

# 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:  
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 \*\***

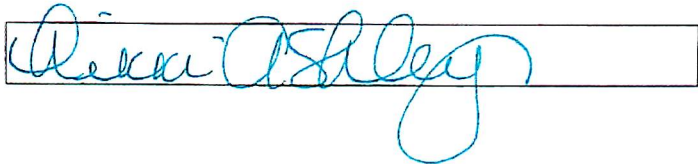
#### Overnight Travel

- 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**

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

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

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**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**

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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

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

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**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 <b>NEW CLERK</b>	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