

# TRAVEL APPROVAL FORM

Department: STOP

Event Name: 2024 TNOA Conference

Location: Galveston, TX

Event Dates: 08/05/2024 thru 08/09/2024

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

Name of Attendees:



4 Investigators and 2 Office Personnel

## 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:

Court Decision: <small>This section to be completed by County Judge's Office</small>
  April 9, 2024

# 2024 TNOA Conference

## 54th Annual Texas Narcotic Officers Association Training Conference



Monday, August 5 - Thursday, August 8, 2024

8:00 am - 5:00 pm

Registration fee: \$375

Membership fee: \$40

\*membership must be current at time of conference

[Registration](#)

Moody Gardens Hotel, Spa and Convention Center

7 Hope Blvd.

Galveston, TX 77554

409/741-8484

Room Rate:

Single/Double/Triple/Quad - \$159

Single (with state/federal identification) - \$107

Must call hotel for the \$107 rate

[Hotel  
Reservation](#)



**TEXAS NARCOTIC OFFICERS ASSOCIATION  
INVOICE**

3/28/24

TO: STOP Special Crimes Unit  
Attn: [REDACTED]

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#	Description	Unit Price	Amount Due
6	2024 TNOA Annual Conference August 5-8, 2024 Galveston, Texas [REDACTED]	\$375.00	\$2,250.00

**TOTAL AMOUNT DUE UPON RECEIPT: \$2,250.00**

Texas Narcotic Officers Association Tax ID # 74 1671368

**Credit Card Payment: call the TNOA office at 469.481.2084**

or

**Please make check payable to:** Texas Narcotic Officers Association  
PO Box 1268  
Prosper, Texas 75078



**54<sup>th</sup> Annual Training Conference  
Schedule of Events**

**Monday, August 5, 2024**

9:00 am – 5:00 pm	Registration	Moody Gardens Conference Center
9:00 am – 7:00 pm	Vendor Show	Moody Gardens Conference Center
5:00 pm – 7:00 pm	Vendor Hospitality (hosted)	Moody Gardens Conference Center

**Tuesday, August 6, 2024**

8:00 am – 5:00 pm	Vendor Show	Moody Gardens Conference Center
8:00 am – 9:00 am	Late Registration	Moody Gardens Conference Center
9:00 am – 11:30 am	Opening Ceremonies Memorial Service Annual Business Meeting Regional Meetings	Moody Gardens Conference Center
11:30 am – 1:00 pm	Lunch (on your own)	
1:00 pm – 5:00 pm	General Session	Moody Gardens Conference Center

**Wednesday, August 7, 2024**

8:00 am – 12:00 pm	Vendor Show	Moody Gardens Conference Center
8:00 am – 12:00 pm	Breakout Sessions	Moody Gardens Conference Center
12:00 pm – 1:00 pm	Lunch (on your own)	Moody Gardens Conference Center
1:00 pm – 5:00 pm	Breakout Sessions	Moody Gardens Conference Center
7:00 pm – 10:00 pm	Awards Banquet (hosted)	Moody Gardens Conference Center

**Thursday, August 8, 2024**

8:00 am – 12:00 pm	Breakout Sessions	Moody Gardens Conference Center
12:00 pm – 1:00 pm	Lunch (on your own)	Moody Gardens Conference Center
1:00 pm – 5:00 pm	Breakout Sessions	Moody Gardens Conference Center
5:00 pm	Conference Ends	




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: 01/09/2024 DEPARTMENT: STOP

PERSON SENDING REQUEST 

Person(s) Name Attending: 

How many rooms:  <sup>6</sup> (Please add any special requirements)

Hotel Name: Moody Gardens Hotel, Spa and Convention Center

Hotel Address: 7 Hope Blvd City: Galveston State: TX Zip: 77554

Hotel Telephone #: 409-741-8484

Function Attending: 2024 TNOA Conference

Date of Check in: 08/04/2024

Date of Check out: ~~08/08/2024~~  
8-9-24