

TRAVEL APPROVAL FORM

Department: Precinct 1 Road & Bridge

Event Name: TACERA Conference

Location: College Station

Event Dates: 10.29.24-10.31.24

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

Name of Attendees:

Brett Edmiston _____

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:

Rick Bailey



2024 Texas Association of County Engineers & Road Administrators (TACERA) Conference Registration Form



Tuesday – Thursday, October 29, 2024 thru October 31, 2024
Conference Location – Hilton College Station Hotel and Conference Center
801 University Drive East, College Station, TX 77840

Cost to Attend Full Conference

\$175 (Member) \$250 (Non-Member)

Name: Brett Edmiston

Title: Asst. Precinct Supervisor

County or Business: Johnson County - Precinct 1 Road and Bridge

Address: 3400 FM 1434

City / State / Zip: Cleburne, TX 76043

Telephone Number: 817-202-4101

E-mail: bedmiston@johnsoncountytexas.org

Please make checks payable to:

TACERA

*Send check and completed
Registration Form to:*

**TACERA
P.O. Box 185276, Fort Worth, TX 76181-0276**

Questions, call:

**(512) 260-1376
Robert Berndt, Executive Secretary
tacera1@yahoo.com**

Credit Card payments:

www.tacera1.org under Events

Refunds:

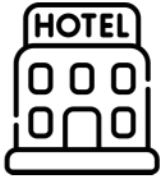
No Refunds after September 30, 2024 at 5pm (CST)

Hotel Accommodations

TACERA has negotiated a special group rate of only \$135.00/night. To make your reservations and get this special rate, simply call the Hilton College Station (1-979-693-7500) or General Reservations (1-800-HILTONS) and give the representative our Group Code (TACER24).

You may also use the following Booking Link: <https://group.hilton.com/j99itf>

This group rate will be available until October 6, 2024 or until the room block is sold out, whichever comes first. Don't delay, make your reservations NOW!



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 06/06/2024

DEPARTMENT: Precinct 1-Road and Bridge

PERSON SENDING REQUEST: Keli Pack EXT: 1410

Person (s) Name Attending:

1. Brett Edmiston
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: TACERA Conference

Hotel Name: Hilton College Station & Conference
Hotel Address: 801 University Dr. E
City: College Station State: Texas Zip: 77840
Hotel Phone# 979-693-7500
Special Requirements:
Conference Hotel Block Code: TACER24
Conference/Training Website: https://www.tacera1.org/
How many rooms needed: 1
Date of Check In: 10/28/24 Date of Check Out: 10/31/24

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.