



TRAVEL APPROVAL FORM

Department: Road and Bridge Precinct 2

Event Name: VG Young Institute School for Co. Comm.

Location: Bryan, TX

Event Dates: February 20-23, 2024

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

Name of Attendees:

Kenneth Howell

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

Roxann Rudzavice

From: do-not-reply@county.org
Sent: Thursday, November 16, 2023 9:32 AM
To: Precinct #2
Subject: Confirmation

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

Dear Hon. Kenny Howell,

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

Order Number: 253870
Order Date: Nov 16, 2023 9:29 AM
Bill To: Hon. Kenny R. Howell
Order Total: 250.00
Payment Method: You will be billed for the balance due - Purchase Order Number 24-0142.

| Item | Price | Qty | Total |
|---|--------|-----|--------|
| 2024 Annual V.G. Young Institute School for County CC - Hon. Kenny R. Howell <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

| | |
|--------------------------------|--------|
| Item Total | 250.00 |
| Item Grand Total | 250.00 |
| Transaction Grand Total | 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.

Texas Association of Counties
This email was sent to PCT2@johnsoncountytexas.org.

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

Wednesday, Feb. 21

- | | |
|---------------|-----------------------------|
| 8 a.m.-5 p.m. | Educational Sessions |
|---------------|-----------------------------|

Thursday, Feb. 22

- | | |
|-------------|-----------------------------|
| 8 a.m.-noon | Educational Sessions |
|-------------|-----------------------------|

**More agenda updates to come!*

Roxann Rudzavice

From: reservations@texasamhotelcc.com
Sent: Thursday, November 16, 2023 9:56 AM
To: Precinct #2
Subject: Reservation Confirmation

Some people who received this message don't often get email from reservations@texasamhotelcc.com. [Learn why this is important](#)

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BENCHMARK RESORTS & HOTELS



Texas A&M Hotel and
Conference Center
DOUG PITCOCK '49

[CONFIRMATION DETAILS](#) ► • Call [888.65.GIGEM](tel:888.65.GIGEM)



Your reservation has been confirmed.

Howdy Kenneth Howell!

Thank you for selecting the Texas A&M Hotel and Conference Center for your upcoming stay. We look forward to introducing you to Howdy Hospitality in the heart of Aggieland. Below are the details of your reservation: