

# Travel Approval Form

Department: Sheriff's Office

Event Name: Crimes Against Children Conference

Location: Dallas, TX

Event Dates: Aug. 11-15, 2024

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


Name of Attendees:

James McClanahan \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



June 10, 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:





Dallas  
Children's  
Advocacy  
Center™

# 36th Annual Crimes Against Children Conference

REGISTER NOW (/REGISTRATION/)



Join us in Dallas, TX August 11-15, 2024 for the 36th Annual Crimes Against Children Conference.



Contact (<https://cacconference.org/contact/>)



Dallas  
Children's  
Advocacy  
Center™

(<https://cacconference.org/>)  
**Hotels**

The host hotel for the Crimes Against Children Conference is the **Sheraton Dallas Hotel**.



Sheraton Hotel | 400 Olive St. Dallas, TX 75201

Attendees who have committed to attend the conference through registration will have access to the conference negotiated room block links. The conference is contractually responsible for all room inventory in these room blocks. We reserve the right to remove

unauthorized reservations or reservations that are made but not in accordance with the guidelines provided in the terms and conditions.

Upon registering for the conference, attendees will receive links to the negotiated hotel room blocks in the confirmation email.

The link is meant to be used by one person to make one reservation in the name under which they are registered for the conference.

- The links should not be shared or used to reserve rooms for others who have not yet registered.
- You must currently be registered and paid to attend the conference to reserve a room in one of the conference room blocks.
- Reserving multiple reservations under one name is not permitted.
- The name on your hotel reservation must match the name under which you are registered to attend the conference.
- Use of links to conference room blocks are subject to the terms of use listed here as well as outlined in the terms and conditions.
- Unauthorized reservations, or reservations made that disregard the terms of use, may be removed.

Attendees who will be billing to another credit card should contact the hotel and request a credit card authorization form. Click [here](https://2023cacc.eventscribe.net/aaStatic.asp?SFP=UUdZUIFHQ1pAMTQ5MzIASCVscGZ1bCB1b3RIbCBJbmZvcmlhdGlvbG) (<https://2023cacc.eventscribe.net/aaStatic.asp?SFP=UUdZUIFHQ1pAMTQ5MzIASCVscGZ1bCB1b3RIbCBJbmZvcmlhdGlvbG>) for more information.

Do not proceed with registration unless you are 100% sure you are approved to attend. Every registration/cancellation incurs fees for the conference. You will be subject to [the conference cancellation policy](https://cacconference.org/registration/fees-payment-information/refunds-cancellations/) (<https://cacconference.org/registration/fees-payment-information/refunds-cancellations/>), **and the cancellation fee** if you register and then cancel your registration.

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**PLEASE NOTE:** With the recently passed City of Dallas Proposition A ("Proposition A"), effective January 1, 2023, the **city hotel occupancy tax** (listed on guest folios as "CITY TAX") **will be increasing** from 7.14% to **9.18%**. This will be done in accordance with Dallas City Council ordinance number 32363. **Room rates above do not include state and local taxes.**



# TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at [pur@johnsoncountytexas.org](mailto:pur@johnsoncountytexas.org))

DATE: 05/31/2024

DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Shauna Ballard EXT: 3502

Person (s) Name Attending:

1. James McClanahan
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: Crimes Against Children Conference

Hotel Name: Sheraton Dallas Hotel		
Hotel Address: 400 Olive St		
City: Dallas	State: TX	Zip: 75201
Hotel Phone# 214-922-8000		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website: <a href="http://cacconference.org">cacconference.org</a>		
How many rooms needed: 1		
<b>Date of Check In:</b> 8/11/24		<b>Date of Check Out:</b> 8/15/24

**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.**