem.....	\$ 95.00
<b>Total.....</b>	<b>\$371.00</b>

KK/sl

**CC:** Commissioner Sallee  
Commissioner Peters  
Vicki Adams  
Michael Craddock  
John Fothergill

ORIGINAL TO COUNTY CLERK FOR FEBRUARY 19, 2019 BOCC MEETING AGENDA



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Board of County Commissioners

**TO:** Board of County Commissioners  
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I am requesting the Board's consideration and approval for Commissioner Karen Keith to attend the Association of County Commissioners of Oklahoma's (ACCO) Spring Conference to be held in Norman, Oklahoma, March 27-28, 2019. The approximate costs for the conference, lodging, mileage/tolls, and per diem are detailed below:

Conference Registration.....	\$ 95.00
Lodging.....	\$ 94.00
Mileage & Tolls.....	\$155.00
Per Diem.....	\$ 95.00
<b>Total.....</b>	<b>\$439.00</b>

KK/sl

**CC:** Commissioner Sallee  
Commissioner Peters  
Vicki Adams  
Michael Craddock  
John Fothergill

ORIGINAL TO COUNTY CLERK FOR FEBRUARY 19, 2019 BOCC MEETING AGENDA