



Travel Approval Form

Department: County Clerk

Event Name: Acceptance Agent Training

Location: Houston, TX

Event Dates: November 7, 2023

Purpose: Required Continuing Education/Certification
 Job Training
 Other: _____

Court Decision: <small>This section to be completed by County Judge's Office</small>
COMMISSIONERS COURT OCT 10 2023 Approved

Name of Attendees:

Susan Lane

Required Documents Checklist:

**** Same-Day Travel - Commissioners Court Approval is not required ****

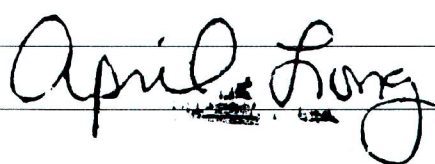
Overnight Travel

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

For Out of State Travel, please also include:

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head:



Approved in CC on 9/11/2023

Sarah George

From: Susan Lane
Sent: Thursday, August 10, 2023 2:37 PM
To: Sarah George
Cc: Michelle Davis
Subject: FW: Passport Training Confirmation 11/7/2023

Confirmation email below for Nov 7 training.

Susan Lane

Deputy Clerk
Johnson County Clerk - Recording
817-202-4000 x 1630

From: HoustonCS <HoustonCS@state.gov>
Sent: Thursday, August 10, 2023 2:34 PM
Subject: Passport Training Confirmation 11/7/2023

CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.

Hello,

Thank you for enrolling in our in-person Acceptance Agent Training taking place on November 7, 2023. This email serves as your confirmation for enrollment. We ask that you review the details below:

Location of the training: Mickey Leeland Federal Building, 1919 Smith Street, Houston TX 77003
Room number: First floor training room
Timeframe: 8 am to 4 pm. Please arrive a minimum of 15 minutes prior to the start time.

Please be prepared to be engaged in the course. It has great content and requires your continual attention. We look forward to meeting you and spending the day honing your passport expertise.

Kind regards,
Michelle Yvonne Kemmer
PPT/HN Customer Service Manager
Bureau of Consular Affairs
Office: (713) 655-2054

"Be afraid neither of the world, nor of the future, nor of your weakness. The Lord has allowed you to live in this moment of history so that, by your faith, His name will continue to resound throughout the world."— **Pope Benedict XVI**

SENSITIVE BUT UNCLASSIFIED

Houston Passport Agency- In-person Acceptance Agent Training

This training course is designed for first-time Acceptance Agents who have been in the role for less than 3 years and/or have only received online training. It is not a required course; however, it is advisable for someone who is new to the Acceptance Agent role. Experienced Acceptance Agents may take the course as a refresher with the understanding that other attendees will be new to the role. You will be required to take a test and pass the course in order to receive credit into the acceptance program.

This course is considered valid for the annual recertification process.

Please note- in order to participate we will confirm your enrollment a week prior to the training date. Training request submitted within a week of training will not be honored. Please verify that you provide us with a working email to notify you if your request was approved.

Sarah George

From: Susan Lane
Sent: Thursday, September 28, 2023 2:41 PM
To: Sarah George
Subject: FW: Your Reservation Confirmation [REDACTED] at Holiday Inn Hotels & Resorts.

Reservation has been made. Confirmation is below.

Susan Lane

Deputy Clerk
Johnson County Clerk - Recording
817-202-4000 x 1630

From: Susan Lane
Sent: Thursday, September 28, 2023 2:38 PM
To: Susan Lane
Subject: Fwd: Your Reservation Confirmation [REDACTED] at Holiday Inn Hotels & Resorts.

CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.

----- Forwarded message -----

From: Holiday Inn Hotels & Resorts <HolidayInn@tx.ihg.com>
Date: Thu, Sep 21, 2023, 7:07 PM
Subject: Your Reservation Confirmation [REDACTED] at Holiday Inn Hotels & Resorts.
To:

Thank you for booking with Holiday Inn Hotels & Resorts.

[View with Images](#)



[Brand Experience](#) | [Make a Reservation](#) | [IHG One Rewards](#) | [Need Help?](#)

Holiday Inn Houston Downtown

1616 Main Street
Houston, TX United States 77002

Hotel Front Desk: 17136588888

Email: houhi@1616main.com

[Modify Reservation](#)

[Customer Care](#)

[Property Overview](#)