

# Training / Seminar Approval Form

Department Name: Precinct 3

Seminar Name: Texas Association of County Engineers and Road Administration Conference

Purpose: Continuing Education

Place: Hilton College Station Hotel and Conference Center

Date: October 23rd thru October 26th, 2023

**Who Will Be Attending:**

Sean Ratliff \_\_\_\_\_

Scott Lyles \_\_\_\_\_ No Itinerary available \_\_\_\_\_

**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 \$250. Date registration is due October 9th 2023

- 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:

COMMISSIONERS COURT

**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

SEP 11 2023

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: **Approved**

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: \_\_\_\_\_



## 2023 Texas Association of County Engineers & Road Administrators (TACERA) Conference Registration Form



Tuesday – Thursday, October 24<sup>th</sup> thru October 26<sup>th</sup>  
Conference Location – Hilton College Station Hotel and Conference Center  
801 University Drive East, College Station, TX 77840

### Cost to Attend Full Conference

\$175 (Member)

\$250 (Non-Member)

Name: Sean Ratliff

Title: Road Supervisor

County or Business: Johnson County

Address: 10420 E.F.M. 917

City / State / Zip: Alvarado, Tx. 76009

Telephone Number: 817-790-5333

E-mail: SeanR@johnsoncountytx.org

Please make checks payable to:

**TACERA**

*Send check and completed  
Registration Form to:*

**TACERA  
P.O. Box 185276, Fort Worth, TX 76181-0276**

*Questions, call:*

**(512) 260-1376  
Robert Berndt, Executive Secretary  
[tacera1@yahoo.com](mailto:tacera1@yahoo.com)**

*Credit Card payments:*

**[www.tacera1.org](http://www.tacera1.org) under Events**

### Hotel Accommodations

TACERA has negotiated a special group rate of only \$125.00/night. To make your reservations and get this special rate, simply call the Hilton College Station (1-979-693-7500) or General Reservations (1-800-HILTONS) and give the representative our Group Name (TACERA Annual Conference 2023) and/or our Group Code (TACER3).

You may also use the following Booking Link:

<https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=CLLCHHF&groupCode=TACER3&arrivaldate=2023-10-23&departuredate=2023-10-26&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT>

This group rate will be available until October 9, 2023 or until the room block is sold out, whichever comes first. Don't delay, make your reservations NOW!



## 2023 Texas Association of County Engineers & Road Administrators (TACERA) Conference Registration Form



Tuesday – Thursday, October 24<sup>th</sup> thru October 26<sup>th</sup>  
Conference Location – Hilton College Station Hotel and Conference Center  
801 University Drive East, College Station, TX 77840

### Cost to Attend Full Conference

\$175 (Member)

\$250 (Non-Member)

Name: SCOTT LYLES  
Title: ASSISTANT PRECINCT SUPERVISOR  
County or Business: JOHNSON COUNTY  
Address: 10420 FM 917  
City / State / Zip: ALVARADO TEX 76009  
Telephone Number: 817 790 5333 E-mail: Slyles@JOHNSONCOUNTYTX.ORG

Please make checks payable to:

**TACERA**

*Send check and completed  
Registration Form to:*

**TACERA  
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**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.**

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DATE: 8/2/2023 DEPARTMENT: Precinct 3

PERSON SENDING REQUEST: linda Ownbey

Person(s) Name Attending: 1. Sean Ratliff  
2. Scott Lyles  
3. \_\_\_\_\_  
4. \_\_\_\_\_

How many rooms: 2 (Please add any special requirements)

Hotel Name: Hilton College Station

Hotel Address: 801 University Drive E City: College Stator State: TX Zip: 77840

Hotel Telephone #: 979-693-7500

Function Attending: TACERA

Date of Check in: Monday October 23, 2023

Date of Check out: Thursday October 26, 2023