

# Travel Approval Form

Department: Sheriff's Office

Event Name: LEMIT LIFE Conference 2024

Location: Bandera, TX

Event Dates: Dec 1st - Dec 06th, 2024

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

Name of Attendees:

Sergeant Leslie Lecroy \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Court Decision:</b> <small>This section to be completed by County Judge's Office</small>
  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:



**Johnson County Sheriff's Office**  
**Training Request**

Name: Leslie Lecroy  
Rank: Sergeant Date: 06/28/2024  
Course Name: LEMIT LIFE Conference 2024  
Course Date: 12/02 - 06/2024

Course Tuition: \$720 Hotel Cost: 0

Per Diem: 0 Total Cost: \$720

Is Course TCOLE Accredited?  N  
Will training be reported by Host?  N

This Training / Seminar is necessary for the following reasons:  
       Required continuing education      XX Job training  
XX Improve work performance                     Required certification

Host Agency: LEMIT  
Host Address: 1600 Bobby Marks Blvd  
Host City: Huntsville  
Host State: Texas  
Host Zip Code: 77341-2417  
Host Phone: 936-294-4995

Hotel: The Mayan Ranch  
Hotel Address: 350 Mayan Ranch Road  
Hotel City: Bandera  
Hotel State: Texas  
Hotel Zip Code: 78003  
Hotel Phone: 830-796-3312

Hotel Check In Date: 12/01/2024

Hotel Check Out Date: 12/06/2024

**Approvals**

Training Coordinator: Dr. Anna Goodloe, PhD Budget Available: Y N  
CC Agenda Submitted: Y N N/A

Sergeant: \_\_\_\_\_ Approved \_\_\_\_\_  
Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_

Justification (Required): \_\_\_\_\_

Lieutenant: *Kevin George*  Approved \_\_\_\_\_  
Disapproved Initials KG Date 7/1/24

Comments: \_\_\_\_\_

Captain: *JA*  Approved \_\_\_\_\_  
Disapproved Initials JA Date 07/01/2024

Comments: \_\_\_\_\_

Chief: *[Signature]*  Approved \_\_\_\_\_  
Disapproved Initials [Signature] Date 7-1-24

Comments: \_\_\_\_\_

# 11TH ANNUAL TRAINING CONFERENCE



LIFE AT LEMIT  
ALUMNI ASSOCIATION

Recharge  
Your

**LIFE**

## SPECIAL TRAININGS INCLUDE:

- Communication Boot Camp
- Psychology of Leadership
- Peer to Peer
- Toxic Employee/ Supervisor
- Financing your LIFE for the future
- Resume writing/ Interview techniques
- Firearms training
- Crimes Against Women
- Return to ancestral eating
- LIFE refresher Dr. Magdalena Denham

Join us this year at The Mayan Dude Ranch in  
Bandera, Tx for our 11th Annual LIFE at LEMIT  
Alumni Training Conference on December 2nd -6th.

### LOCATION DETAILS:

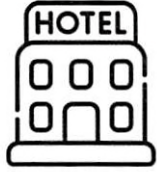
The Mayan Ranch  
350 Mayan Ranch Rd  
Bandera, Tx, 78003  
[www.mayanranch.com](http://www.mayanranch.com)

Lodging and food are **all inclusive** for  
\$144.00 per night.

Check-in Sunday December 1st!!

**36 TCOLE HOURS**





# TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at [pur@johnsoncountytexas.org](mailto:pur@johnsoncountytexas.org))

DATE: 07/12/2024

DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3502

Person (s) Name Attending:

1. Leslie Lecroy
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: LEMIT LIFE Conference 2024

Hotel Name: The Mayan Ranch
Hotel Address: 350 Mayan Ranch Road
City: Bandera State: TX Zip: 78003
Hotel Phone# 830-796-3312
Special Requirements: none
Conference Hotel Block Code:
Conference/Training Website: <a href="https://www.lifeatlemit.org/">https://www.lifeatlemit.org/</a>
How many rooms needed: 1
<b>Date of Check In:</b> 12/1/20 <b>Date of Check Out:</b> 12/6/20

**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.