

# TRAVEL APPROVAL FORM

Department: EXT/665

Event Name: HOUSTON LIVESTOCK SHOW

Location: HOUSTON, TX

Event Dates: 2/29/24-3/01/24 & 3/8/24-3/12/24

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

Name of Attendees:  
JUSTIN HALE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: 

<b>Noon</b>	4-H & FFA Dairy Judging Contest Calf Scramble Reception	NRG Center – Café on the Park (2 <sup>nd</sup> Floor)
<b>2 p.m.</b>	Charolais Show	NRG Center – Main Arena (East Side)
	Braford F-1 Show	NRG Center – Main Arena (West side)
	Braford Show (immediately following Braford F-1 Show)	NRG Center – Main Arena (West side)
<b>4:30 p.m.</b>	Angus Show	NRG Center – Main Arena (East side)
	Hereford/Polled Hereford Show	NRG Center – Main Arena (West side)

## WEDNESDAY, FEBRUARY 28

<b>7 a.m.</b>	<b>Release:</b> <i>Angus, Braford/Braford F-1, Charolais, Dairy Cattle, Hereford, Red Angus, Simbrah and Simmental (must be out by 8 p.m.)</i>	
	Registration: 4-H & FFA Poultry Judging Contest	Gerald D. Young Ag Science Center
<b>8 a.m.</b>	Junior Breeding Sheep Show	NRG Center – East Arena
	<b>Release: Junior Breeding Sheep are released upon completion of breed show (must be out by 8 p.m.)</b>	
	Simmental Show	NRG Center – Main Arena (East Side)
	4-H & FFA Poultry Judging Contest	Gerald D. Young Ag Science Center
	Open/Junior Dairy Cattle Show	NRG Center – Main Arena (West Side)
<b>9:00 a.m.</b>	57th All Breeds Commercial sale	NRG Arena – Sales Pavilion
<b>10 a.m.</b>	Ranching & Wildlife Expo ( <i>open 10 a.m. to 7 p.m.</i> )	NRG Center – East End, 2 <sup>nd</sup> Floor
<b>11 a.m.</b>	Simbrah Show	NRG Center – Main Arena (East side)
<b>12:30 p.m.</b>	Red Angus Show	NRG Center – Main Arena (West side)
<b>1:00 p.m.</b>	4-H & FFA Poultry Judging Contest Results & Awards	Gerald D. Young Ag Science Center
<b>2 p.m.</b>	Brahman Show (Groups) followed by Div. I & II Females	NRG Center – Main Arena
<b>7:30 p.m.</b>	International Brahman Sale	NRG Arena – Sales Pavilion

## THURSDAY, FEBRUARY 29

<b>7 a.m.</b>	<b>Move-In:</b> <i>Beefmaster, Braunvieh/Beefbuilder and Santa Gertrudis (must be in place by noon &amp; checked in by 3 p.m.)</i>	
	<b>Move-In:</b> <i>Junior Breeding Gilts (Berkshire, Chester White, Duroc, Hampshire, Landrace, Poland China, Spotted, Yorkshire) (must be in place by 10 a.m. &amp; check in by 1 p.m.)</i>	
	<b>Move-In:</b> <i>Beefmaster Cattle for South TX Beefmaster Futurity &amp; Classic Sale (must be in place at NRG Arena by Noon)</i>	
<b>8 a.m.</b>	Brahman Show (Females) – Continued from Wednesday	NRG Center – Main Arena

Agri-Summit	NRG Arena – Hall B
<b>10 a.m.</b> Ranching & Wildlife Expo ( <i>open 10 a.m. to 7 p.m.</i> )	NRG Center – East End, 2 <sup>nd</sup> Floor
Weigh and Measure Brangus	NRG Center – Back Dock
<b>3 p.m.</b> Gilt Showmanship	NRG Center – East Arena

## FRIDAY, MARCH 1

<b>7:00 a.m.</b> 4-H/FFA Livestock Quiz Bowl Registration	NRG Center – Outside Room 603
<b>8 a.m.</b> International Brangus & Red Brangus Bull Show (Ultra Bull Show to immediately follow Brangus Bull Show)	NRG Center – Main Arena (East side)
Junior Breeding Gilt Show <b>Released upon completion of breed show</b> ( <i>must be out by 8 p.m.</i> )	NRG Center – East Arena
4-H/FFA Livestock Quiz Bowl Orientation	NRG Center – Room 602 - 603
<b>8:30 a.m.</b> 4-H/FFA Livestock Quiz Bowl Preliminary Rounds ( <i>Finals Round upon completion of Prelims; Awards immediately following Finals</i> )	NRG Center – Rooms 600-601, 606-609
<b>9 a.m.</b> South Texas Beefmaster Breeders Magic XXIII Sale	NRG Arena – Sales Pavilion
<b>10 a.m.</b> Brahman Show (Bulls)	NRG Center – Main Arena (West)
Ranching & Wildlife Expo ( <i>open 10 a.m. to 7 p.m.</i> )	NRG Center – East End, 2 <sup>nd</sup> Floor
<b>Noon</b> Ranching & Wildlife Wild Game Auction Buyer Luncheon	NRG Center – Main Club
<b>1 p.m.</b> Ranching & Wildlife Auction	
South Texas Beefmaster Breeders Futurity and Classic Sale	NRG Arena – Sales Pavilion
<b>6 p.m.</b> Hard Dog, Fast Dog Competition – K9's4Cops	NRG Center – Main Arena
Santa Gertrudis Sale	NRG Center – East Arena

## SATURDAY, MARCH 2

<b>6 a.m.</b> Registration: Intercollegiate Meat Judging Contest (Senior College)	Martin Foods
<b>7 a.m. Move-In:</b> Youth Breeding Rabbits - Wave 1, Youth & Open Cavies ( <i>must be in place at Airport Blvd. by 7 p.m., NRG Arena – Hall B</i> )	
<b>Move-In:</b> Youth Meat Pen Rabbits ( <i>must be in place at Airport Blvd. by 10 a.m., NRG Arena – Hall B</i> )	
<b>Move-In:</b> Boer & Dairy Goats ( <i>must be in place at Airport Blvd by noon &amp; checked in by 3 p.m.; NRG Center – East Arena</i> )	
<b>Release:</b> Brahman Open Cattle ( <i>must be out by 6 p.m.</i> )	
Intercollegiate Meat Judging Contest (Senior College)	Martin Foods

## 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> 4-H/FFA Wildlife Habitat Judging Contest <i>(Results &amp; Awards upon conclusion of contest)</i>	Long Acres Ranch; Richmond, TX
<b>9 a.m.</b> Public Speaking Contest Orientation	Houston Community College – Alief Hayes Campus
<b>9:30 a.m.</b> Open Breeding Rabbit Show A&B <b>Release:</b> <i>Open Breeding Rabbits upon completion of awards (Must be out by 8 p.m.)</i>	NRG Arena – Hall B
Public Speaking Contest Preliminary Round <i>Finalist Parking Pass Pick Up (upon the competition of finalist announcements)</i>	Houston Community College – Alief Hayes Campus
<b>11 a.m.</b> Poultry Auction	NRG Arena – Sales Pavilion
<b>Noon:</b> <b>Release:</b> <i>Junior Breeding Heifers (must be out by 5 p.m.)</i>	

## SUNDAY, MARCH 10

<b>1 a.m. Move-In:</b> <i>Junior Market Steers Wave 1 (Must be in place by 6 a.m. and checked in by 11:30 a.m.) (Breeds: ABC, Brahman, Brangus, Charolais, Main-Anjou, Santa Gertrudis, Shorthorn, Simbrah, and Simmental)</i>	
<b>8 a.m.</b> Classify & Show Junior Market Barrow Show <b>(Show A:</b> Hampshire, Poland China, Spotted)	NRG Center – East Arena
4-H/FFA Range & Pasture Plant ID Contest Registration	NRG Arena – Rooms 2 & 3
<b>9 a.m.</b> Public Speaking Contest Finalist Check-In	NRG Center – Rooms 600 Series
4-H/FFA Range & Pasture Plant ID Contest Begins	NRG Center – Second Floor
<b>10 a.m.</b> Public Speaking Contest Finals <i>(Results &amp; Awards upon conclusion of contest)</i>	NRG Center – Rooms 600 Series
<b>11:00 a.m.</b> School Art Auction	NRG Arena – Sales Pavilion
4-H/FFA Range & Pasture Plant ID Contest Awards	NRG Center – Second Floor
<b>Noon Release:</b> <i>Junior Market Barrows – TACK ONLY</i>	
<b>1 p.m.</b> Steer Classification	NRG Center – Main Arena
<b>6:30 p.m.</b> Fiesta Charra	NRG Center – Main Arena

## MONDAY, MARCH 11

<b>7 a.m.</b> Registration: Intercollegiate Livestock Judging Contest	NRG Arena – Sales Pavilion
<b>7:30 a.m.</b> Intercollegiate Livestock Judging Contest Begins	NRG Arena – Halls A & B
<b>8 a.m. Classify &amp; Show Junior Market Barrows (Show B: Other Crossbred I)</b>	NRG Center – East Arena
Scramble Steer Show – Wave 1 <i>(Awards Presentation to follow)</i>	NRG Center – Main Arena
Registration: Intercollegiate Wool Judging	NRG Center – TBD

<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.</i> ) ( <i>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



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.**

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DATE: 1/16/24 DEPARTMENT: EXT/665

PERSON SENDING REQUEST: Kathryn El-Jabsheh

Person(s) Name Attending: 1. Justin Hale  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

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

Hotel Name: HOLIDAY INN EXPRESS HOUSTON - GALLERIA AREA

Hotel Address: 2351 West Loop South City: Houston State: TX Zip: 77027

Hotel Telephone #: 1-888-465-4329

Function Attending: Houston Livestock Show

Date of Check in: 2/29/24

Date of Check out: 3/12/24