

# TRAVEL APPROVAL FORM

**Department:** JP 2

**Event Name:** TCCA Annual Conference

**Location:** Georgetown

**Event Dates:** October 27, 2024 to October 30, 2024

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

**Name of Attendees:**

Nikki Ashley \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 \*\***

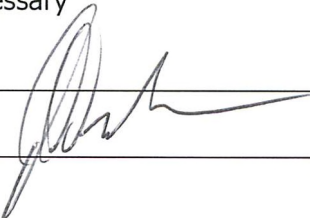
**Overnight Travel**

- 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:**

\_\_\_\_\_ 

PAY ONLINE

## INVOICE DETAILS

**Balance due \$300.00**

Amount \$300.00

Invoice # 13691

Date July 11, 2024

Origin [Event registration](#)

2024 TCCA Annual Conference - DELEGATE REGISTRATION (Sheraton Austin Georgetown Hotel & Conference Center 1101 Woodlawn St., Georgetown, Texas 78628)

Invoiced to Nikki Ashley, Johnson County, Justice of the Peace, Pct. 2  
nashley@johnsoncountytexas.org

### Item

### Amount

Registration for "2024 TCCA Annual Conference - DELEGATE REGISTRATION" (October 27, 2024 8:00 AM - October 30, 2024 12:00 PM, Sheraton Austin Georgetown Hotel & Conference Center 1101 Woodlawn St., Georgetown, Texas 78628), TCCA Member (\$300)	\$300.00
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Invoice total	\$300.00
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# INVOICE #13691

**Balance due: \$300.00**

FOR MEMBERSHIP DUES / CONFERENCE REGISTRATION FEES: Make Check Payable to "Texas Court Clerks Association" and Mail to:  
Texas Court Clerks Association  
Attn: Malia Elkins, Treasurer  
920 Estates Drive  
Woodway, TX 76712

~~FOR CERTIFICATION EXAMS FEES: Make Check Payable to "TCCA Certification Program" and Mail to:  
Texas Court Clerks Association  
Certification Program  
c/o Pat Riffel  
1600 Whitaker Dr  
Friendswood, TX 77546~~

**TCCA52: Stack Your Deck for Success**  
**2024 TCCA Annual Conference**  
**Sheraton Austin Hotel & Conference Center**  
**Georgetown, Texas**

***Saturday, October 26, 2024***

- 12:00 – 1:00    Prep Session Registration – Registration Hall
- 1:00 – 5:00    Level I Prep Session – San Gabriel Ballroom G
- 1:00 – 5:00    Level II Prep Session – San Gabriel Ballroom H

***Sunday, October 27, 2024***

- 7:45 – 8:45    Certification Exam Registration – San Gabriel Ballroom JK  
*Special Instructions - Please bring photo ID*
- 9:00 – 1:00    Certification Exam Testing – Casual Dress – San Gabriel Ballroom JK  
*Special Instructions – Pencil & ID Only – No Cell Phones*
- 4:00 – 5:00    Delegate Conference Registration – Registration Hall
- 5:00 – 5:30    Conference Welcome Event – San Gabriel Ballroom JK
- 5:30 – 10:00    Dinner on Your Own

***Monday, October 28, 2024***

- 7:30 – 8:30    Delegate Breakfast – San Gabriel Ballroom HJK
- 7:30 – 8:00    Late Delegate Conference Registration – Registration Hall
- 8:30 – 9:00    Classroom Check In – San Gabriel Ballroom F  
*(all delegates must check-in electronically)*
- 9:00 – 9:30    Opening Ceremony – San Gabriel Ballroom F
- 9:30 – 9:45    Break
- 9:45 – 11:30    Keynote Speaker: Ken Okel, “Mic Drop! Performing Big When It Really Matters”  
– San Gabriel Ballroom F
- 11:30 – 12:30    Lunch – San Gabriel Ballroom HJK
- 12:30 – 1:10    Exhibitor Introductions – San Gabriel Ballroom F
- 1:10 – 2:05    *(Group A) \*Exhibitor Expo – Pre-Assembly 3 (Food Break)*  
*(Group B) \*Breakout Session: Speaker TBD, “Topic Title TBD” – San Gabriel Ballroom F*  
*\*Mandatory Attendance*



- 2:05 – 3:00 **(Group A) \*Breakout Session: Speaker TBD, “Topic Title TBD” – San Gabriel Ballroom F**  
**(Group B) \*Exhibitor Expo – Pre-Assembly 3 (Food Break)**  
**\*Mandatory Attendance**
- 3:00 – 4:30 **Speaker: Michael Ivanov, “Stay Alive All Your Life” – San Gabriel Ballroom F**
- 4:30 – 5:00 **End of Day Announcements / Door Prizes**
- 5:00 – 10:00 **Dinner on Your Own**

***Tuesday, October 29, 2024***

- 7:00 – 8:00 **Delegate Breakfast – San Gabriel Ballroom HJK**
- 8:00 – 8:30 **Classroom Check In – San Gabriel Ballroom F**  
**(all delegates must check-in electronically)**
- 8:30 – 10:30 **Speaker: Michael Ivanov, “Public Speaking & Presentation Skills” (Interactive Workshop)**  
**– San Gabriel Ballroom F**
- 10:30 – 11:00 **Break with Exhibitors (Food Break) – Pre-Assembly 3**
- 11:00 – 12:30 **Speaker: Dr. Patricia J. Sulak, Topic: “Living WELL Aware: Designing the Life of Your Dreams!” – San Gabriel Ballroom F**
- 12:30 – 1:30 **Lunch – San Gabriel Ballroom HJK**
- 1:45 – 4:45 **TCCA Annual Business Meeting – San Gabriel Ballroom F**  
**Awards Ceremony & Pinning Ceremony – Mandatory Attendance – San Gabriel Ballroom F**
- 4:45 – 5:00 **End of Day Announcements**
- 5:30 – 8:00 **TCCA Spotlight Event: TBD – Casino Night – San Gabriel Ballroom HJK**
- 8:00 – 10:00 **Dinner on Your Own**

***Wednesday, October 30, 2024***

- 7:00 – 8:00 **Delegate Breakfast – San Gabriel Ballroom HJK**
- 8:00 – 8:30 **Classroom Check In – San Gabriel Ballroom F**  
**(all delegates must check-in electronically)**
- 9:00 – 11:30 **Speaker: Courtney Ramsey, “They Drive Me Crazy! The Generational Story You’ve Never Heard” (Workshop) – San Gabriel Ballroom F**
- 10:00 – 10:30 **Hotel Checkout & Break**
- 10:30 – 11:45 **Speaker: Courtney Ramsey, “They Drive Me Crazy! The Generational Story You’ve Never Heard” (Workshop), cont’d. – San Gabriel Ballroom F**
- 11:45 – 12:00 **Closing Remarks – San Gabriel Ballroom F**



# Sheraton Austin Georgetown Hotel & Conference Center

📍 1101 Woodlawn Avenue, Georgetown, Texas USA, 78628

Confirmation Room 1: 91892156

Your reservation is guaranteed to your Mastercard card.

## Stay Details

### STAY DATES

Sun, Oct 27, 2024 - Wed, Oct 30, 2024

### TOTAL FOR STAY

472.88 USD

### ROOM TYPE

Guest room, 1 King

### ROOMS

1

### ADULTS

1

### ROOM PREFERENCES

GUARANTEED: Non-smoking room.

NOT GUARANTEED: High floor.

### RATE

TEXAS COURT CLERKS A

## Summary of Charges

**1 room for 3 night(s)**

Sunday, Oct 27, 2024	139.00 USD
Monday, Oct 28, 2024	139.00 USD
Tuesday, Oct 29, 2024	139.00 USD

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Total Cash Rate	417.00 USD
Estimated Government Taxes and Fees	54.21 USD
State Cost Recovery Fee	1.67 USD

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**Total for Stay** **472.88** USD