

# TRAVEL APPROVAL FORM

**Department:** Road and Bridge Precinct 1

**Event Name:** Joint Committee on Access and Forensic  
Services Meeting

**Location:** Austin, TX

**Event Dates:** April 30th

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

**Name of Attendees:**

Rick Bailey                      No Itinerary at this Time

\_\_\_\_\_  
\_\_\_\_\_

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



April 22, 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:**

Rick Bailey

04/30/24 - Joint Committee on Access and Forensic Services Meeting - Meeting - Calendar - rickb@johnsoncountytexas.org



**i** You can't forward this invitation. Only the organizer can invite other people to this meeting.

### 04/30/24 - Joint Committee on Access and Forensic Services Meeting

**🕒** Tue 4/30/2024 10:00 AM - 2:00 PM

**📍** HHSC, Winters Bldg., PHR, 1st Floor, 701 West 51st Street, Austin, TX. 78751

**☰** You don't often get email from kayla.cates-brown@hhs.texas.gov. [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.

The Joint Committee on Access and Forensic Services meeting will take place Tuesday, April 30, 2024 at 10:00 a.m. The meeting will be conducted in a hybrid format using the Microsoft Teams platform and physical location of HHSC, Winters Bldg., PHR, 1st Floor, 701 West 51st Street, Austin, TX. 78751.

**In order to comply with the Texas Open Meetings Act, members who would like to participate virtually MUST have their face visible on video when speaking.**

**The link will only work for the intended recipient.**

**Don't forward this invitation. Contact the Committee liaison to request additional people be added to the meeting invite.**

**PLEASE DO NOT SHARE THE PHONE NUMBER OR LINK.** Members of the public who are not committee members but would like to attend virtually may do so by clicking the link on the agenda posted on the HHSC communications and events webpage.

For best results:

1. Respond to quorum call from the liaison and let them know if you will be attending in person or virtually.
2. Attend a tech run scheduled by the ACCO facilitator through the Committee liaison.
3. Log in at least 30 minutes *prior* to the start of the meeting to *test* connectivity and to check your audio and video settings. If you are on a VPN, it is recommended that you save any needed files to your computer and disconnect if possible.
4. Committee members and presenters click the "Join" tab link sent directly to them in the meeting invite. If you have Microsoft Teams and have a Calendar icon on the left, please join through the meeting invite on the Teams calendar.
5. Members please see the Presenter/Member Tip Sheet that was emailed to you for more information.
6. Use the Chat section if you have technical difficulty once you enter the meeting. Producers are standing by to assist.

#### Tracking

##### Organizer

**C** Cates-Brown,Kayla (HHSC)  
Sent on Monday, 4/8/2024 at 3:55 PM

##### Attendees

You responded "Yes"

✓ Yes: 1

**RB** Rick Bailey  
Required

✓ Didn't respond: 40

**C** Chacon,John (HHSC)  
Required

**M** Marx,Cassandra (HHSC)  
Required

**D** DeLeon,Michael (HHSC)  
Required

**J** Jones-Reasonover,Pollet...  
Required

**J** Johnson,Camilia (HHSC)  
Required

**T** Thompson,Jacqueline (...)  
Required

**K** Kupper,Francesca (HHSC)  
Required

**GM** Glazier, Stephen M  
Required

**DW** dennis wilson  
Required

**J** jcaspell@mail.ci.lubboc...  
Required

**S** shelly.smith@wtcmhm...  
Required

**S** sally.taylor@uhs-sa.com  
Required

## Keli Pack

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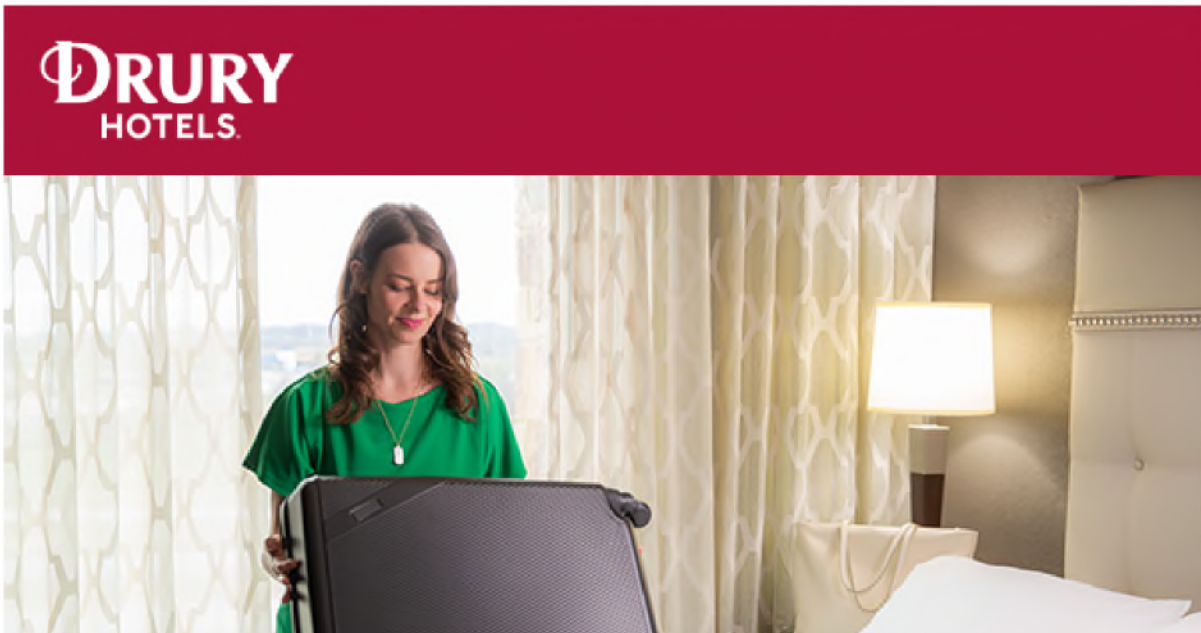
**From:** Drury Hotels <reply@email.druryhotels.com>  
**Sent:** Monday, April 15, 2024 9:24 AM  
**To:** Keli Pack  
**Subject:** Reservation Confirmation #2011030903 | Drury Inn & Suites Austin North

You don't often get email from reply@email.druryhotels.com. [Learn why this is important](#)

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To view this email as a web page, go [here](#).

[Sign In](#) ◆ [Modify Reservation](#)



**Confirmation:** 2011030903

Thank you for booking your stay at Drury Inn & Suites Austin North.

[6711 I 35 North Austin, TX 78752](#) 

Phone: 512-467-9500

### [Hotel Information](#)

**Arriving**  
April 29, 2024

**Departing**  
April 30, 2024

**Check In:** 3:00 pm ◆ **Check Out:** 11:00 am