

# Travel Approval Form

**Department:** Johnson County Constable Pct 1

**Event Name:** FBI- LEEDA Annual Executive Training


**Location:** San Antonio, TX

**Event Dates:** April 28th-May 2nd

**Purpose:**  Required Continuing Education/Certification  
 Job Training  
 Other: \_\_\_\_\_

**Name of Attendees:**  
Matt Wylie \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 \*\***

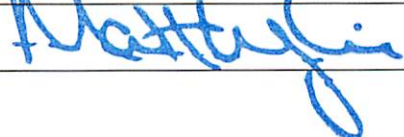
**Overnight Travel**

- 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:**





**FBI-LEEDA**  
**Annual Executive Training Conference**  
*Grand Hyatt San Antonio River Walk*  
**April 28 – May 1, 2024**

Invoice

**Invoice/Reference Number** 80661637  
**Date Registered** 12/21/2023  
**Statement Date** 12/21/2023

**Event** FBI-LEEDA 32nd Annual Executive Training Conference  
**Event Details** Grand Hyatt San Antonio  
 600 East Market ST  
 Located at: San Antonio River Walk  
 San Antonio Texas 78205  
 United States  
**Event Date** 04/28 - 05/01/2024

The following individuals are registered

Name	Category	Total
Matt Wylie	FBI-LEEDA Member	\$ 425.00
	Total	\$ 425.00

Billed To

**Billing Company** Johnson County Constable's Office Precinct One  
**Name** Kathryn Keene  
**Address Line 1** 3390 FM 1434  
**City** Cleburne  
**US State** TX  
**Billing Zip/Postal Code** 76033-8403  
**Country**  
**Email Address** mwylie@johnsoncountytexas.org

Date	Transaction Type	Amount
12/21/2023	Transaction Amount	\$ 425.00
	Balance	\$ 425.00



# Current Training Session Topics

The complete list of Conference training sessions is in development. Additional topics and speakers will be announced soon.

- **Uncommon Valor – Very Special Guest to be Announced**
- **Officer Wellness – Part 1: Focus on Financial Health**
- **Officer Wellness – Part 2: Focus on Physical and Mental Health**
- **Covenant School Shooting in Nashville, Tennessee**
- **Early Detection, De-Escalation and Prevention of Civil Rights Community Conflicts**
- **Law Enforcement Legal Issues**
- **FBI-LEEDA Trilogy Refresher**
- **Media Public Relations Refresher**

# Preliminary Agenda

Venue – Grand Hyatt San Antonio River Walk

updated: 12/8/23

## *Sunday, April 28*

*Attire – Business Casual*

12:00 pm	Check-In / Registration	Republic Room
6:00 pm		
12:00 pm	FBI-LEEDA Store	Texas Ballroom
6:00 pm		Foyer
6:00 pm	<b>Vendor Appreciation Reception</b>	Texas Ballroom
8:00 pm	Partner Exhibition	Foyer

## *Monday, April 29*

*Attire – Business Casual (Education); Casual (Evening Outdoor Event)*

7:00 am 4:00 pm	Check-In / Registration	Republic Room
7:00 am 8:15 am	Breakfast – Attendees (included with attendee badge)	Texas Ballroom / Foyer
7:00 am 3:00 pm	Partner Exhibition	Texas Ballroom / Foyer
8:00 am 4:00 pm	FBI-LEEDA Store	Texas Foyer
8:30 am 11:45 am	<u>Opening Ceremonies</u> <b>Welcome and Recognition</b>	Texas Ballroom
<b>Training Sessions</b>		
11:45 am 12:45 pm	<b>Lunch</b> (included with attendee badge)	Texas Ballroom
12:45 pm 4:00 pm	<b>Training Sessions</b>	Texas Ballroom
6:00 pm 9:00 pm	<b>Welcome Reception</b> Featuring the <b>Mark Odom Band</b> Delegates, guests and vendors invited (included with attendee badge)	LDR Grotto

## *Tuesday, April 30*

*Attire – Business Casual*

7:00 am 11:00 am	Check-In / Registration	Republic Room
7:00 am 8:15 am	<b>Breakfast</b> (included with attendee badge)	Texas Ballroom / Foyer
7:00 am 1:00 pm	Partner Exhibition	Texas Ballroom / Foyer

8:00 am 3:00 pm	FBI-LEEDA Store	Texas Foyer
8:30 am 11:30 am	<b>Training Sessions</b>	Texas Ballroom
11:30 am 12:00 pm	Annual Business Meeting and Board Election Results	Texas Ballroom
11:30 am 1:00 pm	<b>Lunch</b> (included with attendee badge)	Texas Ballroom
1:00 pm 2:00 pm	<b>Training Sessions</b>	Texas Ballroom
2:00 pm 6:00 pm	<b>Afternoon Open – Explore San Antonio</b>	
6:00 pm 9:00 pm	<b>Networking Event and Dinner</b> Delegates, guests, and vendors (included with attendee badge)	<b>Buckhorn Saloon / Texas Ranger Museum</b>

## *Wednesday, May 1*

*Attire – Business Casual (Education); Business (Evening Event)*

7:00 am 8:15 am	<b>Breakfast</b> (included with attendee badge)	Texas Ballroom / Foyer
7:00 am 9:30 am	Check-In / Registration	Republic Room
8:30 am 11:30 am	<b>Training Sessions</b>	Texas Ballroom
11:30 am 12:45 pm	<b>Lunch</b> (included with attendee badge)	Texas Ballroom
1:00 pm 2:00 pm	<b>Training Session</b>	Texas Ballroom
6:30 pm 8:30 pm	<b><u>Closing Reception &amp; Banquet</u></b>	Texas Ballroom

TRAVEL PROCEDURES  
HOTEL RESERVATION REQUEST

(EMAIL THIS FORM COMPLETED TO PURCHASING)

**Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.**

DATE: 12/21/2023 DEPARTMENT: Johnson County Constable Pct 1

PERSON SENDING REQUEST: Kathryn Keene

Person(s) Name Attending: 1. Matt Wylie  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

How many rooms: 1 (Please add any special requirements)

Hotel Name: Grand Hyatt

Hotel Address: 600 E. Market Street City: San Antonio State: TX Zip: 78205

Hotel Telephone #: 210-224-1234

Function Attending: FBI-LEEDA Annual Executive Training Conference

Date of Check in: April 28, 2024

Date of Check out: May 2, 2024