

# Travel Approval Form

**Department:** Sheriff's Office - Jail

**Event Name:** 2024 CMIT Women in Criminal Justice

**Location:** San Marcos, Texas

**Event Dates:** March 25-28, 2024

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

**Name of Attendees:**

Charlie Carraway \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 \*\***

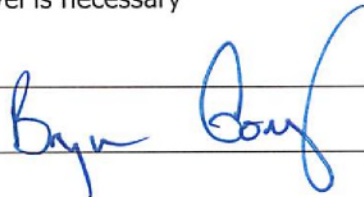
**Overnight Travel**

- 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:**



# You are now Registered for this event!

**Please print and keep this page for your records.** Some characters ( ' , " ) may not properly display.

Registration ID: 25099  
Date Registered: 2024-01-22 14:49:43  
Event: 2024 Women in Criminal Justice Conference  
Cost: \$290.00  
Name: Carraway, Charlie  
Title: Lieutenant  
Agency: Johnson County Sheriff's Office  
County: Johnson  
Address: 1800 Ridgemar Drive || Cleburne , TX 76033  
Phone: 817-556-6000 ext 3609  
Email: ccarraway@johnsoncountytexas.org  
TCOLE PID: 415534

**As an option** you may pay online by credit card or electronic check. If you are paying for multiple registrations at a time be sure each person has been registered separately and include all names in the Participant Names field on checkout.

## PAY ONLINE

### **Cancellation Policy:**

If paid, full refunds will be given to those who cancel in writing more than ten (10) working days prior to the training. A refund of 70% of the fees paid will be authorized when a written request for cancellation and refund of conference or program fees is submitted less than ten (10) working days prior to the scheduled start of the program. If unpaid, those who cancel in writing more than ten (10) working days prior to the training will have all fees waived. When a written request for cancellation is submitted less than ten (10) working days prior to the scheduled start of the program, the participant will be responsible for 30% of the conference rate at the time they registered. The Correctional Management Institute of Texas reserves the right to retain or collect fees in full for those who fail to cancel in writing prior to the training or for those who fail to attend. Substitutions are permitted at anytime.

Payment Information: CMIT accepts cash and check payments as well as Visa and MasterCard. To make a credit card payment, please contact CMIT by phone or click the Pay Online link above (if provided).

Please make checks payable to Sam Houston State University - CMIT.

Mail checks to CMIT, George J. Beto Criminal Justice Center, Sam Houston State University, Huntsville, TX 77341-2296.



PRESENTED BY THE CORRECTIONAL MANAGEMENT INSTITUTE OF TEXAS



**March 25 - 28, 2024**  
**San Marcos, TX**





**Embassy Suites San Marcos** 1001 East McCarty Lane, San Marcos, Texas 78666 / 512-392-6450

## Cost

Registrations made **before** March 8th: **\$290**

Registrations made **after** March 8th: **\$315**

## Includes

Exhibits, Morning & Afternoon Refreshments

## Who Should Attend

- ★ Jail/Prison
- ★ Community Corrections
- ★ Leadership
- ★ Court Coordinators and Administrators
- ★ Law Enforcement Personnel
- ★ ISD Law Enforcement
- ★ Adult and Juvenile Probation Personnel
- ★ County Clerks and Personnel
- ★ TDCJ Officers
- ★ Other

## Details

Sign in & Registration will be on **March 25, 2024**, from **11:00am to 2:00pm**.

The conference will **begin** on **March 25, 2024**, at **2:00pm** and will **conclude** at **12:00pm** on **March 28, 2024**.

## Host Hotel

Embassy Suites San Marcos  
1001 East McCarty Lane  
San Marcos, Texas 78666

## Room Rates

**Single — \$107 or prevailing per diem**

Hotel arrangements are the responsibility of the participant. *Reservations should be made by February 25, 2024, to guarantee rates.*

**We encourage online registration and payment at [www.cmitonline.org](http://www.cmitonline.org)**

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Jail/Prison

Community Corrections

Leadership

Support Staff

Other

## 2024 Women in Criminal Justice Conference

### TOPICS COVERED:

- PEARLS for Prosperity: Strategies for High Achieving Women in Leadership
- Don't Let The Job Break You!
- Distracted Driving for Law Enforcement
- Develop The Mindset to Break the Glass Ceilings and Go for Those Specialized Roles
- Public Speaking to Advance Your Career
- Learning to Trust Your Women's Intuition
- Empowering Women in Male Dominated Industries
- Drug Recognition
- Value Driven Goal Setting
- The Impact of the Changing Juvenile Brain
- Destination Retirement
- Prevention and Intervention: Combating Human Trafficking through Trucking, Bus and Energy Industries
- Court Ordered Psychiatric Hospitalizations and Medication in Texas
- R U OK: The Mind Matters
- This Too Shall Pass: Preventing, Managing, and Recovering from Burnout and Compassion Fatigue
- Re-entry and PREA
- The Whole You: Integrity Among the Broken
- and many more

### WHO SHOULD ATTEND:

- Jail/Prison
- Community Corrections
- Leadership
- Jail Personnel
- Court Coordinators and Administrators
- Law Enforcement Personnel
- ISD Law Enforcement
- Adult and Juvenile Probation Personnel
- County Clerks and Personnel
- TDCJ Officers
- Other

### TRAINING HOURS: TBD

[CLICK TO REGISTER NOW](#)

### PROGRAM FLYER

#### DATE/TIME:

Mar 25 (11:00 am) - 28, 2024 (12:00 pm)

#### REGISTRATION DEADLINE:

Mar 08, 2024

#### FEE POLICY:

Early Registration - \$290.00

Late Fee - \$25

#### LOCATION INFORMATION:

Embassy Suites San Marcos  
1001 East McCarty Lane  
San Marcos, Texas 78666

#### HOTEL INFORMATION: \*

Embassy Suites San Marcos  
1001 East McCarty Lane  
San Marcos, Texas 78666

Single Occupancy: \$107 or Prevailing Per Diem

Reserve hotel room by February 25, 2024 to receive special rate\*

Hotel Reservation [link](#)

#### OVERFLOW HOTEL INFORMATION:

Holiday Inn Express & Suites - San Marcos  
900 Barnes Drive  
San Marcos, TX 78666  
1-512-392-6355  
use group code CMI to book by phone

[Reserve Online](#)

The Women in Criminal Justice Conference is for anyone working in the field of criminal justice. Our topics include current trends, as well as leadership and personal wellness. This conference will also offer CEUs.

#### For more information, contact:

Sharese Hurst, Division Director  
Correctional Management Institute of Texas  
George J. Beto Criminal Justice Building  
Sam Houston State University  
Huntsville, TX 77341-2296  
Fax: (936) 294-1671  
Phone: (936) 294-1687  
[sharese@shsu.edu](mailto:sharese@shsu.edu)

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\* Unless otherwise noted, hotel arrangements are the responsibility of the participant.

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: 1/22/2024 DEPARTMENT: Sheriff's Office - Jail

PERSON SENDING REQUEST: Kristen Lesley

Person(s) Name Attending: 1. Charlie Carraway  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

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

Hotel Name: Holiday Inn Express San Marcos South

Hotel Address: 900 Barnes Drive City: San Marcos State: TX Zip: 78666

Hotel Telephone #: (512) 392-6355

Function Attending: 2024 CMIT Women in Criminal Justice Conference

Date of Check in: 3/24/2024

Date of Check out: 3/28/2024