

Travel Approval Form

Department: Constable Pct. 1

Event Name: NTJPCA & Conbstale Annual Training

Location: McKinney, TX

Event Dates: November 1st & 2nd, 2023

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

Name of Attendees:

Kathryn Keene Randall Jacks
Sean Bagwell James (Jimmy) Johnson
Michael Smith _____

<p>Court Decision: <small>This section to be completed by County Judge's Office</small></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: _____



Approved in CC on 9/11/2023

ANNUAL BUSINESS MEETING AND TRAINING

Registration Form – McKinney 2023

Judge Court Clerk
 Constable Deputy Constable Clerk

IMPORTANT: ONE PERSON PER REGISTRATION FORM.

NOTE: YOU MUST MAKE YOUR OWN HOTEL RESERVATION. HOTEL & RATES LISTED BELOW.

Name: Kathryn Keene

County: Johnson Pct./Plc.: 1

Official Office Address: 3390 FM 1434

City: Cleburne Texas Zip: 76033

Phone No.: 817-556-6163 E-mail: KKEENE@JOHNSONCOUNTYTX.ORG

DAY 1 NOVEMBER 1, 2023

Registration will begin at 11:00, and class will begin at 1:00 pm.

DAY 2 NOVEMBER 2, 2023

Registration will be from 7:30 to 8:30, and classes start at 9:00 am.

Breakfast to be served from 7:30 to 8:30. Hot Breakfast is included.

HOTEL INFORMATION

Sheraton Hotel McKinney

1900 Gateway Blvd.

McKinney, TX. 75070

972-549-4000

Reference number: M-QX99LXD

State rate of \$122.00, plus tax, is effective until October 18, 2023

\$125 Member Registration (includes 12 hours of Training, Breaks, Breakfast, and Lunch)

\$165 Non-Member registration (Includes 1 year membership, 12 hours of Training, Breaks, Breakfast, and Lunch)

Please make checks payable to NTJPCA

*** Payments now accepted online at www.ntjpc.org ***

Return Registration to:

NTJPCA

3390 FM 1434

Cleburne, TX. 76033

Or email:

ntjpc@gmail.com

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**IMPORTANT: ONE PERSON PER REGISTRATION FORM.
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Name: SEAN BAGWELL

County: JOHNSON Pct./Plc.: 1

Official Office Address: 3390 FM 1434

City: CLEBURNE Texas Zip: 76033

Phone No.: 8175566163 E-mail: SBAGWELL@JOHNSONCOUNTYTX.ORG

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IMPORTANT: ONE PERSON PER REGISTRATION FORM.

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Name: MICHAEL SMITH

County: JOHNSON Pct./Plc.: 1

Official Office Address: 3390 FM 1434

City: CLEBURNE Texas Zip: 76033

Phone No.: (817) 556-6163 E-mail: MSMITH@JOHNSONCOUNTYTX.ORG

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**IMPORTANT: ONE PERSON PER REGISTRATION FORM.
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Name: RANDALL JACKS
County: JOHNSON Pct./Plc.: 1
Official Office Address: 3390 FM 1434
City: CLEBURNE Texas Zip: 76033
Phone No.: (817) 556-6163 E-mail: RJACKS@JOHNSONCOUNTYTX.ORG

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Name: JAMES (JIMMY) JOHNSON
County: JOHNSON Pct./Plc.: 1
Official Office Address: 3390 FM 1434
City: CLEBURNE Texas Zip: 76033
Phone No.: (817) 556-6163 E-mail: JRJOHNSON@JOHNSONCOUNTYTX.ORG

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**NORTH TEXAS JUSTICES OF THE PEACE
AND CONSTABLE ASSOCIATION
ANNUAL BUSINESS MEETING & TRAINING**

AGENDA

NOVEMBER 1-2, 2023

SHERATION HOTEL

MCKINNEY, TEXAS

NOVEMBER 1ST

REGISTRATION: 11:30AM - 1:00PM

CLASS: 1PM-5PM

BREAK: 2:30PM

CLASS RESUMES – 2:45PM

BUSINESS MEETING: 5:00PM – 6:00PM CLASSROOM-TBA

ELECTION OF OFFICERS & AT LARGE DIRECTORS

DINNER ON YOUR OWN

NOVEMBER 2ND

REGISTRATION – 7:00AM – 8:00AM

BREAKFAST – 7:30AM – 8:30AM

DINING AREA – TBA

CLASS – 9:00AM

CLASSES SET UP IN 4 CLASSROOMS

BREAK – 10:30AM

CLASS – RESUMES-10:45AM

LUNCH – 11:30AM – 1:00PM

DINING AREA – TBA

CLASSES RESUME – 1:00PM – 5:00PM

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: 10/11/2023 DEPARTMENT: Constable Pct. 1

PERSON SENDING REQUEST: Kathryn Keene

Person(s) Name Attending: 1. Kathryn Keene
2. Michael Smith
3. Sean Bagwell
4. Randall Jacks 5. James Johnson

How many rooms: 5 (Please add any special requirements)

Hotel Name: Sheraton McKinney Hotel

Hotel Address: 1900 Gateway Blvd City: McKinney State: TX Zip: 75070

Hotel Telephone #: (972) 549-4000

Function Attending: NTJPCA & Constable Meeting & Training

Date of Check in: November 1, 2023

Date of Check out: November 2, 2023