

Travel Approval Form

Department: Public Works

Event Name: 2024 North & East Texas County Judges
& Commissioners Annual Conference

Location: College Station, Tx

Event Dates: July 15-18, 2024

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

Name of Attendees:

Jennifer VanderLaan _____

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



April 9, 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:



Please make checks payable to:

Texas Association Of Counties

P.O. Box 2131 Austin, TX 78768

(800) 456-5974



Meeting Confirmation / Invoice

Ms. Jennifer VanderLaan

Johnson County Public Works, Public Works Director

2 N Mill St

Cleburne TX 76033-5500

Member ID: 265610

Invoice Ref: 355304

MEETING NAME: 2024 North and East Texas CJCA Conference

MEETING DATE: Monday, July 15, 2024 through Thursday, July 18, 2024

MEETING LOCATION: 161 Wellborn Rd

College Station, TX 77840

CONTACT US:

YOU ARE REGISTERED FOR THE FOLLOWING:

<i>Function(s)</i>	<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>
County Staff Registration	1	\$225.00	\$225.00
Total:			\$225.00

Payment: \$0.00

Balance: \$225.00

PLEASE REMIT WITH PAYMENT

Please make checks payable to: Texas Association Of Counties

Invoice Ref: 355304

Balance: \$225.00

Bill To ID: 254411

Ms. Julie Virginia Edmiston
Johnson County, Public Citizen
2 N Main St
Cleburne TX 76033-5500

Amount Enclosed: _____

Texas Association Of Counties
P.O. Box 2131
Austin, TX 78768
(800) 456-5974

002250010254411103553049TJOHN



North and East Texas County Judges and Commissioners Association Annual Conference and Business Meeting

July 15, 2024 - July 18, 2024

09:00 AM - 12:30 PM

Kyle Field
161 Wellborn Rd
College Station, TX 77840

Contact Michele Ewerz or Jackie Boone at (800) 456-5974.

Contact Us

Registration

OVERVIEW	HOTEL	AGENDA	CONTINUING EDUCATION	CANC
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9 a.m. - 5 p.m.: Registration and Information Desk Open

9 a.m.: Coffee Break

9:30 - 10:30 a.m.: Calendars: Budgeting, Property Tax and Grievances

10:30 - 11:30 a.m.: Grant Considerations for Budgeting: ARPA SB 22

11:30 a.m. - 12:30 p.m.: Provided Lunch for Early Bird

12:30 - 1:30 p.m.: Communicating Your Budget to the Public

Speaker: Dr. Peter McGill, Director, V.G. Young Institute of County Government

1:30 - 2:30 p.m.: Procedures to Adopt Your Budget




3 - 5 p.m.: Committee Meetings

Resolutions Committee Meeting, Nominations Committee Meeting, and Site Selection Committee Meeting

3 - 6 p.m.: President's Welcome Reception

Resources

Social Media

asCounties)  (<https://www.instagram.com/texascounties/>)  (<https://twitter.com/TexasCounties>)  (<http://www.lin>

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7:30 a.m. - 5 p.m.: Registration and Information Desk Open

7:30 a.m. - 5 p.m.: Exhibit Hall Open

7:30 a.m.: Breakfast in the Exhibit Hall

8 - 8:50 a.m.: Opening General Session

8:50 - 9:40 a.m.: Keynote Address

9:40 - 10:40 a.m.: Refreshment Break in the Exhibit Hall

10 a.m. - 2 p.m: Spouse Event

10:40 - 11:30 a.m.: 3.014 Working With the Legislature

11:30 a.m. - 1 p.m.: Lunch in the Exhibit Hall

11:30 a.m. - 1 p.m.: Past Presidents' Luncheon

1 - 1:50 p.m.: 3.019 Subdivision Regulations

Commissioners Court
Training

1:50 - 2:40 p.m.: 3.016 County Roads: Right of Way - Vegetation Control

Commissioners Court
Training

2:40 - 3:35 p.m.: Refreshment Break in the Exhibit Hall

Commissioners Court
Training

3:35 - 4:25 p.m.: 3.004 Regulations and Legal Issues: Illegal Dumping

Commissioners Court
Training

4:25 - 5:15 p.m.: 4.018 Emergency Management: Debris Management

Commissioners Court
Training

5:15 p.m.: Commissioners Recess

1 - 2 p.m.: Credit Card Debt Cases

Judicial Training for County Judges

2 - 3 p.m.: Mediation Arbitration: When to Order

Judicial Training for County Judges

3 - 3:15 p.m.: Refreshment Break in the Exhibit Hall

Judicial Training for County Judges

3:15 - 4:15 p.m.: Discussions With Your County Attorney

Judicial Training for County Judges

4:15 - 5:15 p.m.: Admonishments: Rights and Consequences of a Plea

Judicial Training for County Judges

5:15 p.m.: Judges Recess

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7:30 a.m.: Breakfast in the Exhibit Hall

7:30 - 10:30 a.m.: Exhibit Hall Open

7:30 a.m. - 3 p.m.: Registration and Information Desk Open

8 - 8:30 a.m.: Association Business Meeting

8:30 - 9:20 a.m.: 3.014 Specialized Districts: ESD's

9:20 - 10:20 a.m.: Refreshment Break in the Exhibit Hall

9 a.m. - 2 p.m.: Spouse Event

10:20 - 11:10 a.m.: 3.018 Environmental Issues: Land Application of Bio Solids

11:15 a.m. - 12:45 p.m.: Presidents Luncheon & Installation of Officers

1 p.m.: 42 Tournament

1 p.m.: Cornhole Tournament

1:30 p.m.: Sporting Clay Tournament

1 - 1:50 p.m.: 2.008 County Attorney

1:50 - 2 p.m.: Refreshment Break

2 - 2:50 p.m.: 2.104 Extension Services

2:50 p.m.: Recess



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Registration

OVERVIEW	HOTEL	AGENDA	CONTINUING EDUCATION	CANC
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- 7:30 a.m. - noon: Registration and information Desk Open**
- 8 - 9 a.m.: Inspirational Breakfast**
- 9 a.m.: Morning Coffee**
- 9:30 - 10:20 a.m.: 4.003 County Investment Policies**
- 10:20 - 11:10 a.m.: 4.014 Ethics**

11:10 - 11:25 a.m.: Refreshment Break

11:25 a.m. - 12:15 p.m.: 4.026 Indigent Healthcare




12:15 p.m.: Closing Ceremonies

12:30 p.m.: Pledges to the U.S and Texas Flags

12:30 p.m.: Adjourn

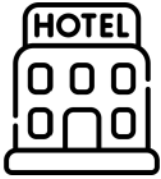
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TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 04/01/2024

DEPARTMENT: Public Works

PERSON SENDING REQUEST: Julie Edmiston EXT: 1850

Person (s) Name Attending:

1. Jennifer VanderLaan
2.
3.
4.
5.
6.

*If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:

LEOSE FUNDS

Function Attending: North and East CJCA 2024 Conference

Hotel Name: Hilton College Station & Conference Center		
Hotel Address: 801 University Dr E		
City: Godley	State: TX	Zip: 76044
Hotel Phone# 979-693-7500		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website: https://www.county.org/education-and-events/calendar-of-events/20 :		
How many rooms needed: 1		
Date of Check In: 7/15/24	Date of Check Out: 7/18/24	

NOTE: When the Purchasing Department reserves the hotel room, payment will be processed and paid for on the travel credit card. ALL Travel PO's MUST be in place prior to travel. The hotel receipt will need to be receipted on your PO upon return. If the traveler does not obtain a hotel receipt upon check out, it's the travelers responsibility to call the hotel and obtain a copy for receipting.