

Travel Approval Form

Department: Johnson County Constable Pct 1

Event Name: Constable Clerk Workshop

Location: Galveston, TX

Event Dates: August 11-13, 2024


Purpose:

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

Name of Attendees:

Jerri King _____

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



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:



Civil Process

Seminars

Registration and Overhead Assessment Fees = \$150
Lodging Fees for Single Occupancy = \$55 per night

These classes will qualify for TCOLE course#1415 for constables and #3131 for deputies

Corpus Christi- Omni Corpus Christi

- January 28 - 31, 2024
- The first day is an included travel day and has no classes

Virtual- Zoom

- February 12 - 15, 2024

Galveston - The San Luis

- May 5 - 8, 2024
- The first day is an included travel day and has no classes

Ft. Worth - JPCA Conference

- June 24 - 28, 2024
- Registration for this event will be through JPCA.

Constable Clerk Workshop

Registration and Overhead Assessment Fees = \$75
Lodging Fees for Single Occupancy = \$55 per night

Galveston- The Tremont

- August 11 - 13, 2024
- The first day is an included travel day and has no classes

Registration opens November 6th

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