

# TRAVEL APPROVAL FORM

**Department:** Road and Bridge - Precinct 1

**Event Name:** Tobacco IAC Meeting

**Location:** Austin, Texas

**Event Dates:** Friday, March 22, 2024

**Purpose:**  Required Continuing Education/Certification  
 Job Training  
 Other: Board Meeting

**Name of Attendees:**

Rick Bailey                      No Agenda at this time

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

**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:** Rick Bailey

## Keli Pack

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**Subject:** Tobacco Investment Advisory Committee Meeting  
**Location:** Rusk Room 320  
  
**Start:** Fri 3/22/2024 10:00 AM  
**End:** Fri 3/22/2024 12:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Nora Arredondo

**CAUTION:** This email originated from outside of the Johnson County email system.  
Use care when opening links or attachments. Report suspicious emails.

Agenda packets will be mailed to Committee members approximately one week prior to the meeting. Nora

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: 01/23/2024 DEPARTMENT: Road&Bridge-Precinct One

PERSON SENDING REQUEST: Keli Pack

Person(s) Name Attending: 1. Rick Bailey  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

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

Hotel Name: Hotel Indigo

Hotel Address: 810 Red River St City: Austin State: TX Zip: 78701

Hotel Telephone #: 512-481-1000

Function Attending: Tobacco IAC Board Meeting

Date of Check in: 03/21/24

Date of Check out: 03/22/24