

Travel Approval Form

Department: Constable Pct 2

Event Name: Constable Clerk Workshop

Location: Galveston

Event Dates: 08-11-2024 thru 08-13-2024

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

Name of Attendees:
Melvn Thompson _____

Court Decision:
This section to be completed by County Judge's Office

COMMISSIONERS COURT
DEC 11 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: A.S. Crawford



INVOICE

Melyn Thompson (X005065)
247 Elk Drive, Suite 109
Burleson, TX 76028

Transaction Basket: 4517
Date: 28/Nov/2023 3:25PM
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Constable Clerk Workshop - Galveston

Dates: 2024-08-12 - 2024-08-13

Conference Registrations

Cancellation Request Deadline: Jul/29/2024 12:00 AM

Conference Registration

Subtotal: \$ 75.00
Total: \$ 75.00

Lodging Fee (Quantity: 1)

Lodging Fee

Subtotal: \$ 110.00
Total: \$ 110.00

Grand Total: \$ 185.00

MELYN THOMPSON
247 ELK DRIVE, SUITE 109
BURLESON TX 76028

Constable Clerk Workshop Schematic

Day 1 9 AM - 10 AM	Constable's Office 101
10 AM - 12 PM	Organizing Your Office
1 PM - 2 PM	Billing for the AG Office
2 PM - 4 PM	Records
4 PM - 5 PM	Networking
Day 2 8 AM - 10 AM	Customer Service
10 AM - 12 PM	Panel Roundtable