

# Travel Approval Form

**Department:** Road and Bridge Precinct 2

**Event Name:** 102nd Annual CJCA of Texas Conference

**Location:** San Marcos, TX

**Event Dates:** October 21-24, 2024

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

**Name of Attendees:**

<u>Kenny Howell</u>	<u>Registered 06/05/24</u>
<u>Tana Howell</u>	<u>PO# 24-0142</u>
<u>Embassy Suites by Hilton</u>	<u>Confirmation # 95279384</u>

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



June 24, 2024

**Required Documents Checklist:**

**\*\* Same-Day Travel - Commissioners Court Approval is not required \*\***

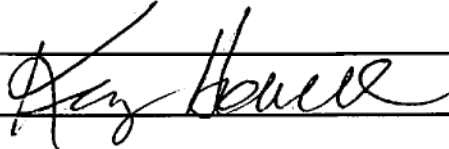
**Overnight Travel**

- 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:**



**From:** do-not-reply@county.org  
**Sent:** Wednesday, June 5, 2024 9:59 AM  
**To:** Precinct #2  
**Subject:** Confirmation

Some people who received this message 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 Hon. Kenny Howell,

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

**Order Number:** 260893

**Order Date:** Jun 5, 2024 9:56 AM

**Bill To:** Hon. Kenny R. Howell

**Order Total:** 275.00

**Payment Method:** You will be billed for the balance due - Purchase Order Number 24-0142.

Item	Price	Qty	Total
102nd Annual CJCA of Texas Conference - Hon. Kenny R. Howell <i>When:</i> Oct 21, 2024 1:00 PM - Oct 24, 2024 12:00 PM <i>Where:</i> Embassy Suites 101 E. McCarty Ln. San Marcos, TX 78666 United States	275.00	1	275.00

*Registration option:* Oct 21, 2024 - Member County Commissioner

Registration

*Program Items:*

- Oct 22, 2024 6:00 PM: Host Court Night
- Oct 23, 2024 11:00 AM: Luncheon Banquet and Installation of Officers
- Oct 23, 2024 1:00 PM: Advanced Curriculum Sessions
- Oct 23, 2024 1:00 PM: Sporting Clay Tournament

<b>Item Total</b>	275.00
<b>Item Grand Total</b>	275.00
<b>Transaction Grand Total</b>	275.00

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.

# 102<sup>nd</sup> Annual CJCA of Texas Conference

## AGENDA Monday, October 21, 2024

Monday, Oct. 21

Tuesday, Oct. 22

Wednesday, Oct. 23

Thursday, Oct. 24

Viewing All Tracks

- 1 - 5:30 p.m.: Registration Opens
- 2 - 5 p.m.: Standing Committee Meetings
- 4 - 5:30 p.m.: President's Party and Exhibitor Appreciation Night

## Tuesday, October 22, 2024

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

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

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

8 - 8:20 a.m.: Opening Ceremonies

8:20 a.m. - 9:10 a.m.: Keynote

9 - 4 p.m.: Spouse Event

9:10 a.m. - 9:55 a.m.: Refreshment Break in the Exhibit Hall

9:55 a.m. - 10:45 a.m.: 3.013 Working With the Legislature

10:45 a.m. - 11:35 a.m.: 3.003 Lawmaking

11:35 a.m. - 1 p.m.: Lunch With the Exhibitors

11:35 a.m. - 1 p.m.: Past Presidents' Luncheon (by invitation only)

1 - 5:15 p.m.: Judicial Education Session

Track 1

1 - 2 p.m.: Judicial Session

Track 1

2 - 3 p.m.: Judicial Session

Track 1

3 - 3:15 p.m.: Refreshment Break

3:15 p.m. - 4:15 p.m.: Judicial Session

Track 1

4:15 p.m. - 5:15 p.m.: Judicial Session

Track 1

1 - 4:50 p.m.: Commissioner Education

Track 2

1 - 1:50 p.m.: 4.013 Risk Management: Infrastructure Safety

Track 2

1:50 p.m. - 2:40 p.m.: 3.016 County Roads - Commissioners Court Resolutions

Track 2

2:40 p.m. - 3:10 p.m.: Refreshment Break in the Exhibit Hall

3:10 p.m. - 4 p.m.: 4.021 Strategic Planning: Transportation Planning

Track 2

4 - 4:50 p.m.: 3.006 Personnel Policies

Track 2

6 - 10 p.m.: Host Court Night

# Wednesday, October 23, 2024

Monday, Oct. 21

Tuesday, Oct. 22

Wednesday, Oct. 23

Thursday, Oct. 24

Full

Viewing All Tracks

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

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

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

8 - 8:50 a.m.: 3.004 Regulations and Legal Issues: Dead Bodies and Autopsies

8:50 a.m. - 9:40 a.m.: 3.015 Effective Meetings Parliamentary Procedures

9:40 a.m. - 10:30 a.m.: Refreshment Break in the Exhibit Hall

10:30 a.m. - 11 a.m.: Association Business Meeting

11: Luncheon Banquet and Installation of Officers

1 p.m.: Conference Tournaments

Track 1

1 - 5 p.m.: 42 Tournament

Track 1

1 - 5 p.m.: Bobby Smith Memorial Golf Tournament

Track 1

1 - 5 p.m.: Cornhole Tournament

Track 1

1:30 p.m.: Sporting Clay Tournament

Track 1

1 - 4:35 p.m.: Advanced Curriculum Education Session

Track 2

1 - 1:50 p.m.: 2.001 County Judge

Track 2

1:50 p.m. - 2:40 p.m.: 2.002 County Commissioner

Track 2

2:40 p.m. - 2:55 p.m.: Refreshment Break

2:55 p.m. - 3:45 p.m.: 2.004 District Clerk

Track 2

3:45 p.m. - 4:35 p.m.: 2.018 District Judge

Track 2

5:00 p.m. - 11:59 p.m.: Free Night

## Thursday, October 24, 2024

Monday, Oct. 21

Tuesday, Oct. 22

Wednesday, Oct. 23

Thursday, Oct. 24

[Viewing All Tracks](#)

7 - 7:45 a.m.: Inspirational Prayer Breakfast

7:30 a.m. - 8 a.m.: Morning Coffee

7:30 a.m. - 11:30 a.m.: Registration and Information Desk Open

8 - 8:50 a.m.: 3.008 Physical and Mental Health Issues: Rural First Responders

8:50 a.m. - 9:40 a.m.: 4.015 Records Management

9:40 a.m. - 10:10 a.m.: Refreshment Break

10:10 a.m. - 11 a.m.: 4.005 Purchasing Applications: Current Issues

11 - 11:50 a.m.: 3.005 Justice Systems: Indigent Defense

**From:** Embassy Suites by Hilton Confirmed <noreply@h6.hilton.com>  
**Sent:** Wednesday, June 5, 2024 10:13 AM  
**To:** Precinct #2  
**Subject:** Your Oct-21-2024 Confirmation #95279384

**CAUTION:** This email originated from outside of the Johnson County email system.  
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Hi Kenny   
28,171 Points / Member


### See you soon, KENNY HOWELL

Your reservation for Oct-21-2024 has been confirmed.  
Confirmation #95279384



## Embassy Suites by Hilton San Marcos Hotel Conference Center


 1001 E. McCarty Lane  
San Marcos TX 78666 US  
[Maps & Directions>>](#)

 [+15123926450](tel:+15123926450)

**21** MON  
OCT  
Check In: 4:00 PM

  
**3 Nights**

**24** THU  
OCT  
Check Out: 11:00 AM

 [Add to Calendar](#)