

# Travel Approval Form

Department: Precinct 3

Event Name: Texas Association of County Engineers  
and Road Administration Conference

Location: College Station, Texas

Event Dates: October 28, thru October 31, 2024

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

**Name of Attendees:**

Sean Ratliff no itinerary available

Scott Lyles no itinerary available

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



**July 8, 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:

Michelle White



# 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: Sean Ratliff

Title: Road Supervisor

County or Business: Johnson County Pct 3

Address: 10420 E. F.M. 917

City / State / Zip: Alvarado, Tx.

Telephone Number: 817-790-5333      E-mail: SeanR@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](mailto:tacera1@yahoo.com)**

*Credit Card payments:*

**[www.tacera1.org](http://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!





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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: SCOTT LYLES  
 Title: ASSISTANT SUPERVISOR  
 County or Business: JOHNSON  
 Address: 10420 FM 917  
 City / State / Zip: ALVARADO TEXAS 76009  
 Telephone Number: 817 790 5333      E-mail: S1YLES@JOHNSONCOUNTYTX.ORG

Please make checks payable to:

**TACERA**

*Send check and completed  
Registration Form to:*

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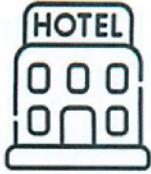
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# TRAVEL HOTEL RESERVATION REQUEST

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

DATE: 06/18/2024

DEPARTMENT: Precinct 3

PERSON SENDING REQUEST: Linda Ownbey EXT: 1430

Person (s) Name Attending:

1. Sean Ratliff
2. Scott Lyles
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: Texas Association of County Engineers and Road Administrators Conference

Hotel Name: Hilton College Station and Conference Center
Hotel Address: 801 University Drive East
City: College Station                      State: Texas                      Zip: 77840
Hotel Phone# 1-979-693-7500
Special Requirements:
Conference Hotel Block Code: TACER24
Conference/Training Website:
How many rooms needed:
<b>Date of Check In:</b> 10/28/24 <b>Date of Check Out:</b> 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.