

Travel Approval Form

Department: Juvenile Services

Event Name: Spring JJAT Conference

Location: College Station, TX

Event Dates: April 7 - 10, 2024

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

Name of Attendees:

Steve Gant _____

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 *Not available at this time*
- Hotel Information, Confirmation, or Hotel Reservation Request Form

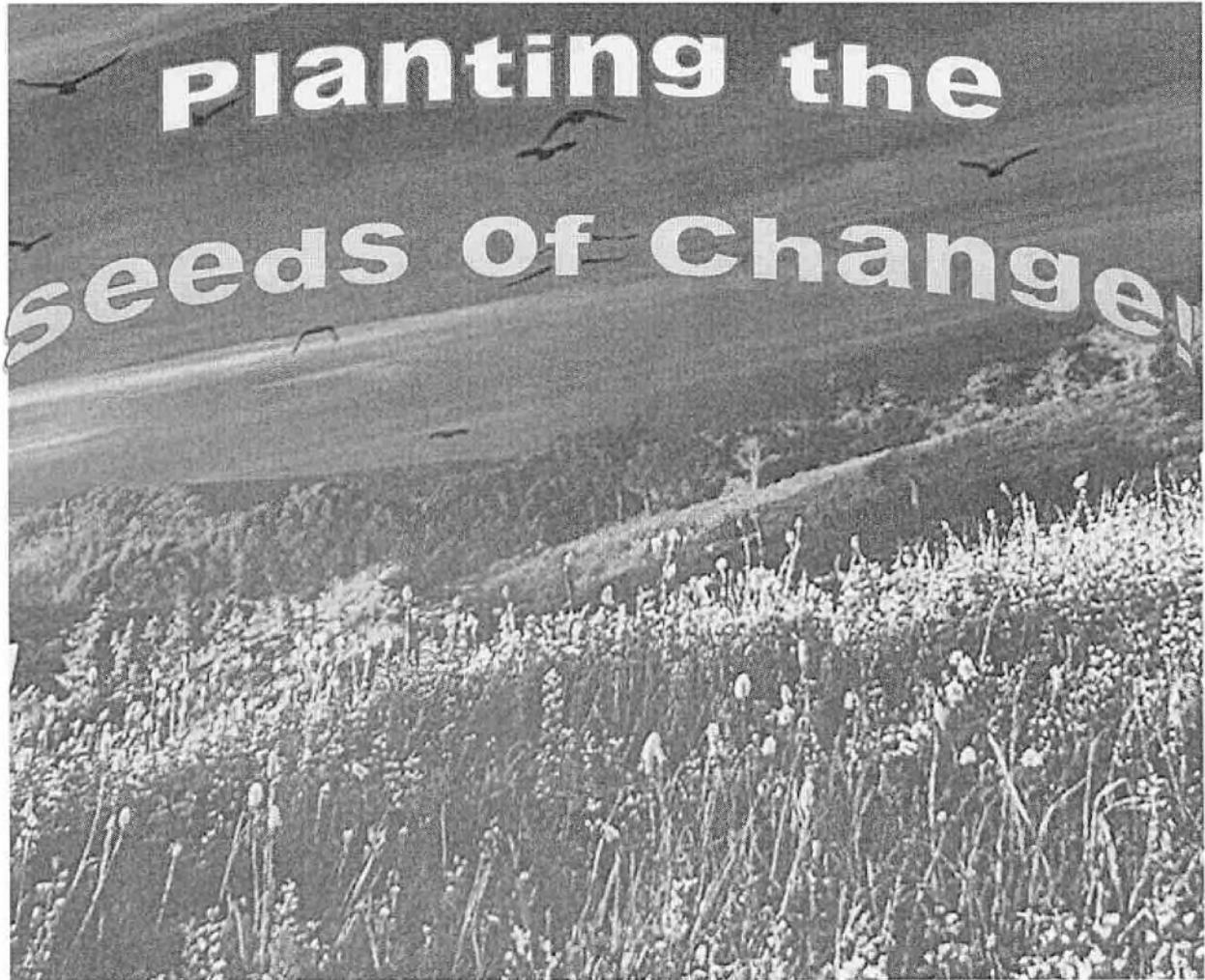
For Out of State Travel, please also include:

- 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:



SAVE THE DATE
SPRING JJAT CONFERENCE
APRIL 7-10 2024



**Texas A&M Hotel and
Conference Center
177 Joe Routh Boulevard
College Station, Texas 77843**



Juvenile Justice Association of

HOTEL AND REGISTRATION

Early Registration Discount

The early registration begins November 1, 2023 and the discount is available to anyone registering via e-mail or mail, on or before March 31, 2024.

The regular registration begins on April 1, 2024

The conference location is:

Texas A&M Hotel and Conference Center

177 Joe Routh Boulevard

College Station, Texas 77843

Reservations can be made by calling

1-888-654-4436 or by following this [link](#).

Refer to rooms blocked under "Juvenile Justice Association of Texas". Hotel reservations must be made no later than March 7, 2024

Room rates are : Prevailing State Rate

Self Parking is \$12 per night

**New Hotel Room Policy- Please Read

It is the responsibility of the participant to make hotel room reservations. If your plans change, PLEASE CANCEL YOUR ROOM. JJAT WILL NOT BE RESPONSIBLE FOR NO SHOWS ON ROOM RESERVATIONS. If you attempt to make a reservation and are told that the room book is full or sold out, please contact Joanne Bradley at jbradley@co.kendall.tx.us or 830-377-4697. Joanne will attempt to add more rooms to the block.

We expect more than 300 juvenile justice professionals to attend, so please make your reservations EARLY!! You can always cancel within the guidelines of the hotel policy if your plans change.

Conference Registration by E-mail:

You may e-mail registration forms to jjattx@gmail.com. If you are paying by credit card or at the conference please notify us on the registration form

Conference Registration by Mail

You may mail registration forms and payment to : Juvenile Justice Association of Texas
P.O. Box 98715, Lubbock Texas 79499

Registration Refund Policy

•Full refunds will be given to those who cancel in writing a minimum of ten (10) working days prior to the conference.

•Written cancellations should be e-mailed to: jjattx@gmail.com

•A \$40 Administrative Fee will be assessed for cancellations after the deadline.

Training Hours are pending.

Please complete the form below and e-mail it to jjattx@gmail.com to register.

Name: Steve Gant

Title: Assistant Director

Agency: Johnson County Juvenile Services

Address: 1102 E. Kilpatrick, Suite C

City: Cleburne State: TX

Zip Code: 76031 Telephone #: 817-556-6880

Please provide the e-mail address of the participant:

steveg@johnsoncountytexas.org

JJAT utilizes a conference app to disseminate information to each participant. The e-mail you provide will be what is utilized in the app registration process.

REGISTRATION FEES

Early Registration Discount (on or before 3/31/2023)

\$225.00 per person

Regular Registration (4/1/2024)

\$235.00 per person

CHECK HERE IF PAYING BY CHECK

Check # _____

Amount Enclosed: _____

Payment Information

CHECK HERE IF WISHING TO PAY BY CREDIT CARD. PLEASE PROVIDE THE CONTACT PERSON AND PHONE NUMBER:

CONTACT NAME _____

TELEPHONE NUMBER _____

Please Make Payment To "JJAT" Mail Registration and Payments to:

Juvenile Justice Association of Texas
P.O. Box 98715
Lubbock, Texas 79499

Visit the JJAT Website at
www.jjat.com

**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.

DATE: January 23, 2024 DEPARTMENT: Juvenile Services

PERSON SENDING REQUEST: Ellen Peveto

Person(s) Name Attending: 1. Steve Gant
2. _____
3. _____
4. _____

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

Hotel Name: Texas A&M Hotel & Conference Center

Hotel Address: 177 Joe Routt Boulevard City: College Statio State: Tx Zip: 77843

Hotel Telephone #: 888-654-4436

Function Attending: Spring JJAT Conference

Date of Check in: April 7, 2024

Date of Check out: April 10, 2024