



Training / Seminar Approval Form

Department Name: S.T.O.P. SPECIAL CRIMES UNIT

Seminar Name: 2023 [redacted] Conference

COMMISSIONERS COURT

Purpose: Training

JUL 24 2023

Place: [redacted] TX

Date: 11/07/2023 thru 11/10/2023

Approved

Who Will Be Attending:

[redacted] Office Manager

This Training/ Seminar is necessary for the following reasons:


- Required continuing education
- Job training
- Improve work performance
- Required certification

Attach Registration Form and Complete the following information:

Amount of registration \$350.00 Date registration is due none provided

- Return check to department head
- Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature: 

SEND FORM TO COUNTY JUDGE'S OFFICE

RECEIVED BY COUNTY JUDGE'S OFFICE _____ DATE: _____

APPROVED BY COMMISSIONER'S COURT: _____ DATE: _____

Registration Invoice

July 11, 2023

Sold To: [REDACTED] Office Manager

Event Name: [REDACTED] 2023 Annual Conference

Date (s): November 7, 2023 - November 10, 2023

Location: [REDACTED]

Invoice	Order	Invoice Date	
[REDACTED]	[REDACTED]	July 11, 2023 / 11:35 AM CT	
Item	Price	Quantity	Amount
[REDACTED] Certification	\$350.00	1	\$350.00
		Subtotal:	\$350.00
		Tax:	\$0.00
		Order Total:	\$350.00

Purchase Total: \$350.00
Payment Received: \$0.00
Amount Due: \$350.00

November 6, 2023

Early Registration 4:30 PM-7:00 PM CT

November 7, 2023

Registration 7:00 AM-8:00 AM CT

General Session 8:00 AM-9:00 AM CT

Guest Speaker 9:00 AM-12:00 PM CT

Lunch on your Own 12:00 PM-1:00 PM CT

Guest Speaker 1:00 PM-4:00 PM CT

General Session 4:00 PM-5:00 PM CT

Social Night 6:00 PM-8:00 PM CT

DJ and Dance 8:00 PM-11:00 PM CT

November 8, 2023

Digital Evidence 8:00 AM-10:00 AM CT

Weapons Handling (May Change) 10:00 AM-12:00 PM CT

Lunch Provided by [REDACTED] 12:00 PM-1:00 PM CT

Crime Scene 1:00 PM-3:00 PM CT

Property Room FAQ's 3:00 PM-5:00 PM CT

November 9, 2023

Basic Certification 8:00 AM-10:00 AM CT

Certification Class
Basic Certification 10:00 AM-12:00 PM CT

Lunch Provided by [REDACTED] 12:00 PM-1:00 PM CT

Basic Certification 1:00 PM-3:00 PM CT

Certification Class
Basic Certification 3:00 PM-5:00 PM CT

TRAVEL PROCEDURES
HOTEL RESERVATION REQUEST

(EMAIL THIS FORM COMPLETED TO PURCHASING)

Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.

DATE: 07/11/2023 DEPARTMENT: STOP

PERSON SENDING REQUEST: [REDACTED] Office Manager

Person(s) Name Attending: 1. [REDACTED] Office Manager
2. _____
3. _____
4. _____

How many rooms: 1 (Please add any special requirements)

Hotel Name: [REDACTED]

Hotel Address: [REDACTED] City: [REDACTED] State: TX Zip: [REDACTED]

Hotel Telephone #: [REDACTED]

Function Attending: 2023 [REDACTED] Conference

Date of Check in: 11/06/2023

Date of Check out: 11/10/2023