Travel Approval Form

Department: Sheriff's Office

Event Name: TX IAAI Fire &Arson Investigator Seminar

Location: College Station

Event Dates: March 18-22.2024

Purpose:
- ☑ Required Continuing Education/Certification
- ☑ Job Training
- ☐ Other: _____

Name of Attendees:

James McClanahan   Derrik Middleton

_____   _____

_____   _____

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

Johnson County Commissioners Court **APPROVED**

January 22, 2024

Required Documents Checklist:

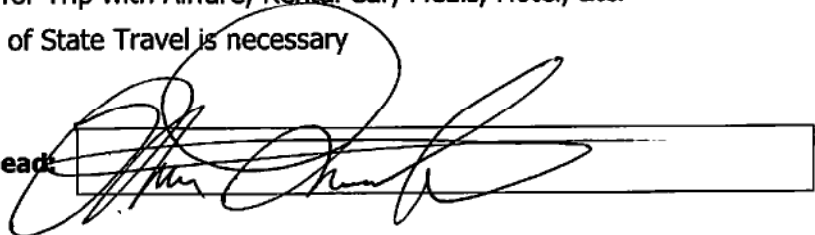**✶✶ Same-Day Travel - Commissioners Court Approval is not required ✶✶**

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

Johnson County Sheriff's Office
Training Request

Name: Derrick Middleton

Rank: Investigator   Date: 12/28/2023

Course Name: Texas IAAI Fire & Arson Investigator Seminar

Course Date: 3/17/2024-3/22/2024

Course Tuition: 350.00   Hotel Cost: _____

Per Diem: _____   Total Cost: _____

Is Course TCOLE Accredited?   √   N
Will training be reported by Host?   √   N

This Training / Seminar is necessary for the following reasons:
X____Required continuing education   X____Job training
____Improve work performance   X____Required certification

Host Agency: Texas A&M Engineering-TEEX
Host Address: 200 Technology Way
Host City: College Station
Host State: Texas
Host Zip Code: 78744
Host Phone: (512) 448-2222

Hotel: Embassy Suites Hotel & Conference Center   Hotel Check In Date: 03/17/2024
Hotel Address: 1001 E. McCarty Lane
Hotel City: San Marcos   Hotel Check Out Date: 03/22/2024
Hotel State: Texas
Hotel Zip Code: 78666
Hotel Phone: (512) 392-6450

Approvals

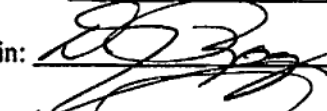Training Coordinator: Dr. Anna Goodloe, PhD   Budget Available: Y   N
                                                  CC Agenda Submitted: Y   N   N/A

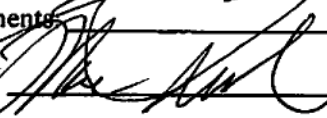Sergeant: _____ 1906   _____ Approved
                                        _____ Disapproved Initials _____ Date _____
Justification (Required): _____
Conference training for required continuing education hours in both fire and police certification
_____

Lieutenant: _____   _____ Approved
                                        _____ Disapproved Initials _____ Date _____
Comments: _____

Captain: _____   ___√__ Approved
                                        _____ Disapproved Initials DX Date 1-5-24
Comments: _____

Chief: _____   ___√__ Approved
                                        _____ Disapproved Initials ___ Date 1-5-24
Comments: _____

Johnson County Sheriff's Office
Training Request

Name: James McClanahan

Rank: Detective   Date: 12/15/2023

Course Name: Texas IAAI Fire & Arson Investigator Seminar

Course Date: 3/17/2024-3/22/2024

Course Tuition: 350.00   Hotel Cost: _____

Per Diem: _____   Total Cost: _____

Is Course TCOLE Accredited?   **Y**   N

Will training be reported by Host?   **Y**   N

This Training / Seminar is necessary for the following reasons:

X ____ Required continuing education   X ____ Job training

____ Improve work performance   X ____ Required certification

Host Agency: Texas A&M Engineering-TEEX

Host Address: 200 Technology Way

Host City: College Station

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Approvals

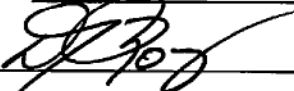Training Coordinator: Dr. Anna Goodloe, PhD   Budget Available: Y   N

                                  CC Agenda Submitted: Y   N   N/A

Sergeant: _*(signature)*_   ✓ Approved

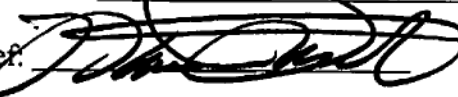   ____ Disapproved   Initials _*J.T.*_   Date 12/19/23

Justification (Required): _____

Conference training for required continuing education hours in both fire and police certification

Lieutenant: _____   ____ Approved

                           ____ Disapproved   Initials _____   Date _____

Comments: _____

Captain: _*(signature)*_   ✓ Approved

                          ____ Disapproved   Initials _*DN*_   Date 1-2-24

Comments: _____

Chief: _*(signature)*_   ✓ Approved

                          ____ Disapproved   Initials _*(initials)*_   Date 1-2-24

Comments: _____

Business & Cyber Solutions   Fire & Emergency Services   Infrastructure & Safety Training

Law Enforcement & Protective Services   Homeland Security   👤 Login

TEXAS A&M ENGINEERING
TEEX.
EXTENSION SERVICE

TRAINING ⌄   **EVENTS** ⌄   **SERVICES** ⌄   **STUDENT RESOURCES** ⌄

ABOUT US ⌄   **CONTACT US** ⌄   **ESPAÑOL** ⌄

🏠 ❯ Events ❯ Texas IAAI Arson & Fire Investigator Seminar

Texas IAAI Arson & Fire Investigator Seminar

March 18, 2024 - March 22, 2024

Receive up-to-date, cutting edge information, and technology that will aid you in the fight against arson in our state. Advance your education in the area of fire cause determination, arson investigation, and prosecution through top-notch speakers and presenters.

Seminar Topics
Schedule to be announced soon!

$350 per person

Register Today!

Annual Banquet
The Annual Banquet is scheduled for Wednesday, March 20, 2024. During the luncheon banquet, the Texas Chapter of the IAAI will present annual awards for outstanding accomplishments in arson prevention. Spouses and guests are cordially invited. Additional banquet tickets may be purchased for $35 each at registration Sunday or Monday morning.

Accommodations

Hotel accommodations are available at the San Marcos Embassy Suites or any hotels nearby.

Contact Information

Darren Smith, Training Director

Email: darren.smith@teex.tamu.edu
(mailto:darren.smith@teex.tamu.edu)
Phone: (979) 500-6812

Resources

- ESTI Student Safety Manual (/wp-content/uploads/ESTIStudentSafetyManual.pdf)

DETAILS

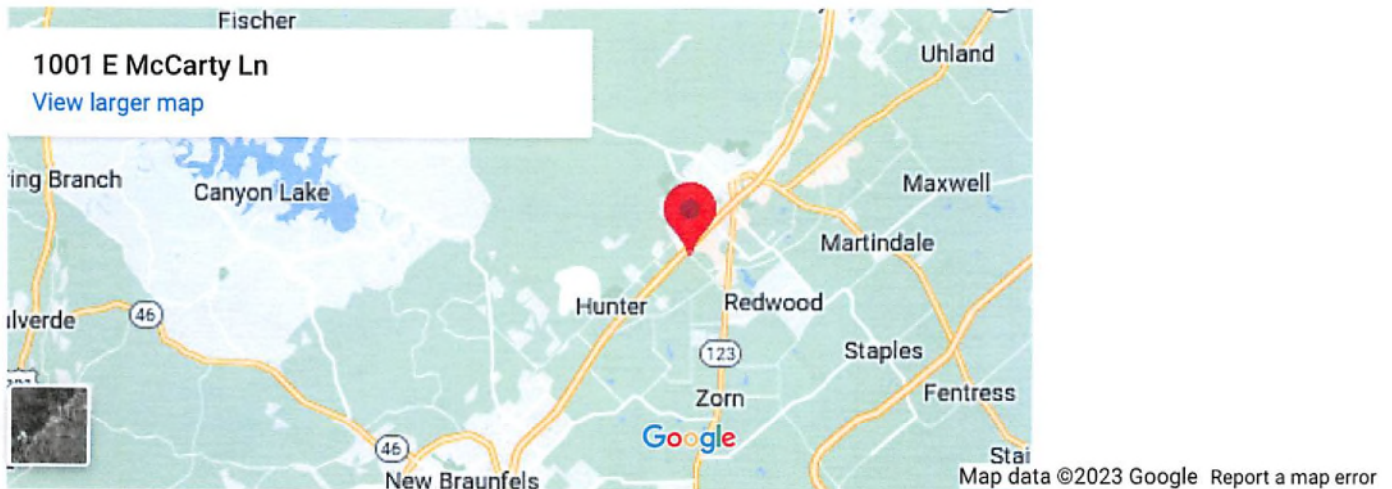**Start:**

March 18, 2024 (2024-03-18)

End:

March 22, 2024 (2024-03-22)

Event Category:

Fire and Emergency Services

Event Tags:

Arson, fire, IAAI

1001 E McCarty Ln
View larger map

VENUE

Embassy Suites Hotel & Conference Center

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: 1-4-23   DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Shauna Ballard

Person(s) Name Attending: 1. James McClanahan

2.

3.

4.

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

Hotel Name: Embassy Suites Hotel & Conference Center

Hotel Address: 1001 E. McCarty Lane   City: San Marcos, T State: TX Zip: 78666

Hotel Telephone #: 512-392-6450

Function Attending: Texas IAAI Fire & Arson Investigator Seminar

Date of Check in: March 17,2024

Date of Check out: March 22,2024

TRAVEL PROCEDURES
HOTEL RESERVATION REQUEST

(EMAIL THIS FORM COMPLETED TO PURCHASING)

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DATE: 1-4-23   DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Shauna Ballard

Person(s) Name Attending: 1. Derick Middleton
                          2. _____
                          3. _____
                          4. _____

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

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