

TRAVEL APPROVAL FORM

Department: Constable Pct. 3
Event Name: Constable Clerk Workshop
Location: Galveston TX
Event Dates: August 11-13 2024
Purpose: Required Continuing Education/Certification
 Job Training
 Other: _____

Name of Attendees:
Jennifer Cagle

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



July 22, 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: 



Remit to:

Texas Justice Court Training Center
1701 Directors Blvd
Suite 530
Austin, TX 78744

512-347-9927

INVOICE

Mrs. Jennifer Cagle (X005808)
206 N. Baugh
Alvarado, TX 76009

Transaction Basket: 8033
Date: 02/Jul/2024 10:08AM
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Constable Clerk Workshop - Galveston

Dates: 2024-08-12 - 2024-08-13

Conference Registrations

Cancellation Request Deadline: Jul/29/2024 12:00 AM

Conference Registration

Subtotal: \$ 75.00
Total: \$ 75.00

Lodging Fee (Quantity: 1)

Lodging Fee

Subtotal: \$ 110.00
Total: \$ 110.00

Grand Total: \$ 185.00

MRS. JENNIFER CAGLE
206 N. BAUGH
ALVARADO TX 76009