

Travel Approval Form

Department: County Court at Law No. 2

Event Name: Texas College of Probate Judges Annual Meeting

Location: San Antonio, Texas

Event Dates: August 28 - 30, 2024

Purpose:

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

Name of Attendees:

Deborah Allison _____

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:



TEXAS COLLEGE OF PROBATE JUDGES

P.O. Box 2025 ★ Austin, Texas 78768 ★ (512) 480-0600 ★ tcpiconference@gmail.com ★ www.tcpi.org

July 3, 2024



Texas College of Probate Judges

2-Day Annual Meeting – August 29-30, 2024
Special Add-On Session August 28, 2024

Up to 16 hours Credit

Conference check-in beginning August 28, 2024

San Antonio – The Menger Hotel



The Hon. Guy Herman
President
Probate Court No. 1
Travis County

Board of Directors

The Hon. Eduardo A. Gamboa
Statutory Probate Judge
El Paso County

The Hon. Gladys Burwell
Senior Statutory Probate Judge
Galveston County

Catherine L. Horvath
Retired Chief Deputy County
Clerk/Courts Supervisor

Dear Judges, Clerks, and Court and Clerk Staff:

The Texas College of Probate Judges is proud to sponsor the 2024 Annual Meeting in San Antonio, Texas. This year's meeting will be held at the historic Menger Hotel, located within walking distance to both the Alamo and the River Walk. Probate judges, probate clerks, probate assistants, court administrators, and other court and clerk staff are encouraged to attend our informative and entertaining programs. A copy of the agenda is enclosed for your review.

The San Antonio Annual Meeting features a 16-hour educational program covering various aspects of the probate system, including citation and notice under the Estates Code, guardianship law, dependent and independent administration procedures, heirship procedures, the monitoring of administrations and guardianships, responsibilities of the probate clerk, reporting requirements for courts and clerks, and Texas mental health law.

The annual meeting also includes a Wednesday add-on session, as well as a review of recent cases in the areas of probate administration, guardianship, trust, and mental health law.

The Texas College of Probate Judges is a private nonprofit educational organization dedicated to the highest-quality education of judges, clerks, and court staff. Our seminars provide continuing education in all aspects of probate law and are designed to benefit both new and longtime judges, clerks, and staff.

Judges and Clerks receive credit towards their annual educational requirement for each classroom hour attended. A maximum of 16 hours can be obtained at this Meeting including the special add-on session on Wednesday. See the agenda on our website for a break-down of the available credit hours. All participants receive a certificate of completion.

This is our last program in 2024. We'll send out our year-end letter with information about our 2025 programs around mid-November.

Registration for San Antonio Annual Meeting

The registration fee for the San Antonio Annual Meeting is **\$450.00 per person**, which includes written materials and catered breakfast and lunches on Thursday and Friday.

Each person attending the Annual Meeting should complete a copy of the enclosed **registration form** and return it with the **\$50.00 registration fee** to the address on the form no later than **5:00 pm Wednesday, August 14, 2024**.

Hotel for San Antonio Annual Meeting

The conference will be held at the Menger Hotel. If you intend to stay there, you must reserve no later than **Monday, August 14, 2024**. **NOTE: there are a limited number of rooms available at the group rate**.

- **Hotel** – The Menger Hotel, 204 Alamo Plaza, San Antonio (www.mengerhotel.com)
- **Room rates** – \$118.00 per night single or double, plus customary tax
- **Hotel Reservations** – (800) 345-9285– indicate group name when making the reservations (Texas College of Probate Judges)

The Texas College of Probate Judges strives to present informative, reliable seminars offering practical tools for all attendees to take back to their home county. We hope to see you in San Antonio at the Annual Meeting.

Sincerely,



Guy Herman, President, Texas College of Probate Judges

REGISTRATION FORM AND GENERAL INFORMATION QUESTIONNAIRE

Page 1 of 2

**Texas College of Probate Judges Annual Meeting
The Menger Hotel, San Antonio, Texas**

August 29-30, 2024, with special add-on session on August 28

Please type or print clearly and answer all questions.

You can also register online at www.tcpj.org/conferences

★ **A separate page 1 of this registration form must be filled out by each person attending the conference.**
If you are sending one check to cover multiple registrations, you may send in only one page 2 of the registration form.

Name Deborah Allison Phone (817) 556-6874
County Johnson Title Assistant Probate Auditor
Mailing Address 204 S. Buffalo, Cleburne TX 76033
Email address ddallison@johnsoncountytx.org

Please note the annual meeting is not approved for attorney MCLE credit.

Is this your first *Texas College of Probate Judges* Conference attended? Yes No

Please check appropriate boxes:

- I am admitted to practice law
- I am not a lawyer
- I am Judge of a Constitutional County Court
- I am Judge of a County Court at Law exercising probate jurisdiction
- I am Judge of a Statutory Probate Court
- I am Judge of a _____ Court
- I am a County Clerk or District Clerk (or both)
- I am a Deputy Clerk
- I am a Probate Assistant/Court Staff
- For lunch, I would like the vegetarian option
- For lunch, I would like the gluten-free option

Please indicate years of service in your position: I have 10 1/2 years of service on the bench, as a County or District Clerk, in the _____ Office, or as Court staff.

I have read and agree with the cancellation policy stated on page 2.

Registration form continues on page 2.

REGISTRATION FORM AND GENERAL INFORMATION QUESTIONNAIRE

Page 2 of 2

**Texas College of Probate Judges Annual Meeting
The Menger Hotel, San Antonio, Texas**

August 29-30, 2024, with special add-on session on August 28

Cost for annual meeting (with no additional charge for the special Wednesday add-on session):

\$450.00 per person if registration form is received by **Wednesday, August 16**. (Payment can arrive later.)

\$475.00 per person if the registration form is received after **Wednesday, August 16**.

Cancellation policy:

- Cancellations made **on or before Wednesday, August 14**, can get a full refund of the registration fee.
- Cancellations made **after Wednesday, August 14, but before Saturday, August 24**, are subject to a **\$100** administration fee.
- **If a cancellation is made after Friday, August 23, the registration fee will be forfeited** (although you would receive the conference materials).

1. Payment amount; mark the appropriate box and fill in the amount of the check:

I have enclosed a check in the amount of \$ _____ to cover the registrations indicated below.

I have requested that our auditor send TCPJ a check in the amount of \$ 450.00 to cover the registrations indicated below. *Note: If you are sending a registration form to your auditor with your request for a check, you may want to also email us a copy of the registration form at TCPJconference@gmail.com to ensure we receive your registration by the deadline, even if the check will arrive after the deadline.*

Make check payable to "Texas College of Probate Judges." TCPJ does not accept credit cards.

2. This payment covers 1 (#) registrations. (Please indicate the total number of registrations.)

3. Be sure to enclose a separate page 1 of the registration form for each person registering.

Signature



Date

July 10, 2024

Printed name

Deborah Allison

Questions? For the quickest response, email TCPJconference@gmail.com.

**Mail registration form(s) and check(s) to:
Texas College of Probate Judges, P.O. Box 2025, Austin, Texas 78768**

(Or, if check is to follow, you may email registration form(s) to
TCPJconference@gmail.com)

Karen Jones

From: Deborah D. Allison
Sent: Thursday, July 11, 2024 1:32 PM
To: Karen Jones
Subject: FW: TCPJ 2024 Annual Meeting Registration Open

Hi Karen,

Below is the response I got from TCPJ regarding why the agenda wasn't sent.

Thanks,
Deborah

From: TCPJ Conference <tcpjconference@gmail.com>
Sent: Thursday, July 11, 2024 12:30 PM
To: Deborah D. Allison <ddallison@johnsoncountytexas.org>
Subject: Re: TCPJ 2024 Annual Meeting Registration Open

You don't often get email from tcpjconference@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.**

Hello!

The board members are trying to finalize the agenda. Some of our speakers are in Harris County though are affected by the hurricane. We will get it sent out and posted once it is finalized.

Thank you,
Kirby Hernandez



Texas College of Probate Judges
P.O. Box 2025, Austin, TX 78768
(512) 480-0600

On Thu, Jul 11, 2024 at 9:12 AM Deborah D. Allison <ddallison@johnsoncountytexas.org> wrote:

Good Morning,

May I please get a copy of the agenda for the San Antonio Workshop (8/28/24-8/30/24)?



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 07/11/2024

DEPARTMENT: County Court at Law No. 2

PERSON SENDING REQUEST: Karen Jones EXT: 1350

Person (s) Name Attending:

1. Deborah Allison, Assistant Probate Auditor
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: Texas College of Probate Judges Annual Meeting

Hotel Name: The Menger Hotel
Hotel Address: 204 Alamo Plaza
City: San Antonio State: Texas Zip:
Hotel Phone# (800) 345-9285 www.mengerhotel.com
Special Requirements:
Conference Hotel Block Code: Texas College of Probate Judges
Conference/Training Website: tcpjconference@gmail.com www.tcpj.org
How many rooms needed: 1 King
Date of Check In: 8/28/24 Date of Check Out: 8/30/24

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.