


REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Sheriff's Office TODAY'S DATE: 06/06/22

DEPARTMENT: Sheriff's Office

SIGNATURE OF DEPARTMENT HEAD: 

REQUESTED AGENDA DATE: 6/13/22

SPECIFIC AGENDA WORDING:

Consideration of Reimbursement to Anna Goodloe for Hotel and Meal expenses incurred while attending TCOLE Consortium and TCOLE meeting on June 8-9 in Austin, TX.

COMMISSIONERS COURT

JUN 13 2022

Approved

PERSON(S) TO PRESENT ITEM:

Sheriff or his designee

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 3 minutes
(Anticipated number of minutes needed to discuss item)

ACTION ITEM:
WORKSHOP:
CONSENT:
EXECUTIVE:

STAFF NOTICE:

COUNTY ATTORNEY:

IT DEPARTMENT:

AUDITOR:

PURCHASING DEPARTMENT:

PERSONNEL:

PUBLIC WORKS:

BUDGET COORDINATOR:

OTHER:

This Section to be completed by County Judge's Office

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE:

COURT MEMBER APPROVAL:

DATE:



Johnson County Sheriff's Office
Training Request

Name: Anna Goodloe
Rank: Training Coordinator, Sgt. Date: 05/09/2022
Course Name: TCOLE Consortium & TCOLE Meeting
Course Date: June 8-9, 2022

Course Tuition: \$0 Hotel Cost: \$128 - 207

Per Diem: \$37 Total Cost: \$165 - 244

Is Course TCOLE Accredited? [checked] N
Will training be reported by Host? [checked] N

This Training / Seminar is necessary for the following reasons:
Required continuing education [x] Job training
Improve work performance [x] Required certification

Host Agency: TCOLE Headquarters
Host Address: 6330 US Hwy 290 E, Ste #200
Host City: Austin
Host State: TX
Host Zip Code: 78723
Host Phone:

Hotel: Embassy Suites Arboretum
Hotel Address: 9505 Stonelake Blvd
Hotel City: Austin
Hotel State: TX
Hotel Zip Code: 78759
Hotel Phone:

Hotel Check In Date: 06/08/2022
Hotel Check Out Date: 06/09/2022

Approvals

Training Coordinator: Dr. Anna Goodloe, PhD Budget Available: Y N
CC Agenda Submitted: Y N N/A

Sergeant: [signature] Approved
Disapproved Initials Date

Justification (Required):

Lieutenant: [signature] Approved
Disapproved Initials Date

Comments:

Captain: [signature] X Approved
Disapproved Initials 3A Date 05-24-2022

Comments:

Chief: [signature] [checked] Approved
Disapproved Initials [signature] Date 05-24-22

Comments:

Shauna K. Ballard

From: Anna Goodloe
Sent: Friday, May 27, 2022 3:00 PM
To: Shauna K. Ballard
Subject: Fwd: Your Jun-08-2022 Confirmation #80886354

See below. Thanks!

Dr. Anna Goodloe, PhD
Sergeant Training Coordinator
Johnson County Sheriff's Office
Work: (817) 556-6058 Ext 3504
agoodloe@jocotx.org

Begin forwarded message:

From: Anna Goodloe <anna.goodloe@att.net>
Date: May 25, 2022 at 9:59:12 AM CDT
To: 1262 Anna Goodloe <agoodloe@johnsoncountytexas.org>
Subject: Fwd: Your Jun-08-2022 Confirmation #80886354

Begin forwarded message:

From: Embassy Suites by Hilton Confirmed <noreply@h4.hilton.com>
Date: May 25, 2022 at 9:56:22 AM CDT
To: anna.goodloe@att.net
Subject: Your Jun-08-2022 Confirmation #80886354



Hi Anna 
12,172 Points / Silver


See you soon, Anna Goodloe

Your reservation for Jun-08-2022 has been confirmed.

Confirmation #80886354



Embassy Suites by Hilton Austin Arboretum

 9505 Stonelake Boulevard
Austin TX 78759 US
[Maps & Directions >>](#)

 15123728771

**8 WED
JUN**

Check In: 3:00 PM



1 Night

**9 THU
JUN**

Check Out: 12:00 PM



[Add to Calendar](#)

Due to the current travel environment, hotel amenities and services may be limited. Visit the [Embassy Suites by Hilton Austin Arboretum](#) hotel website for property policies and updates. Please check with regional health and government authorities about the evolving health and safety requirements that may be in place at the location of your stay. [Learn more](#) →

Your Room Information


Guest Name: Anna Goodloe
Guests: 1 Adult
Rooms: 1
Room Plan: 2 DOUBLE BEDS NONSMOKING

Your Rate Information

STATE GOVERNMENT

Rate per night

Jun-08-2022 - Jun-09-2022	161.00 USD
Total for Stay per Room Rate	161.00 USD
Taxes	28.67 USD
Total price for Stay	189.67 USD

 [Modify Your Reservation >](#)

What To Expect When You Arrive



Clean & Ready for You

We are creating an even cleaner stay for you from your guest room to public areas to food and beverage. [Learn more →](#)



Hot Breakfast—on Us!

Imagine a free, hot breakfast every morning of your stay. It's here—join us. [Learn more →](#)



Upon Request Housekeeping

Whether that means calling the front desk to get your room cleaned or keeping your room to yourself, control over your stay is up to you. [Read other changes →](#)



Johnson County PURCHASE ORDER

PO 22-2966

THIS NUMBER MUST APPEAR ON ALL
INVOICES, PACKAGES, SHIPPING
PAPERS AND CORRESPONDENCE.

PAGE NO. 1 of 1
DATE OF ORDER: 06/01/2022

Vendor Name and Address

Anna Goodloe
SHERIFFS OFFICE

Attention To:

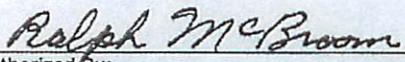
Ship To: SHERIFF, JOHNSON COUNTY
1102 E. KILPATRICK, STE A
CLEBURNE, TX 76031

VENDOR NO.	SHIP VIA	F.O.B.	TERMS	BUYER	
4420	BESTWAY	DESTINATION	NET30	Travel	
DELIVER BY DATE	HISTORICAL PO NO.	REQUISITION NO.	REQUISITION BY		
		R22-3616	Shauna Ballard		
LINE NO.	QUANTITY	UOM	ITEM NO. & DESCRIPTION	UNIT COST	EXTENSION
1	1.00	EA	Hotel stay at Embassy Suites Arboretum in Austin, TX 0100-5600-54100-LE	\$189.67	\$189.67
2	1.00	EA	meal reimbursement for Anna Goodloe to attend TCOLE Consortium & TCOLE Meeting Jun 8-9,2022 in Austin, TX 0100-5600-54100-LE	\$37.00	\$37.00
				TOTAL	\$ 226.67

TAX EXEMPTION NO. 75-6001030

TERMS AND CONDITIONS:

By fulfillment of this order vendor accepts all Johnson County
Terms and Conditions which are available online at
<http://www.johnsoncountytexas.org/departments/purchasing/terms>
or by contacting Purchasing at 817.556.6384


Authorized By:

ALL INVOICES MUST SHOW PURCHASE ORDER NUMBER

JOHNSON COUNTY TRAVEL REIMBURSEMENT * FORM

**This form to be used only to request reimbursement of expense paid by traveler's personal cash or credit card.*

RECEIPT TO PURCHASE ORDER


PLEASE TYPE OR PRINT THE FOLLOWING:

TODAY'S DATE : 5/27/2022
 TRAVELER'S NAME : Anna Goodloe
 PURPOSE OF TRIP : Overnight travel for TCOLE Consortium & TCOLE Meeting
 DESTINATION CITY : Austin, TX
 DEPARTURE DATE : 6/8/2022 RETURN DATE : 6/9/2022

TRAVEL COSTS		AMOUNT	Auditor Use Only
AIR FARE		\$	\$
AUTO RENTAL		\$	\$
MILEAGE	MILES (AS OF 01/01/22) <u>0</u> X \$0.585 PER MILE **	\$ -	\$
MEALS (ACTUAL) NOTE: If there is no overnight stay, meals are reimbursed through payroll!			
FULL DAY	# OF DAYS <u>1</u> X \$37 PER DAY	\$ 37.00	\$
PARTIAL DAY	MORNING <u>0</u> X \$10 EACH	\$ -	\$
	NOON <u>0</u> X \$12 EACH	\$ -	\$
	EVENING <u>0</u> X \$15 EACH	\$ -	\$
HOTEL/MOTEL		\$ 189.67	\$
SEMINAR/TRAINING REGISTRATION FEE		\$	\$
MISCELLANEOUS (Taxi, parking, etc.)		\$	\$
LESS AMOUNTS ADVANCED (from Advancement Form)		\$ -	\$
TOTAL AMOUNT REQUESTED FOR REIMBURSEMENT		\$ 226.67	\$

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: 5-31-22

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: 05-31-22

****REQUIRED****

100 - 5600 - 54100 - LE
 FUND DEPT OBJECT FUNC
ACCOUNT #