

TRAVEL APPROVAL FORM

Department: JP 2

Event Name: Texas Justice Court Training Center

Location: Corpus Christi

Event Dates: July 21, 2024 - July 24, 2024

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

Name of Attendees:

Nikki Ashley _____

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

COMMISSIONERS COURT

NOV 27 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:



Approved in CC on 9/11/2023

Nikki Ashley

From: Nikki Ashley
Sent: Tuesday, October 17, 2023 10:01 AM
To: Nikki Ashley
Subject: Fwd: Notification of Payment

Sent from my iPhone

Begin forwarded message:

From: adw167@txstate.edu
Date: October 17, 2023 at 8:23:16 AM CDT
To:
Subject: Notification of Payment

You have received this email from adw167@txstate.edu in response to payment processing.

Notification of Payment

This message is an automated notification to inform you that your payment has been completed successfully. Please note that all payments are subject to approval and final verification.

Payment Information:

Payment Type:Credit Card
Card Number:xxxxxxxxxxx6849
Card Type:MasterCard
*** CARD_NOT_PRESENT ***

System Tracking ID:934442
Date/Time:October 17, 2023 at 8:23:13 AM CDT
External Transaction ID:1215998
Payment Gateway Reference Number:20231017000069
Payment Amount:
Total Paid:\$260.00

Refund Policy Agreement:

Cancellation must be done through your TJCTC profile and received two (2) weeks prior to the event start date in order to receive a full refund.

Thank You

Thank you for your payment.



RECEIPT

Nikki Ashley (X001621)
247 Elk Drive, Ste. 107
Burlson, TX 76028

Transaction Basket: 897
Date: 17/Oct/2023 8:23AM
Page 1 of 2

Experience Court Personnel Seminar - Corpus Christi

Location: Omni Corpus Christi
Dates: 2024-07-22 - 2024-07-24

Conference Registrations/Cancellations

Cancellation Request Deadline: Jul/08/2024 12:00 AM

Conference Registration

Subtotal: \$ 150.00
Total: \$ 150.00

Lodging Fee (Quantity: 1)

Lodging Fee

Subtotal: \$ 110.00
Total: \$ 110.00

Grand Total: \$ 260.00

*Paid with
personal credit card*

NIKKI ASHLEY
247 ELK DRIVE, STE. 107
BURLESON TX 76028



Nikki Ashley (X001621)
247 Elk Drive, Ste. 107
Burleson, TX 76028

Transaction Basket: 897
Date: 17/Oct/2023 8:23AM
Page 2 of 2

RECEIPT

ACCOUNT ACTIVITY:

Current Payment / (Refund)

MasterCard *****6849	\$ 260.00
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Total Current Payment / (Refund):	<u>\$ 260.00</u>
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Total Payments / (Refunds):	<u>\$ 260.00</u>
-----------------------------	------------------

10-17-23
Paid with
personal credit card

NIKKI ASHLEY
247 ELK DRIVE, STE. 107
BURLESON TX 76028

Nikki Ashley

From: Nikki Ashley
Sent: Tuesday, October 17, 2023 10:01 AM
To: Nikki Ashley
Subject: Fwd: Experience Court Personnel Seminar - Corpus Christi Registration Confirmation

Sent from my iPhone

Begin forwarded message:

From: Texas Justice Court Training Center <noreply@enroll.tjctc.txstate.edu>
Date: October 17, 2023 at 8:23:21 AM CDT
To:
Subject: Experience Court Personnel Seminar - Corpus Christi Registration Confirmation
Reply-To: tjctcoffice@txstate.edu



This communication serves as verification that you have been successfully registered into the Experience Court Personnel Seminar - Corpus Christi

Nikki Ashley
247 Elk Drive, Ste. 107
Burleson, TX 76028
USA
(817) 202-2953

Nikki Ashley is registered in:

Experience Court Personnel Seminar - Corpus Christi

Location:	Omni Corpus Christi
Conference Dates:	22 Jul 2024 - 24 Jul 2024
Registration Date:	17 Oct 2023

Conference Notes

If you select a hotel room, your arrival date will be July 22, 2024.

If you need to arrive a night early due to distance please reach out to Darby Swoboda (d_s520@txstate.edu) to assist you with those reservations. This night will NOT be at the \$55 rate, will vary by location, and is based on availability.

Registration will take place from 11:00 – 12:45 p.m. on Monday, July 22, 2024. The program will begin at 12:45 p.m. on Monday, July 22nd and go until 12:00 p.m. on Wednesday, July 24th. No meals are provided on July 22nd, breakfast and lunch are provided on July 23rd, and breakfast is provided on July 24th.

Meals are for grant-funded seminar participants only. You will be on your own for dinner each night.

Participant Type

Experience Court Personnel

Package

Conference Registration

Add-Ons

Lodging Fee (1)

Selected Sessions

Session	Tracks	Location	Date	Time	Speaker
Welcome and Orientation		Omni Corpus Christi	22 Jul 2024	12:45 PM - 01:00 PM	
Procedural Fairness		Omni Corpus Christi	22 Jul 2024	01:00 PM - 03:00 PM	
The Challenges and Opportunities of Self-Represented Litigants		Omni Corpus Christi	24 Jul 2024	08:00 AM - 10:00 AM	
Leadership		Omni Corpus Christi	24 Jul 2024	10:00 AM - 12:00 PM	

Note that additional session selection and/or completing a participant questionnaire may be required To register for individual sessions or complete your participant questionnaire, please log in at [Experience Court Personnel Seminar - Corpus Christi registration site](#) using your Texas Justice Court Training Center credentials previously sent in another email

This message has been sent to you by noreply@enroll.tjctc.txstate.edu

<conferenceLogo>

TRAVEL APPROVAL FORM

Department: JP 2

Event Name: Texas Justice Court Training Center

Location: Galveston

Event Dates: February 25, 2024

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

Name of Attendees:

Margarita DeLeon

Court Decision: <small>This section to be completed by County Judge's Office</small>
COMMISSIONERS COURT
NOV 27 2023
Approved

Required Documents Checklist:

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

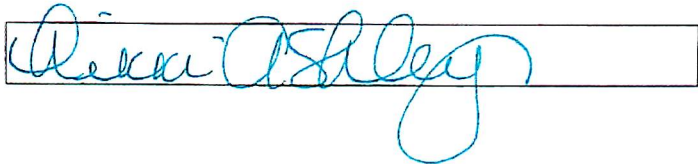
Overnight Travel

- 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:



Approved in CC on 9/11/2023



INVOICE

Margarita DeLeon (X005186)
247 Elk Drive
Burleson, TX 76028

Transaction Basket: 2109
Date: 17/Oct/2023 1:33PM
Page 1 of 1

Experience Court Personnel Seminar - Galveston

Location: The San Luis Resort
Dates: 2024-02-26 - 2024-02-28

Conference Registrations/Cancellations

Cancellation Request Deadline: Feb/12/2024 12:00 AM

Conference Registration

Subtotal: \$ 150.00
Total: \$ 150.00

Grand Total: \$ 150.00

ACCOUNT ACTIVITY:

On Account

Invoice 2109-1 (Due Date: Feb/02/2024) \$ 150.00

Total On Account: \$ 150.00

Total Amount Due: \$ 150.00

MARGARITA DELEON
247 ELK DRIVE
BURLESON TX 76028



Conference Name: Experience Court Personnel Seminar - Galveston
Location: The San Luis Resort
Conference Dates: 26 Feb 2024 - 28 Feb 2024
Participant Name: Margarita DeLeon

Selected Sessions

Participant Margarita DeLeon is registered in the following sessions as of Oct 17, 2023 3:24:53 PM

<u>Session</u>	<u>Tracks</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Speaker</u>
Welcome and Orientation		The San Luis Resort and Conference Center	26 Feb 2024	12:45 PM - 01:00 PM	
Procedural Fairness		The San Luis Resort and Conference Center	26 Feb 2024	01:00 PM - 03:00 PM	
EPO Reporting and Other Magistrate Duties for Clerks		The San Luis Resort and Conference Center	26 Feb 2024	03:00 PM - 05:00 PM	
Unusual Eviction Issues: Filing through Judgment		The San Luis Resort and Conference Center	27 Feb 2024	08:00 AM - 10:00 AM	
Eviction Appeals Scenarios		The San Luis Resort and Conference Center	27 Feb 2024	10:00 AM - 12:00 PM	
Deferred Disposition & DSC		The San Luis Resort and Conference Center	27 Feb 2024	01:00 PM - 02:00 PM	
Tricky Issues: Post-judgment Small Claims & Debt Claim Cases		The San Luis Resort and Conference Center	27 Feb 2024	02:00 PM - 04:00 PM	
Creating Criminal Judgments		The San Luis Resort and Conference Center	27 Feb 2024	04:00 PM - 05:00 PM	
The Challenges and Opportunities of Self-Represented Litigants		The San Luis Resort and Conference Center	28 Feb 2024	08:00 AM - 10:00 AM	
Leadership		The San Luis Resort and Conference Center	28 Feb 2024	10:00 AM - 12:00 PM	

Nikki Ashley

From: Margarita DeLeon
Sent: Thursday, November 16, 2023 11:05 AM
To: Nikki Ashley
Subject: FW: TJCTC Night Before Cost Information

From: Swoboda, Darby M <d_s520@txstate.edu>
Sent: Thursday, November 16, 2023 9:09 AM
Subject: TJCTC Night Before Cost Information

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

You are receiving this email because you have requested the night before a TJCTC court personnel seminar.

I have made a note in your registration that you will be coming in the night before your seminar. Below is some information that you need to know about the extra night.

You will be responsible for 100% of the charges for any and all extra nights outside of the 2 provided by the training center. We will make your reservation for the night before and the 2 nights of the seminar for you so that you can receive our contracted price. If you are paying by check, the check needs to be made out to the hotel you are going to (**NOT TO TJCTC, please note not all hotels accept checks anymore**) and you will need to bring the payment for the hotel with you to the hotel (**do not send to TJCTC**). We cannot make any reservations outside of the night before and 2 nights of the seminar, if you would like to stay any extra nights you will need to make those reservations on your own.

Below are the prices for each of the hotels **NOT** including taxes and fees:

Hotel	Date	Rate
The San Luis – Galveston	2/25/2024	\$119.00
Embassy Suites Denton – Denton	3/19/2024	\$139.00
Embassy Suites San Marcos – San Marcos	5/12/2024	\$107.00
Omni Corpus Christi – Corpus Christi	7/21/2024	\$149.00
Sonesta Bee Cave – Austin NEW CLERK	8/19/2024	\$170.00

The hotel will not have your reservation until 2 weeks prior to your seminar, but you are set in our system. If you have any questions, please let me know.

Best Regards,

Darby Swoboda

Program Administrator
Texas Justice Court Training Center
T: 512.347.9927

TRAVEL APPROVAL FORM

Department: JP 2

Event Name: Texas Justice Court Training Center

Location: San Marcos

Event Dates: May 12, 2023 - May 15, 2023

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

Name of Attendees:

Caleb Gray _____

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

COMMISSIONERS COURT

NOV 27 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:



Approved in CC on 9/11/2023



INVOICE

Caleb K Gray (X004522)
247 Elk Dr., Suite 107
Burleson, TX 76028

Transaction Basket: 1631
Date: 17/Oct/2023 10:31AM
Page 1 of 2

Experience Court Personnel Seminar - San Marcos

Location: Embassy Suites San Marcos
Dates: 2024-05-13 - 2024-05-15

Conference Registrations/Cancellations

Cancellation Request Deadline: Apr/29/2024 12:00 AM

Conference Registration

Subtotal: \$ 150.00
Total: \$ 150.00

Lodging Fee (Quantity: 1)

Lodging Fee

Subtotal: \$ 110.00
Total: \$ 110.00

Grand Total: \$ 260.00

CALEB K GRAY
247 ELK DR., SUITE 107
BURLESON TX 76028



Caleb K Gray (X004522)
247 Elk Dr., Suite 107
Burleson, TX 76028

Transaction Basket: 1631
Date: 17/Oct/2023 10:31AM
Page 2 of 2

INVOICE

ACCOUNT ACTIVITY:

On Account

Invoice 1631-1 (Due Date: Apr/19/2024)	\$ 260.00
Total On Account:	<u>\$ 260.00</u>
Total Amount Due:	<u>\$ 260.00</u>

CALEB K GRAY
247 ELK DR., SUITE 107
BURLESON TX 76028

Personnel Seminar - San Marcos

Caleb Gray

247 Elk Dr., Suite 107
Burleson, TX 76028
USA
(817) 202-2954

Caleb Gray is registered in:

Experience Court Personnel Seminar - San Marcos

Location: Embassy Suites San Marcos
Conference Dates: 13 May 2024 - 15 May 2024
Registration Date: 17 Oct 2023

Conference Notes

If you select a hotel room, your arrival date will be May 13, 2024.

If you need to arrive a night early due to distance please reach out to Darby Swoboda (d_s520@txstate.edu) to assist you with those reservations. This night will NOT be at the \$55 rate, will vary by location, and is based on availability.

Registration will take place from 11:00 – 12:45 p.m. on Monday, May 13, 2024. The program will begin at 12:45 p.m. on Monday, May 13th and go until 12:00 p.m. on Wednesday, May 15th. No meals are provided on May 13th, breakfast and lunch are provided on May 14th, and breakfast is provided on May 15th.

Meals are for grant-funded seminar participants only. You will be on your own for dinner each night.

Participant Type

Experience Court Personnel

Package

Conference Registration

Add-Ons

Lodging Fee (1)

Selected Sessions

Session	Tracks	Location	Date	Time	Speaker
Welcome and Orientation		Embassy Suites San Marcos	13 May 2024	12:45 PM - 01:00 PM	
Procedural Fairness		Embassy Suites San Marcos	13 May 2024	01:00 PM - 03:00 PM	
The Challenges and Opportunities of Self-Represented Litigants		Embassy Suites San Marcos	15 May 2024	08:00 AM - 10:00 AM	
Leadership		Embassy Suites San Marcos	15 May 2024	10:00 AM - 12:00 PM	

Note that additional session selection and/or completing a participant questionnaire may be required To register for individual sessions or complete your participant questionnaire, please log in at [Experience Court Personnel Seminar - San Marcos registration site](#) using your Texas Justice Court Training Center credentials previously sent in another email. This message has been sent to you by noreply@enroll.tjctc.txstate.edu



Conference Name: Experience Court Personnel Seminar - San Marcos
Location: Embassy Suites San Marcos
Conference Dates: 13 May 2024 - 15 May 2024
Participant Name: Caleb K Gray

Selected Sessions

Participant Caleb K Gray is registered in the following sessions as of Oct 17, 2023 3:27:04 PM

Session	Tracks	Location	Date	Time	Speaker
Welcome and Orientation		Embassy Suites San Marcos	13 May 2024	12:45 PM - 01:00 PM	
Procedural Fairness		Embassy Suites San Marcos	13 May 2024	01:00 PM - 03:00 PM	
EPO Reporting and Other Magistrate Duties for Clerks		Embassy Suites San Marcos	13 May 2024	03:00 PM - 05:00 PM	
ODL Update & Scenarios		Embassy Suites San Marcos	14 May 2024	10:00 AM - 12:00 PM	
Parent Contributing to Nonattendance Cases		Embassy Suites San Marcos	14 May 2024	01:00 PM - 02:00 PM	
The Challenges and Opportunities of Self-Represented Litigants		Embassy Suites San Marcos	15 May 2024	08:00 AM - 10:00 AM	
Leadership		Embassy Suites San Marcos	15 May 2024	10:00 AM - 12:00 PM	

TRAVEL APPROVAL FORM

Department: JP 2

Event Name: Texas Justice Court Training Center

Location: Denton

Event Dates: March 20, 2023- March 22, 2023

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

Name of Attendees:
Jessie Reynolds

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

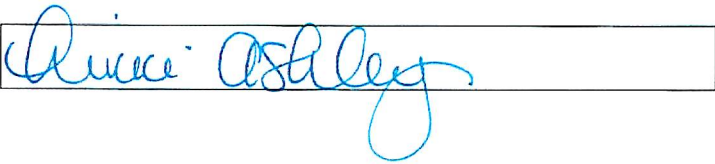
COMMISSIONERS COURT

NOV 27 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: 



INVOICE

Jessica Marie Reynolds (X004878)
247 Elk Dr., Suite 107
Burleson, TX 76028

Transaction Basket: 3176
Date: 02/Nov/2023 11:39AM
Page 1 of 2

Experience Court Personnel Seminar - Denton

Location: Embassy Suites Denton
Dates: 2024-03-20 - 2024-03-22

Conference Registrations

Cancellation Request Deadline: Mar/06/2024 12:00 AM

Conference Registration

Subtotal: \$ 150.00
Total: \$ 150.00

Lodging Fee (Quantity: 1)

Lodging Fee

Subtotal: \$ 110.00
Total: \$ 110.00

Grand Total: \$ 260.00

JESSICA MARIE REYNOLDS
247 ELK DR., SUITE 107
BURLESON TX 76028



INVOICE

Jessica Marie Reynolds (X004878)
247 Elk Dr., Suite 107
Burleson, TX 76028

Transaction Basket: 3176
Date: 02/Nov/2023 11:39AM
Page 2 of 2

ACCOUNT ACTIVITY:

On Account

Invoice 3176-1 (Due Date: Feb/26/2024)	\$ 260.00
Total On Account:	<u>\$ 260.00</u>
Total Amount Due:	<u>\$ 260.00</u>

JESSICA MARIE REYNOLDS
247 ELK DR., SUITE 107
BURLESON TX 76028



Conference Name: Experience Court Personnel Seminar - Denton
Location: Embassy Suites Denton
Conference Dates: 20 Mar 2024 - 22 Mar 2024
Participant Name: Jessica Marie Reynolds

Selected Sessions

Participant Jessica Marie Reynolds is registered in the following sessions as of Nov 15, 2023 3:51:56 PM

Session	Tracks	Location	Date	Time	Speaker
Welcome and Orientation		Embassy Suites Denton	20 Mar 2024	12:45 PM - 01:00 PM	
Procedural Fairness		Embassy Suites Denton	20 Mar 2024	01:00 PM - 03:00 PM	
EPO Reporting and Other Magistrate Duties for Clerks		Embassy Suites Denton	20 Mar 2024	03:00 PM - 05:00 PM	
Unusual Eviction Issues: Filing through Judgment		Embassy Suites Denton	21 Mar 2024	08:00 AM - 10:00 AM	
Eviction Appeals Scenarios		Embassy Suites Denton	21 Mar 2024	10:00 AM - 12:00 PM	
Deferred Disposition & DSC		Embassy Suites Denton	21 Mar 2024	01:00 PM - 02:00 PM	
Citations, Complaints, & When Criminal Defendants Don't Appear		Embassy Suites Denton	21 Mar 2024	02:00 PM - 04:00 PM	
Creating Criminal Judgments		Embassy Suites Denton	21 Mar 2024	04:00 PM - 05:00 PM	
Leadership		Embassy Suites Denton	22 Mar 2024	08:00 AM - 10:00 AM	