



Travel Approval Form

Department: CJO

Event Name: County Court Assistants Training Conf.

Location: San Marcos

Event Dates: 2/14/24 - 2/16/24

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

Name of Attendees:

Paula Reid _____

Rachel Sitrler _____

<p>Court Decision: This section to be completed by County Judge's Office</p>
<p>COMMISSIONERS COURT</p> <p>OCT 23 2023</p> <p>Approved</p>

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:

Rachel Sitler

From: do-not-reply@county.org
Sent: Tuesday, October 10, 2023 1:37 PM
To: Rachel Sitler
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 Ms. Rachel Sitler,

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

Order Number: 252685

Order Date: Oct 10, 2023 1:25 PM

Bill To: Ms. Rachel Lea Sitler

Order Total: 150.00

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

Item	Price	Qty	Total
2024 County Court Assistants Training Conference - Ms. Paula Reid <i>When:</i> Feb 14, 2024 - Feb 16, 2024 <i>Where:</i> Embassy Suites By Hilton San Marcos Hotel 1001 E. McCarty Ln. San Marcos, TX 78666 United States	150.00	1	150.00

Registration option: Feb 14, 2024 - Registration Tuition and Overhead Assessment Fee

Item Total	150.00
Item Grand Total	150.00
Transaction Grand Total	150.00

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

Additional information will be emailed to you soon. If you have any questions, please contact Education Services at (800) 456-5974.

Texas Association of Counties

This email was sent to rsitler@johnsoncountytexas.org.

Rachel Sitler

From: do-not-reply@county.org
Sent: Tuesday, October 10, 2023 1:42 PM
To: Rachel Sitler
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 Ms. Rachel Sitler,

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

Order Number: 252686

Order Date: Oct 10, 2023 1:40 PM

Bill To: Ms. Rachel Lea Sitler

Order Total: 150.00

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

Item	Price	Qty	Total
2024 County Court Assistants Training Conference - Ms. Rachel Lea Sitler <i>When:</i> Feb 14, 2024 - Feb 16, 2024 <i>Where:</i> Embassy Suites By Hilton San Marcos Hotel 1001 E. McCarty Ln. San Marcos, TX 78666 United States	150.00	1	150.00

Registration option: Feb 14, 2024 - Registration Tuition and Overhead Assessment Fee

Item Total	150.00
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Texas Association of Counties

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County Court Assistants Training Conference

February 14 - 16, 2024

Embassy Suites by Hilton San Marcos Hotel, Conference Center & Spa
1001 E. McCarty Ln.
San Marcos, TX 78666



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

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.

Wednesday, Feb. 14

11 a.m.-5 p.m. **Registration Desk Open**

1-5 p.m. **General Session**

Thursday, Feb. 15

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

12-1 p.m. **Lunch Provided**

8 a.m.-5 p.m. **General Session**

Friday, Feb. 16

7 a.m.-noon **Registration Desk Open**

8-11:30 a.m. **General Session**

11:30 a.m. **Adjourn**

**Agenda is subject to change. Please check back for updates.*

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: 10/10/2023 DEPARTMENT: CJO

PERSON SENDING REQUEST: Rachel Sitler

Person(s) Name Attending: 1. Paula Reid
2. Rachel Sitler
3. _____
4. _____

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

Hotel Name: Embassy Suites by Hilton San Marcos Hotel

Hotel Address: 1001 E. McCarty Lane City: San Marcos State: TX Zip: 78666

Hotel Telephone #: 512-392-6450

Function Attending: County Court Assistants Training Conference

Date of Check in: 02/14/2024

Date of Check out: 02/16/2024