

Travel Approval Form

Department: CONSTABLE PRECINCT 4

Event Name: CONSTABLE CLERK WORKSHOP

Location: GALVESTON


Event Dates: AUGUST 11-13, 2024

Purpose:

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

Name of Attendees:

BRENDA TUCKER _____

Court Decision: <small>This section to be completed by County Judge's Office</small>

January 8, 2024

Required Documents Checklist:

**** Same-Day Travel - Commissioners Court Approval is not required ****

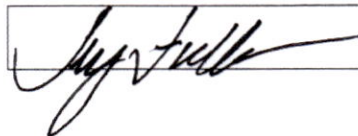
Overnight Travel

- 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:





Brenda Tucker(X005495)
2 N. Main St., Suite B6
Cleburne, TX 76033

INVOICE
Transaction Basket: 4318
Date: 21/Nov/2023 10:01AM
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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

BRENDA TUCKER
2 N. MAIN ST., SUITE B6
CLEBURNE TX 76033

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