

# 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

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**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



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Page 2 of 2

**INVOICE**

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**ACCOUNT ACTIVITY:**

**On Account**

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

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](mailto: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 13<sup>th</sup> and go until 12:00 p.m. on Wednesday, May 15<sup>th</sup>. No meals are provided on May 13<sup>th</sup>, breakfast and lunch are provided on May 14<sup>th</sup>, and breakfast is provided on May 15<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		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](mailto: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

<a href="#">Session</a>	<a href="#">Tracks</a>	<a href="#">Location</a>	<a href="#">Date</a>	<a href="#">Time</a>	<a href="#">Speaker</a>
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	