

Travel Approval Form

Department: Johnson County Sheriff's Office - Jail

Event Name: Mid Management - Leadership Course

Location: Huntsville, Texas

Event Dates: February 5-9, 2024

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

Name of Attendees:

David Sullivan _____

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



January 8, 2024

Required Documents Checklist:

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

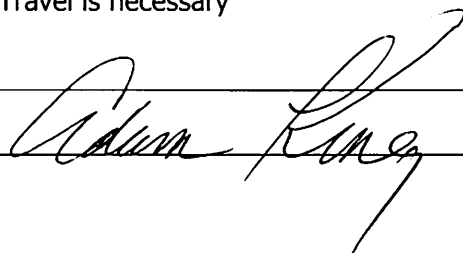
Overnight Travel

- 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:



Approved in CC on 9/11/2023



SAM HOUSTON STATE UNIVERSITY
CORRECTIONAL MANAGEMENT INSTITUTE OF TEXAS
GEORGE J. BETO CRIMINAL JUSTICE CENTER

DOUG DRETKE
EXECUTIVE DIRECTOR

HUNTSVILLE, TEXAS 77341-2296
(936) 294-1676 • FAX (936) 294-1671

December 21, 2023

David Sullivan
Johnson County Sheriff's Office
1800 Ridgemar Dr.
Bryan, Texas 77803

Dear Mr. Sullivan,

On behalf of the Correctional Management Institute of Texas, I would like to congratulate you on your acceptance to the Mid Management: Leadership for Corrections Professionals **February 5 – 9, 2024**. Class will begin Monday, February 5, 2024, at 8:00AM. Please report to the Rolando V. del Carmen Room (A119) located on the first floor of the George J. Beto Criminal Justice Center (CJC).

To confirm your attendance, you must register online by January 5, 2024.

<http://www.cmitonline.org/register.php?item=1370> You are not successfully registered until you see a page that states, "You are now registered for this event!" This is the only confirmation you will receive. Once you have registered, you will receive an email with pre-session homework. **If your department has travel restrictions in place or other conflicts arise and you are no longer able to attend, please contact me immediately.**

The Correctional Management Institute of Texas will provide lodging, lunch, dinner, and training supplies. **Your agency is responsible for transportation to and from the training location.**

Dress code Monday - Thursday is business casual, **NO JEANS**. Because Friday, February 9th, is a travel day you will be allowed to wear jeans.

Participants will enjoy lunch and dinner with classmates and instructors. A key component of this program is networking. Participation in meals is not optional. If you have any medically necessary dietary needs, please specify during online registration.

If you select that you will be staying at the University Hotel during online registration, **I will be making your hotel reservation for you. Check-in at the hotel is as soon as 3pm on Sunday, February 4, 2024.** Your hotel reservation will also include parking. If you select you are **NOT** staying at the University Hotel, then I will get in contact with you to get your vehicle registered for parking.

Should you have any questions, please contact me. We look forward to seeing you on Monday, February 5, 2024.

Sincerely,

Rian Sikes
Project Coordinator
Office: (936) 294-1639
Email: rian@shsu.edu

You are now Registered for this event!

Please print and keep this page for your records. Some characters (' , ") may not properly display.

Registration ID: 24437
Date Registered: 2023-12-18 19:20:05
Event: Mid-Management: Leadership for Corrections Professionals
Cost: \$0.00
Name: Sullivan, David
Title: Sergeant
Agency: Johnson County Sheriffs Office
County: Johnson County
Address: 1800 Ridgemar Drive || Cleburne, TX
Phone:
Email: dsullivan@johnsoncountytexas.org
TCOLE PID:

Cancellation Policy:

If paid, full refunds will be given to those who cancel in writing more than ten (10) working days prior to the training. A refund of 70% of the fees paid will be authorized when a written request for cancellation and refund of conference or program fees is submitted less than ten (10) working days prior to the scheduled start of the program. If unpaid, those who cancel in writing more than ten (10) working days prior to the training will have all fees waived. When a written request for cancellation is submitted less than ten (10) working days prior to the scheduled start of the program, the participant will be responsible for 30% of the conference rate at the time they registered. The Correctional Management Institute of Texas reserves the right to retain or collect fees in full for those who fail to cancel in writing prior to the training or for those who fail to attend. Substitutions are permitted at anytime.

Payment Information: CMIT accepts cash and check payments as well as Visa and MasterCard. To make a credit card payment, please contact CMIT by phone or click the Pay Online link above (if provided).

Please make checks payable to Sam Houston State University - CMIT.

Mail checks to CMIT, George J. Beto Criminal Justice Center, Sam Houston State University, Huntsville, TX 77341-2296.