



# TRAVEL APPROVAL FORM

**Department:** County Clerk

**Event Name:** 2024 Probate Academy

**Location:** Galveston, TX

**Event Dates:** May 8th - 10th, 2024

- Purpose:**
- Required Continuing Education/Certification
  - Job Training
  - Other: \_\_\_\_\_

**Name of Attendees:**

Tami Thomas                      Judy Pyles

\_\_\_\_\_  
\_\_\_\_\_

Court Decision:  
This section to be completed by County Judge's Office

COMMISSIONERS COURT

OCT 10 2023

Approved

**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:**

Sarah George

Approved in CC on 9/11/2023

## Sarah George

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**From:** do-not-reply@county.org  
**Sent:** Monday, September 11, 2023 9:16 AM  
**To:** April Long  
**Subject:** Confirmation

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

Dear Hon. April Long,

Thank you for your recent online submission. Here are confirmation details for your records.

**Order Number:** 252058

**Order Date:** Sep 11, 2023 9:14 AM

**Bill To:** Hon. April Long

**Order Total:** 300.00

**Payment Method:** You will be billed for the balance due - Purchase Order Number .

| Item   | Price                          | Qty | Total  |
|--|--------------------------------|-----|--------|
| 2024 Probate Academy - Tami Thomas<br><i>When:</i> May 8, 2024 - May 10, 2024<br><i>Where:</i> Moody Gardens Hotel<br>7 Hope Blvd.<br>Galveston, 77554 | 150.00                         | 1   | 150.00 |
| <i>Registration option:</i> May 8, 2024 - Registration Tuition and Overhead Assessment Fee   |                                |     |        |
| 2024 Probate Academy - Judy Pyles<br><i>When:</i> May 8, 2024 - May 10, 2024<br><i>Where:</i> Moody Gardens Hotel<br>7 Hope Blvd.<br>Galveston, 77554  | 150.00                         | 1   | 150.00 |
| <i>Registration option:</i> May 8, 2024 - Registration Tuition and Overhead Assessment Fee   |                                |     |        |
|  | <b>Item Total</b>              |     | 300.00 |
|  | <b>Item Grand Total</b>        |     | 300.00 |
|  | <b>Transaction Grand Total</b> |     | 300.00 |

You may review your registration and event information at any time on our website by logging into your [Member Portal](#).

# Probate Academy

May 8 - 10, 2024

Moody Gardens Hotel  
7 Hope Blvd.  
Galveston, TX 77554



**Registration**  
(<https://imis.county.org/imis/EventDetail?EventKey=24JPA>)

For more information, contact [Ashley Royer \(mailto:ashleyr@county.org\)](mailto:ashleyr@county.org) or [Regan Williams \(mailto:reganw@county.org\)](mailto:reganw@county.org) at (800) 456-5974.

## Tuesday, May 7

2-5 p.m. Registration Open

## Wednesday, May 8

7 a.m.-5 p.m. Registration Desk Open

7-8 a.m. Breakfast Buffet

8 a.m.-12 p.m. General Session

12-1 p.m. Lunch Provided

1-5 p.m. Clerks and Judges Breakouts Sessions

## Thursday, May 9

7 a.m.-5 p.m. Registration Desk Open

7-8 a.m. Breakfast Buffet

8 a.m.-12 p.m. General Session

12-1 p.m.

**Lunch Provided**

1-5 p.m.

**Clerks and Judges Breakout Sessions**

**Friday, May 10**

7 a.m.-12 p.m.

**Registration Desk Open**

7-8 a.m.

**Breakfast Buffet**

8-11:30 a.m.

**General Session**

11:30 a.m.

**Adjourn**

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*\*Agenda is subject to change.*

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**Registration**  
**([https://imis.county.org/imis/EventDetail?](https://imis.county.org/imis/EventDetail?EventKey=24JPA)**  
**EventKey=24JPA)**

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Mon 9/11/2023 9:46 AM

hotelreservations@moodygardens.org

Moody Gardens Hotel - Reservation Confirmation

To: April Long

If there are problems with how this message is displayed, click here to view it in a web browser.

**MOODY GARDENS**  
GALVESTON ISLAND  
HOTEL, SPA & CONVENTION CENTER  
ATTRACTIONS, GOLF COURSE

[PLAY](#) [STAY](#) [PLAN EVENT](#) [DINING](#) [SPA](#) [GOLF](#) [INFO](#) [GET INVOLVED](#)



#### RESERVATION CONFIRMATION

Dear Tami Thomas,

It's our pleasure to welcome you to Moody Gardens Hotel in Galveston, Texas.

Please review the following reservation information which has been confirmed on your behalf. If you have any questions or concerns regarding the reservation, please contact us at your earliest convenience by calling us at 409-683-1299 or email at [hotelreservations@moodygardens.org](mailto:hotelreservations@moodygardens.org).



Mon 9/11/2023 9:48 AM

hotelreservations@moodygardens.org

Moody Gardens Hotel - Reservation Confirmation

To April Long

If there are problems with how this message is displayed, click here to view it in a web browser.

**MOODY GARDENS**  
GALVESTON ISLAND  
HOTEL, SPA & CONVENTION CENTER  
ATTRACTIONS, GOLF COURSE

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**RESERVATION CONFIRMATION**

Dear Judy Pyles,

It's our pleasure to welcome you to Moody Gardens Hotel in Galveston, Texas.

Please review the following reservation information which has been confirmed on your behalf. If you have any questions or concerns regarding the reservation, please contact us at your earliest convenience by calling us at 409-683-1299 or email at [hotelreservations@moodygardens.org](mailto:hotelreservations@moodygardens.org).

