

# Travel Approval Form

**Department:** Precinct 1 - Road and Bridge

**Event Name:** V.G Young Institute School for County CC

**Location:** Brazos County Expo Center - Bryan, TX

**Event Dates:** 2/20/24-2/22/24

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

**Name of Attendees:**

Rick Bailey \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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:**

Rick Bailey

## Keli Pack

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**From:** do-not-reply@county.org  
**Sent:** Monday, November 6, 2023 3:25 PM  
**To:** Keli Pack  
**Subject:** Confirmation

You don't often get email from do-not-reply@county.org. [Learn why this is important](#)

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

Dear Hon. Rick Bailey,

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

**Order Number:** 253704

**Order Date:** Nov 6, 2023 2:31 PM

**Bill To:** Hon. Rick Bailey

**Order Total:** 250.00

**Payment Method:** You will be billed for the balance due - Purchase Order Number 24-1289.

Item	Price	Qty	Total
2024 Annual V.G. Young Institute School for County CC - Hon. Rick Bailey <i>When:</i> Feb 20, 2024 8:00 AM - Feb 22, 2024 12:00 PM <i>Where:</i> Brazos County Expo Center 5827 Leonard Rd. Bryan, TX 77807 United States	250.00	1	250.00

*Registration option:* Feb 20, 2024 8:00 AM - Elected Official/County Staff

*Program Items:*

- Feb 20, 2024 5:00 PM: Welcome Reception and Aggie Prime Rib Dinner

<b>Item Total</b>	250.00
<b>Item Grand Total</b>	250.00
<b>Transaction Grand Total</b>	250.00

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.

# V.G. Young Institute of County Government School for County Commissioners Courts

February 20 - 22, 2024

Brazos County Expo Center  
5827 Leonard Rd.  
Bryan, TX 77807

**Registration**  
(<https://imis.county.org/imis/Event.aspx?EventKey=24AVGYCC>)



For registration assistance please contact [Michele Ewerz](mailto:michelee@county.org) (<mailto:michelee@county.org>) or [Jackie Boone](mailto:jackieb@county.org) (<mailto:jackieb@county.org>) at (800) 456-5974.

For more information, contact the [V.G. Young Institute of County Government](https://vgyi.tamu.edu/conferences/) (<https://vgyi.tamu.edu/conferences/>) at (979) 845-4572.

## Tuesday, Feb. 20

- |             |   |
|-------------|---|
| 8 a.m.-noon | <b>Early Bird Sessions — County Administrative Training: County Budgeting</b><br><i>(Registration for this training will open on Nov. 29)</i> |
| 1-5 p.m.    | <b>Educational Sessions</b>   |
| 5 p.m.      | <b>Welcome Reception and Dinner</b><br>Brazos County Expo Center  |

## Wednesday, Feb. 21

- |               |                             |
|---------------|-----------------------------|
| 8 a.m.-5 p.m. | <b>Educational Sessions</b> |
|---------------|-----------------------------|

## Thursday, Feb. 22

- |             |                             |
|-------------|-----------------------------|
| 8 a.m.-noon | <b>Educational Sessions</b> |
|-------------|-----------------------------|

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*\*More agenda updates to come!*

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.**

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DATE: 11/8/2023 DEPARTMENT: Precinct 1

PERSON SENDING REQUEST: Keli Pack

Person(s) Name Attending: 1. Rick Bailey  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

How many rooms: 1 (Please add any special requirements)

Hotel Name: Calvary Court

Hotel Address: 200 Century Court City: College Station State: TX Zip: 77840

Hotel Telephone #: 979-485-5586

Function Attending: 66th Annual V.G. Young Conference

Date of Check in: 02/19/2024

Date of Check out: 02/22/2024