

TRAVEL APPROVAL FORM

Department: Precinct 4 Road and Bridge

Event Name: 2024 TACERA Conference

Location: Hilton College Station Hotel and Conf. Cen

Event Dates: 10/29-31/2024

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

Name of Attendees:

Kevin Waits _____

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 *Not available at this time*
- 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:



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: Kevin Waits
Title: Supervisor
County or Business: Johnson County Precinct 4
Address: 4300 E. FM 4
City / State / Zip: Cleburne Tx 76031
Telephone Number: 817-558-9400 E-mail: pct4@johnsoncountytx.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!

TACERA

2024 TACERA CONFERENCE AND SPONSORSHIP REGISTRATION

Add to my calendar 

Review and confirm

Event 2024 TACERA Conference and Sponsorship Registration

29 Oct 2024 8:00 AM - 31 Oct 2024 12:00 PM

Location: 801 University Dr East, College Station, TX 77840

Ticket type 2 - Non-Member Registration - \$250.00

Total amount **\$250.00 (USD)**

[Cancel](#)

[Back](#)

[Pay online](#)

Registration information

First name Kevin

Last name Waits

Organization Johnson County Precinct 4

Email pct4@johnsoncountytexas.org

Cell Phone

Address 4300 E FM 4

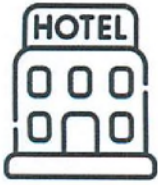
City Cleburne

County Johnson

Zip 76031

Work Phone 817-558-9400

State Texas



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 06/27/2024

DEPARTMENT: Precinct 4 Road and Bridge

PERSON SENDING REQUEST: Sandra Long EXT: 1440

Person (s) Name Attending:

1. Kevin Waits
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: 2024 TACERA Conference

Hotel Name: Hilton College Station Hotel and Conference Center
Hotel Address: 801 University Drive East
City: College Station State: Texas Zip: 76031
Hotel Phone# 979-693-7500
Special Requirements:
Conference Hotel Block Code: TACER24
Conference/Training Website: www.tacera1.org
How many rooms needed: 1
Date of Check In: 10/29/24 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.