

# TRAVEL APPROVAL FORM

**Department:** County Judge's Office

**Event Name:** 102nd Annual County Judges & Commissioners Association of Texas Conf.

**Location:** San Marcos, Texas

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

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

**Name of Attendees:**

Christopher Boedeker \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<p><b>Court Decision:</b> This section to be completed by County Judge's Office</p>
 <p><b>June 24, 2024</b></p>

**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:**

## Rachel Sitler

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**From:** do-not-reply@county.org  
**Sent:** Wednesday, June 5, 2024 9:36 AM  
**To:** Rachel Sitler  
**Subject:** Confirmation

You 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 Ms. Rachel Sitler,

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

**Order Number:** 260884

**Order Date:** Jun 5, 2024 9:34 AM

**Bill To:** Ms. Rachel Lea Sitler

**Order Total:** 275.00

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

Item	Price	Qty	Total
102nd Annual CJCA of Texas Conference - Hon. Christopher Boedeker <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 Judge Registration

<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.

Texas Association of Counties


This email was sent to [rsitler@johnsoncountytexas.org](mailto:rsitler@johnsoncountytexas.org).



# 102nd Annual County Judges and Commissioners Association of Texas Conference

 October 21, 2024 - October 24, 2024 **multi-day**

 09:00 AM - 05:00 PM

 Embassy Suites by Hilton San Marcos Hotel  
Conference Center

 Contact Michele Ewerz or Sam Burke at (800) 456-5974.

[Contact Us](#)

[Registration](#)

## AGENDA

### Monday, Oct. 21

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**1 - 5:30 p.m.: Registration Opens**

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**2 - 5 p.m.: Standing Committee Meetings**

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**4 - 5:30 p.m.: President's Party and Exhibitor Appreciation Night**



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Registration

AGENDA

## Tuesday, Oct. 22

- 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 Regulations 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



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Registration

## AGENDA

### Wednesday, Oct. 23

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



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Registration

## AGENDA

### Thursday, Oct. 24

**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**

# You're all set, Christopher!

Confirmation number: 92104056

### Hotel Information



#### Embassy Suites by Hilton San Marcos Hotel Conference Center

1001 E. McCarty Lane  
San Marcos, Texas 78666 USA  
+1 512-392-6450

### Stay Information

**21** OCT MON – **24** OCT THU

Check-in: 4:00 PM  
Check-out: 11:00 AM

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

### Guest information

**Christopher Boedeker**  
Hilton Honors#:

**1 room for 1 adult**  
**1 King Bed Nonsmoking - 102Nd Annual**  
**County**

Total room charge	\$447.00
Total fees	\$4.36
Total taxes	\$67.70

**Total for stay: \$519.06**

Payment 8116 Jan 2028

### Guarantee policy

There is a Credit Card required for this reservation.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

### Cancellation policy

Free cancellation before 11:59 PM local hotel time on 20 Oct 2024.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

Totals listed here are estimated based on current taxes and exchange rates (if applicable) and do not include additional fees/charges that may be incurred during your stay.

### Optional services for an additional charge

**Self parking**  
\$12.00 / night

**Pets**  
Pets allowed, \$75.00 non-refundable fee, \$75(1-4n), \$125(5+n)2petsMax,dog/cat only