

# 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**

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**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 \*\*\*

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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.

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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

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**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**

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**ACCOUNT ACTIVITY:**

**Current Payment / (Refund)**

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MasterCard *****6849	\$ 260.00
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Total Current Payment / (Refund):	<u>\$ 260.00</u>
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<b>Total Payments / (Refunds):</b>	<b><u>\$ 260.00</u></b>
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10-17-23  
Paid with  
personal credit card

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

## Nikki Ashley

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**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 22<sup>nd</sup> and go until 12:00 p.m. on Wednesday, July 24<sup>th</sup>. No meals are provided on July 22<sup>nd</sup>, breakfast and lunch are provided on July 23<sup>rd</sup>, and breakfast is provided on July 24<sup>th</sup>.

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>