

TRAVEL APPROVAL FORM

Department: County Judge
Event Name: County Admin. Training County Budgeting
Location: Bryan, Texas
Event Dates: February 20, 2024
Purpose: Required Continuing Education/Certification
 Job Training
 Other: _____

Court Decision:
This section to be completed by County Judge's Office



February 26, 2024

Name of Attendees:

Rexann Knowles _____

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* COUNTIES

County Administrative Training: County Budgeting

📅 February 20, 2024 - July 15, 2024

🕒 07:30 AM - 05:15 PM

📍 Various - See Agenda

📞 For more information, contact Michele Ewerz or Jackie Boone at (800) 456-5974.

[Contact Us](#)

OVERVIEW

AGENDA

CONTINUING EDUCATION

CANCELLATION

**The agenda is subject to change. Start and end times are specific to each location.*

Dates	Locations	How to Register
Feb. 20 7:30 a.m. Registration 8 a.m.-12:15 p.m.	Bryan Brazos County Expo 5827 Leonard Rd. Bryan, TX 77807	Click here to register.
March 26 12:30 p.m. Registration 1-5:15 p.m.	Lubbock Overton Hotel & Conference Center 2322 Mac Davis Ln. Lubbock, TX 79401	Click here to register.
April 23 8 a.m. Registration 8:30 a.m.-1:45 p.m.	Amarillo Amarillo Civic Center Complex 401 S Buchanan St. Amarillo, TX 79101	Click here to register.
May 2 9 a.m. Registration 9:30 a.m.-2:30 p.m.	Kerrville Hill Country Youth Event Center 3785 TX-27 Kerrville, TX 78028	Click here to register.



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Sponsored By

Special thanks to the V.G. Young Institute of County Government, a part of the Texas A&M AgriLife Extension Service, for serving as the education program co-sponsor.

Overview

This series of practical workshops, developed by the Texas Association of Counties and the V.G. Young Institute of County Government, is designed to provide an in-depth and concentrated learning experience on the county budget.

There is no cost to attend these workshops.

Topics

The covered subjects will be:

- Calendars: budgeting, property taxes and grievances.
- Grant considerations for budgeting: ARPA/SB22.
- Communicating your budget to the public.
- Procedures to adopt your budget.

Rexann Knowles

From: do-not-reply@county.org
Sent: Thursday, February 8, 2024 2:25 PM
To: Rexann Knowles
Subject: Confirmation

You don't often get email from do-not-reply@county.org. [Learn why this is important](#)

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

Dear Ms. Rexann Knowles,

Thank you for your recent online submission. Here are confirmation details for your records.

Order Number: 256426
Order Date: Feb 8, 2024 2:24 PM
Bill To: Ms. Rexann Knowles
Order Total: 0.00

Item	Price	Qty	Total
2024 County Administrative Training: County Budgeting - Ms. Rexann Knowles <i>When:</i> Feb 20, 2024 8:00 AM - Feb 20, 2024 12:15 PM <i>Where:</i> Brazos County Expo Center 5827 Leonard Rd. Bryan, TX 77807 United States	0.00	1	0.00

Registration option: Feb 20, 2024 8:00 AM - Elected Official/County Staff

Item Total	0.00
Item Grand Total	0.00
Transaction Grand Total	0.00

You may review your registration and event information at any time on our website by logging into your [Member Portal](#).

Additional information will be emailed to you soon. If you have any questions, please contact Education Services at (800) 456-5974.

Texas Association of Counties

This email was sent to rknowles@johnsoncountytexas.org.

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: February 9, 2024 DEPARTMENT: County Judge

PERSON SENDING REQUEST: Rexann Knowles

Person(s) Name Attending: 1. Rexann Knowles
2. _____
3. _____
4. _____

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

Hotel Name: Hawthorn Suites by Wyndham College Station

Hotel Address: 1010 University Drive East City: College Station State: TX Zip: 77840

Hotel Telephone #: 979-695-9500

Function Attending: County Admin. Training County Budgeting

Date of Check in: February 19, 2024

Date of Check out: February 20, 2024