

# TRAVEL APPROVAL FORM

Department: EXT/665

Event Name: HOUSTON LIVESTOCK SHOW

Location: HOUSTON, TX

Event Dates: 3/5/24-3/8/24 & 3/12/24-3/15/24

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

**Name of Attendees:**

KRISTEN CLARK                      No Hotel for 2nd Visit

\_\_\_\_\_  
\_\_\_\_\_

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



February 12, 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: 

**12 p.m. *Move-In: Youth Breeding Rabbits – Wave 3***

Junior Commercial Steer Buyer Reception

NRG Arena – Sales Pavilion

**2 p.m. Junior Commercial Steer Sale**

NRG Arena – Sales Pavilion

**4 p.m. Rabbit Judging Contest**

NRG Arena – Hall B

**3:15 p.m. State FFA Tractor Technician Contest (Part III)  
*Results & Awards (following end of contest)***

NRG Center – Main Arena

**TUESDAY, MARCH 5**

**3 a.m. *Move-In: Junior Market Lambs & Goats (Must be in place by 10 a.m.)***

**7 a.m. Junior Commercial Steer Final Interviews**

NRG Arena

**8 a.m. American Scramble Heifer Show (Awards Presentation to follow show)**

NRG Center – Main Arena

Junior Market Goats & Lambs Mobile Check-in  
(Must be checked in by 2:30 p.m.)

NRG Center – East Arena

Youth Breeding Rabbit Show

NRG Arena – Hall B

**11:30 a.m. Junior Breeding Heifers Show (Wave 1)**

NRG Center – Main Arena

*(East – ARB, Brangus, Simbrah) (West – Beefmaster, Red Brangus, Red Brahman)*

***NO RELEASES PRIOR TO 1 P.M. for Jr. Breeding Beef Heifers (must be out by 5 p.m. on 3/6)***

**Noon Junior Commercial Steer Awards Luncheon**

NRG Arena – Sales Pavilion

**WEDNESDAY, MARCH 6**

**7 a.m. *Release: Wave 1 Heifers (must be out by 5 p.m.)***

**8 a.m. Junior Heifer Show (Wave 1) Continued**

NRG Center – Main Arena

*(East- Santa Gertrudis) (West – Grey Brahman)*

*Champion American Heifer Drive (30 minutes after last Breed Champion is selected)*

**8 a.m. Junior Market Lamb and Goat Opening Ceremonies**

**8:30 a.m. Junior Market Lamb Show**

NRG Center – East Arena (East Side)

*(Southdown, Finewool, Finewool Cross, Dorper)*

Junior Market Goat Show

NRG Center – East Arena (West Side)

*(Division I & II)*

**Noon Release: Junior Market Lamb – TACK ONLY**

**5 p.m. Lil' Rustlers**

NRG Center – Main Arena

## THURSDAY, MARCH 7

**1 a.m. *Move-In:*** Wave 2 Junior Breeding Heifers – British & Continental Division (Angus, Charolais, Chianina, Hereford, Limousin, Maine-Anjou, ORB, Polled Hereford, Red Angus, Shorthorn, & Simmental); begin move-in at 1 a.m. and must be in place by 6 a.m.)

- 4 a.m. *Move-In:*** Junior Market Broilers (Sift at 6 a.m., must be in place by 6 a.m.) NRG Arena – Hall B
- 8 a.m.** Junior Market Lamb Show (Medium Wool) NRG Center – East Arena (East Side)
- Junior Market Goat Show (Divisions III & IV) NRG Center – East Arena (West Side)
- 10 a.m.** Junior Market Broiler Judging (or at completion of sift) NRG Arena – Hall B
- Noon Release:** Junior Market Goat – TACK ONLY
- 7:30 p.m.** Junior Market Lamb & Goat Champion Selection NRG Center – East Arena

## FRIDAY, MARCH 8

- 4 a.m. *Move-In:*** Junior Market Turkeys (Sift at 6 a.m., must be in place by 6 a.m.) NRG Arena – Hall B
- 8 a.m.** British & Continental Scramble Heifer Show (Awards Presentation to follow show) NRG Center – Main Arena
- 10 a.m.** Junior Breeding Heifer Show (Wave 2) (East – Hereford, Angus, Polled Hereford, Red Angus) (West – Charolais, Maine-Anjou, ORB, Simmental) NRG Center – Main Arena
- Junior Market Turkey Judging (or at completion of sift) NRG Arena – Hall B
- Noon** Junior Market Lamb & Goat Auction NRG Arena – Sales Pavilion
- Release:** Junior Breeding Heifers upon completion of breed show (must be out by 5 p.m. on 3/9)
- 4 p.m.** Junior Market Poultry Champion Selection NRG Arena – Hall B

## SATURDAY, MARCH 9

- 1 a.m. *Move-In:*** Junior Market Barrows (must be in place at Airport Blvd by 10 a.m. and checked in by 1 p.m.) (Wave 1 – Hampshire, Poland China, Spotted, Other Cross I)
- 6 a.m. *Move-In:*** Open Breeding Rabbits (Must be in place and checked in by 8 a.m.)
- 7 a.m.** Registration: 4-H/FFA Wildlife Habitat Contest Long Acres Ranch; Richmond, TX
- 8 a.m.** Junior Breeding Beef Heifer Show (Wave 2) (East – Shorthorn) (West – Limousin, Chianina) NRG Center – Main Arena
- Champion British & Continental Heifer Drive (30 minutes after the last Breed Champion is selected)
- Public Speaking Contest Contestant Check-In Houston Community College – Alief Hayes Campus

<b>8:30 a.m.</b>	Intercollegiate Wool Judging Contest Begins	NRG Center – TBD
<b>11 a.m.</b>	Registration: 4-H/FFA Wool Judging Contest	NRG Center – TBD
	Registration: 4-H/FFA Livestock Judging Contest	NRG Arena – Sales Pavilion
	Junior Market Steer Show – Wave I ( <b>Show A:</b> <i>Simmental, Maine-Anjou, Charolais, Shorthorn, ABC</i> )	NRG Center – Main Arena
<b>Noon</b>	<b>Release:</b> Junior Market Barrows – TACK ONLY	
	<b>Release:</b> <i>Non-Placing Steers; must be out by 5 p.m. on 3/12 (Exception: Grand/Reserve Breed Champions, 1<sup>st</sup>, &amp; 2<sup>nd</sup> place steers, steers classified as Red, Black or Other Cross)</i>	
	Orientation: 4-H/FFA Livestock Judging <i>Contestants &amp; Coaches ONLY</i>	NRG Arena – Sales Pavilion
<b>12:30 p.m.</b>	4-H/FFA Livestock Judging Contest Begins Results & awards no earlier than 4:30 p.m.	NRG Arena – Sales Pavilion
<b>1 p.m.</b>	4-H & FFA Wool Judging Contest	NRG Center – TBD
	Intercollegiate Livestock Judging Contest Reasons	Crown Plaza Hotel Med Ctr & Galleria Area
<b>4 p.m.</b>	4-H & FFA Wool Judging Contest Results & Awards	NRG Center – TBD
<b>5 p.m.</b>	4-H/FFA Livestock Calf Scramble Reception	NRG Arena – Rooms 2 & 3
<b>6 p.m.</b>	Intercollegiate Wool Judging Awards Dinner	NRG Center – TBD

## **TUESDAY, MARCH 12**

<b>1 a.m.</b>	<b>Move-In: Junior Market Barrows</b> <i>(must be in place at Airport Blvd by 10 a.m. and checked in by 1 p.m.) (Wave II - Berkshire, Chester White/Landrace, Duroc, Yorkshire, Other Crossbred II)</i>	
<b>7:30 a.m.</b>	Food Challenge Contest Round 1 Check-in	NRG Arena – Sales Pavilion
<b>8 a.m.</b>	Junior Market Steer Show (Wave 1 continued) ( <b>Show B:</b> <i>Brahman, Brangus, Santa Gertrudis, Simbrah</i> )	NRG Center – Main Arena
	Intercollegiate Livestock Judging Awards Breakfast	NRG Center – 600 Series
<b>2:30 p.m.</b>	4-H & FFA Food Challenge Preliminary Awards	NRG Arena – Sales Pavilion
<b>3 p.m.</b>	4-H/FFA Food Challenge Finals Challenge	NRG Arena – Sales Pavilion
<b>5 p.m.</b>	Lil' Rustlers	NRG Center – Main Arena
<b>5:30 p.m.</b>	4-H & FFA Food Challenge Finals Awards	NRG Arena – Sales Pavilion

## WEDNESDAY, MARCH 13

- 1 a.m. *Move-In: Junior Market Steers Wave 2 (Must be in place by 6 a.m. and checked in by 11:30 a.m.)***  
*(Breeds: Angus, Black Cross, Hereford, Polled Hereford, Limousin, Other Cross, Red Angus, and Red Cross)*
- 8 a.m.** Junior Market Barrow Show – Wave II  
**(Show C: Duroc, Berkshire, Yorkshire, Chester White/Landrace)**  
NRG Center – East Arena  
Ag Robotics Contest Registration  
NRG Arena – Sales Pavilion
- 8:30 a.m.** Registration: Agriculture Product Identification Contest  
NRG Center – Rooms 201 – 203
- 9 a.m.** Ag Robotics Contest Orientation  
NRG Arena – Sales Pavilion  
Agriculture Product Identification Contest  
*(Awards upon conclusion of contest)*  
NRG Center – Rooms 201 - 203
- 9:45 a.m.** Ag Robotics Contest Programming & Practice  
NRG Arena – Sales Pavilion
- 11:15 a.m.** Ag Robotics Contest Competition  
NRG Arena – Sales Pavilion
- Noon Release: Barrows – TACK ONLY**
- 1 p.m.** Junior Market Steer (Classify)  
NRG Center – Main Arena
- 3 p.m.** Ag Robotics Contest Awards  
NRG Arena – Sales Pavilion

## THURSDAY, MARCH 14

- 7 a.m. Release: Barrow TACK ONLY**
- 7:30 a.m.** Veterinary Science Contest Registration  
NRG Center – Rooms 201 - 203
- 8 a.m.** Junior Market Scramble Steer Show – Wave 2  
*(Awards Presentation to follow show)*  
Junior Market Barrow Show  
**(Show D: Other Crossbred II)**  
NRG Center – East Arena
- 8:30 a.m.** Veterinary Science Contest  
NRG Center – Rooms 201-203
- 10:00 a.m.** Junior Market Steer Show – Wave II  
**(Show C: Limousin, Hereford, Polled Hereford, Angus, Red Angus, Black Cross, Red Cross)**  
NRG Center – Main Arena  
***Move-In: Llama/Alpaca***  
*(Must be in place by 4 p.m. and checked in by 5 p.m.)*  
NRG Arena – Hall B
- 11 a.m. Release: Non-placing Junior Market Steers upon completion of breed show**
- 1 p.m.** Veterinary Science Contest Finals  
NRG Center – Rooms 201-203
- 2 p.m.** Llama Walking Fleece  
*(Walking Fleece is done at will before the judge & not in the arena as a regular halter class)*  
NRG Arena – Hall B

<b>3:30 p.m.</b> Veterinary Science Contest Awards	NRG Center – Rooms 201 - 203
<b>4 p.m.</b> Llama & Alpaca Parade	NRG Arena – Hall B
<b>6 p.m.</b> Llama/Alpaca Exhibitor Meeting	NRG Arena – Hall B
<b>6:30 p.m.</b> Market Barrow Exhibitor Auction Meeting <i>(Mandatory only for first placing &amp; higher exhibitors in each class)</i>	NRG Center – East Arena
<b>7:30 p.m.</b> Junior Market Barrow Champion Selection	NRG Center – East Arena

## FRIDAY, MARCH 15

<b>2 a.m.</b> <b>Move-In:</b> <i>Ag Mechanics Projects (must be in place by 10 a.m. and checked in by 3 p.m.)</i>	
<b>8 a.m.</b> Junior Market Steer Show – Wave II ( <b>Show D:</b> Other Crossbred) <i>All placing steers not walking across the auction floor MUST report to TLMA 30 minutes after the last breed show ends.</i>	NRG Center – Main Arena
Open & Youth Llama Shorn Fleece Show	NRG Arena – Hall B
Open & Youth Alpaca Shorn Fleece Show <i>(following Llama Fleece)</i>	NRG Arena – Hall B
Llama Open Pack	NRG Arena – Hall B
Llama & Alpaca Open – Obstacles & PR Show <i>(following Pack)</i>	NRG Arena – Hall A
Alpaca Walking Fleece Show <i>(Walking Fleece is done at will before the judge &amp; not in the arena as a regular halter class)</i>	NRG Arena – Hall B
Open Llama Costume Show <i>(30 minutes following conclusion of Obs &amp; PR)</i>	NRG Arena – Hall A
Youth Llama Costume Show <i>(following Open Costume)</i>	NRG Arena – Hall A
<b>11 a.m.</b> Junior Market Barrow Auction	NRG Arena – Sales Pavilion
<b>1 p.m.</b> <b>Release:</b> <i>Non Placing Steers (must be out by 2 p.m. on 3/16)</i>	
<b>5:30 p.m.</b> Junior Market Steer Exhibitor Auction Meeting	NRG Center – Main Arena
<b>6 p.m.</b> Junior Market Steer Pre-Judging	
<b>8:30 p.m.</b> Champion Junior Market Steer Selection	NRG Stadium

## SATURDAY, MARCH 16

<b>7 a.m.</b> <b>Move:</b> <i>Auction Qualifying Junior Market Steers to NRG Arena Sales Pavilion</i>	
<b>Move-In:</b> <i>Longhorn &amp; Miniature Zebu Cattle (Must be in place at Airport Blvd by 9 a.m. &amp; checked in by 11:30 a.m.)</i>	NRG Center – Main Arena
<b>8 a.m.</b> Ag Mechanics Show Judging	NRG Center – East Arena
Open Llama & Alpaca Showmanship	NRG Arena – Hall A



## Rachel Sitler

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**From:** Kristen B. Clark  
**Sent:** Tuesday, January 16, 2024 1:00 PM  
**To:** Kathy L. El-Jabsheh  
**Subject:** FW: Your Updated Reservation Confirmation # 24447086 at Holiday Inn Express Hotels & Resorts.

Houston Lamb/Goat/Heifer show

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**From:** Holiday Inn Express  
**Sent:** Tuesday, January 16, 2024 12:55 PM  
**To:** Kristen B. Clark  
**Subject:** Your Updated Reservation Confirmation # 24447086 at Holiday Inn Express Hotels & Resorts.

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### HOLIDAY INN EXPRESS HOUSTON - GALLERIA AREA

2351 West Loop South  
Houston, TX United States 77027

**Hotel Front Desk:** 13464155900  
**Email:** [staybridgehiexpress@amliberty.com](mailto:staybridgehiexpress@amliberty.com)

**Guest Name:** Kristen Greer

<b>Check In:</b>	<b>Check Out:</b>	<b>Rooms:</b>	<b>Adults:</b>
05 Mar 2024	— 08 Mar 2024	1	1
3:00 PM	11:00 AM		

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**YOUR CONFIRMATION NUMBER IS: 24447086. SELECT YOUR  
PREFERENCES BEFORE YOUR STAY.**