

# Travel Approval Form

Department: STOP

Event Name: TAPEIT 2024

Location: Galveston, Texas

Event Dates: 10/28/2024-11/01/2024

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

Name of Attendees:

[Redacted] \_\_\_\_\_  
[Redacted] \_\_\_\_\_  
[Redacted] \_\_\_\_\_

1 Investigator and 2 Office Personnel

### 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:



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



July 22, 2024

[Register Now](#)

[Already registered?](#)



[Summary](#) [Schedule](#) [Speakers](#) [Accommodation and Venue](#) [Contact Us](#)



## Order Summary

Review your order information and submit your payment.



Registration For

Intermediate [TAPEIT 2024 Annual Conference]

\$350.00

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Subtotal

\$350.00

**Order Total**

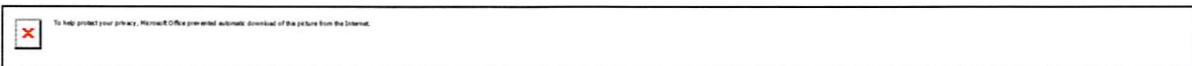
**\$350.00**



**From:** TAPEIT Board <llroberts8195@gmail.com>  
**Sent:** Tuesday, July 2, 2024 8:14 AM  
**To:** [Redacted]  
**Subject:** Registration Confirmed - TAPEIT 2024 Annual Conference

You don't often get email from llroberts8195@gmail.com. [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 [Redacted]

Your registration has been confirmed. Please save this email for future reference.

Event: TAPEIT 2024 Annual Conference

Attending: [Redacted]

Total Registrant : 1

Event start Time: 4:30 PM

Event start Date: October 28, 2024

Location (Galveston Island Convention Center 5600 Seawall Blvd

Address Galveston, Texas, 77551, USA

**Confirmation Number: CGN4LPG3RGF**

**Invoice**

### Registration Information

|   |
|---|
| [Redacted]                                  |
| Intermediate  TAPEIT 2024 Annual Conference |
| <b>Sessions</b>                             |

**October 28, 2024**

4:30 PM - 7:00 PM Early Registration

**October 29, 2024**

7:00 AM - 8:00 AM Registration

8:00 AM - 9:00 AM General Session - Welcome and Introductions

9:00 AM - 12:00 PM Jennifer Shuett and Chief Cromie present.

12:00 PM - 1:00 PM Lunch on Your Own

1:00 PM - 2:30 PM Tim Miller Texas EquuSearch Mounted Search and Recovery Team

2:30 PM - 4:30 PM Mark Yarbrough

4:30 PM - 5:00 PM Awards Ceremony

6:00 PM - 8:00 PM Social Night- Dinner Provided

8:00 PM - 11:00 PM DJ and Dance

**October 30, 2024**

8:00 AM - 10:00 AM Laws 1 (Steve Yancey; Dan Zientek)

10:00 AM - 12:00 PM Laws 2 (Steve Yancey; Dan Zientek)

12:00 PM - 1:00 PM Lunch Provided

1:00 PM - 3:00 PM Inventories and Audits (Linda Roberts)

3:00 PM - 5:00 PM Processing, seizing, and firearm return-mental health (Michelle Horridge)

7:00 PM - 10:00 PM Bingo

**October 31, 2024**

8:00 AM - 5:00 PM Intermediate Certification

12:00 PM - 1:00 PM Lunch

**November 1, 2024**

9:00 AM - 10:00 AM TAPEIT General Board Meeting/  
Door Prizes

10:00 AM - 12:00 PM Guest Speaker TBD

12:00 PM - 1:00 PM Conference Debriefing and Clean-up  
(Board and Officers)



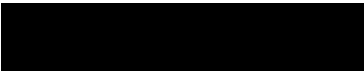
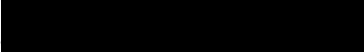
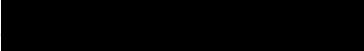

TRAVEL PROCEDURES  
HOTEL RESERVATION REQUEST

(EMAIL THIS FORM COMPLETED TO PURCHASING)

**Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.**

DATE: 07/01/2024 DEPARTMENT: STOP

PERSON SENDING REQUEST: 

|   |
|---|
| Person(s) Name Attending: 1.  |
| 2.                            |
| 3.                           |
| 4.                          |
| How many rooms: <u>2/3</u> (Please add any special requirements)  |
| Hotel Name: San Luis Resort   |
| Hotel Address: 5222 Seawall Blvd City: Galveston State: TX Zip: 77551   |
| Hotel Telephone #: 409-744-1500   |
| Function Attending: <u>2024 TAPEIT Conference</u>   |
| Date of Check in: <u>10/28/2024</u>   |
| Date of Check out: <u>11/01/2024</u>  |