

Travel Approval Form

Department: CONSTABLE PCT 4

Event Name: CONSTABLE CLERK WORKSHOP


Location: GALVESTON

Event Dates: AUGUST 11-13.2024

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

Name of Attendees:

BROOKE ALLEN _____

| |
|------------------------------------------------------------------------------------------------|
| Court Decision: <small>This section to be completed by County Judge's Office</small> |
|  |
| February 12, 2024 |

Required Documents Checklist:

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

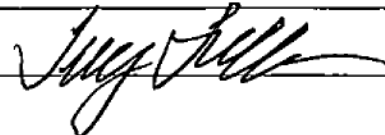
Overnight Travel

- 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:





Brooke Allen(X005496)
2 North Main Street, Ste B6
Cleburne, TX 76033

Transaction Basket: 5474
Date: 19/Jan/2024 9:02AM
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INVOICE

Constable Clerk Workshop - Galveston

Dates: 2024-08-12 - 2024-08-13

Conference Registrations

Cancellation Request Deadline: Jul/29/2024 12:00 AM

Conference Registration

Subtotal: \$ 75.00
Total: \$ 75.00

Lodging Fee (Quantity: 1)

Lodging Fee

Subtotal: \$ 110.00
Total: \$ 110.00

Grand Total: **\$ 185.00**

BROOKE ALLEN
2 NORTH MAIN STREET, STE B6
CLEBURNE TX 76033

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 |