

# TRAVEL APPROVAL FORM

Department: Auditor's Office

Event Name: February On-the-Road Area Training

Location: Mineral Wells, TX

Event Dates: 02.21.24 - 02.23.24

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

**Name of Attendees:**

Laura Darby                      Melissa Elvsaas

Kathy Rice                      Dwight Crowe

Susan Rossee                      Sherron Beard

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:





# Texas Association of County Auditors' February On-the-Road Area Training

February 21, 2024 - February 23, 2024

10:00 AM - 12:00 PM

The Crazy Water Hotel  
401 N. Oak Ave.  
Mineral Wells, TX 76067

For more information, contact Steve Watson, Johnson County Auditor, at (817) 556-6305.  
[Contact Us](#)

OVERVIEW

HOTEL

SCHEDULED  
ACTIVITIES

AGENDA

CONTINUING  
EDUCATION

The Palo Pinto County Auditor's Office, in collaboration with the Johnson County Auditor's Office, is proud to host the Texas Association of County Auditors' 2024 February On-the-Road Area Training in Mineral Wells! This two-day conference is a convenient way to earn continuing education credit during education sessions, as well as an opportunity to network with your peers.

Registration is scheduled to open Monday, Jan. 22.  
Check back often for conference updates.

## Registration Fees

Registration includes all education sessions and evening events.

Registration Fees	Registration by Feb. 13
County auditor	\$150
County auditor assistants /staff	\$150

## Continuing Education

The conference offers continuing education credit for county auditors. Please check back for updates on the number of hours offered. No prerequisites are required for this class.

## Payment Information

Please make checks payable to **Texas Association of Counties**.

Mail checks to:




Texas Association of County Auditors  
c/o Texas Association of Counties  
P.O. Box 2711  
San Antonio, TX 78299

### Special Services

To ensure that our event is ADA-compliant and accessible to all, please contact Jackie Boone or Luz Hinojosa at (800) 456-5974 if you need assistance.

### Resources

### Social Media

[m/TexasCounties](#))  (<https://www.instagram.com/texascounties/>)  (<https://twitter.com/TexasCounties>)  (<http://www.linkedin.c>

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## 7 - 8 a.m.: Breakfast

Location: The Crazy Water Hotel

## 8:10 - 9 a.m.: Duties of the County Auditor

Location: The Crazy Water Hotel

## 9 - 9:50 a.m.: Senate Bill 22

Location: The Crazy Water Hotel

## 9:50 - 10:10 a.m.: Refreshment Break

Location: The Crazy Water Hotel

## 10:10 - 11 a.m.: Taxable Fringe Benefits

**Location: The Crazy Water Hotel**

**11 - 11:50 a.m.: Fund Accounting 101**

**Location: The Crazy Water Hotel**

**11:50 a.m. - 1 p.m.: Lunch on Your Own**

**Location: The Crazy Water Hotel**

**1 - 2:15 p.m.: Cash Counts**

**Location: The Crazy Water Hotel**

**2:15 - 3:05 p.m.: Social Security and Retirement**

**Location: The Crazy Water Hotel**

**3:05 - 3:20 p.m.: Refreshment Break**

**Location: The Crazy Water Hotel**

**3:20 - 4:10 p.m.: Best Practices With Vendor Setup and Security**

**Location: The Crazy Water Hotel**

**4:10 - 5 p.m.: Taxable Fringe Benefits**

**Location: The Crazy Water Hotel**

**5:30 - 7:30 p.m.: Refreshment at Rickhouse Brewing in The Crazy Water Hotel**

**Location: The Crazy Water Hotel**

**8 - 8:10 a.m.: Welcome and Opening Comments**



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EDUCATION

**7:30 - 8:30 a.m.: Breakfast**

Location: The Crazy Water Hotel

**8:30 - 9:45 a.m.: GASB on The Horizon and GASB 96**

Location: The Crazy Water Hotel

**9:45 - 10 a.m.: Break**

Location: The Crazy Water Hotel

**10 - 10:50 a.m.: Budgeting**

Location: The Crazy Water Hotel

**10:50 - 11 a.m.: Break**

**Location:** The Crazy Water Hotel




**11 a.m. - 12:15 p.m.: Auditing the Tax Office**

**Location:** The Crazy Water Hotel

*\*Agenda subject to change*

**Resources**

**Social Media**

[m/TexasCounties\)](#)  (<https://www.instagram.com/texascounties/>)  (<https://twitter.com/TexasCounties>)  (<http://www.linkedin.c>

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The Crazy Water Hotel  
401 N. Oak Ave.  
Mineral Wells, TX 76067  
(940) 325-4605

Single/Double Rate: \$149 a night plus taxes  
Group Code: TACA24

For reservations, visit the hotel website link and enter the group code TACA24 or call (940) 325-4605. Ask for the Texas Association of County Auditors room block.

The deadline to reserve rooms at the special rate is Jan. 31 or when the block is full. We encourage you to make reservations early. Group rates are available for the nights of Feb. 21-22.

### Parking Rates

Free self-parking.

[Resources](#)

[Social Media](#)