

Travel Approval Form

Department: JJAEP - Juvenile Services

Event Name: JJAEP Summer Conference-TJJD

Location: Austin, TX

Event Dates: July 9-12, 2024

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

Name of Attendees:

Mandy Whitworth _____

Kurt White _____

Tamara Hauk _____

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 *- No Cost - Free*
- 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:





TEXAS JUVENILE JUSTICE
DEPARTMENT
JJAEP
SUMMER TRAINING

July 9th 1:00 pm to July 12th noon

Barbara Jordan State Office Building-
1601 Congress Ave, Austin Texas 78711

This is a **free training** providing certification/management hours TBD

Reserve your room now at our host hotel-DoubleTree Suites by Hilton Austin:

<https://www.hilton.com/en/attend-my-event/ausfldt-jja-16c29373-ed3e-48bb-b353-cdc25e6ea811/>

This beautiful downtown hotel is offering a state discounted rate, reduced valet parking and free premium Wi-Fi

For questions please contact James Bateman at
james.bateman@tjjd.texas.gov or 512-416-8929

Mandy
0330-5980-54100 AJ
JJAEP

Save the dates???

Request sent 1/23
@ 9:16 Am

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

PERSON SENDING REQUEST: Ellen Peveto

Person(s) Name Attending: 1. Mandy Whitworth
2. _____
3. _____
4. _____

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

Hotel Name: DoubleTree Suites by Hilton Hotel Austin

Hotel Address: 303 W. 15th Street City: Austin State: TX Zip: 78701

Hotel Telephone #: 512-478-7000

Function Attending: JJAEP Summer Conference-TJJD

Date of Check in: July 9, 2024

Date of Check out: July 12, 2024

**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 25, 2024 DEPARTMENT: Juvenile

PERSON SENDING REQUEST: Ellen Peveto

Person(s) Name Attending: 1. Tamara Hauk
2. Kurt White
3. _____
4. _____

How many rooms: 2 (Please add any special requirements)

Hotel Name: DoubleTree Suites by Hilton Hotel Austin		
Hotel Address: 303 W. 15th Street	City: Austin	State: TX Zip: 78701
Hotel Telephone #: 512-478-7000		

Function Attending: JJAEP Summer Conference - TJJD

Date of Check in: July 9, 2024

Date of Check out: July 12, 2024