

TRAVEL APPROVAL FORM

Department: Purchasing

Event Name: ISM: Rio Grand Valley

Location: South Parde

Event Dates: 9-24-2024 to 9-28-2024

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

Name of Attendees:

Kristi Shaw Libby Chandler
Donna White No Itinerary Available
_____ at this time.

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



8-12-24

Required Documents Checklist:

**** Same-Day Travel - Commissioners Court Approval is not required ****

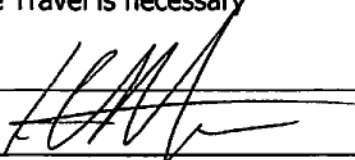
Overnight Travel

- 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:



Libby Chandler

From: Kristi Shaw
Sent: Wednesday, July 31, 2024 10:34 AM
To: Libby Chandler
Subject: FW: TIMELINE 2024 Registration Invoice and Confirmation

-----Original Message-----

From: Institute for Supply Management-RGV <office@ismrgv.org>
Sent: Wednesday, July 31, 2024 10:33 AM
To: Kristi Shaw <kshaw@johnsoncountytexas.org>
Cc: office@ismrgv.org
Subject: TIMELINE 2024 Registration Invoice and Confirmation

[You don't often get email from office@ismrgv.org. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

CAUTION: This email originated from outside of the Johnson County email system. Use care when opening links or attachments. Report suspicious emails.

Thank you for registering for TIMELINE 2024!

INVOICE

INVOICE No.: TL24-2449

TO: Johnson County
Attn: Accounts Payable

AUTHORIZATION FOR PAYMENT

SIGNED: Kristi Shaw
DATE: 7-31-24
Rec24-0148612

FOR: Registration Fee Kristi Shaw, Deputy Purchasing Agent to attend In Person - TIMELINE 2024: A Public Education Purchasing Seminar, September 25, 26, 27, 2024

Amount: ISM/NIGP/TxPPA Member Registration Fee - \$425 Payment Method: PO Number 24-4236

If you entered a Credit Card as payment please allow 7-10 business days for it to process. This email will serve as your receipt or you may fill in the receipt template found in the Forms section of the ISM-RGV website.

Libby Chandler

From: Donna White
Sent: Wednesday, July 31, 2024 10:43 AM
To: Libby Chandler
Cc: Donna White
Subject: FW: TIMELINE 2024 Registration Invoice and Confirmation

-----Original Message-----

From: Institute for Supply Management-RGV <office@ismrgv.org>
Sent: Wednesday, July 31, 2024 10:43 AM
To: Donna White <dwhite@johnsoncountytexas.org>
Cc: office@ismrgv.org
Subject: TIMELINE 2024 Registration Invoice and Confirmation

CAUTION: This email originated from outside of the Johnson County email system.
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Thank you for registering for TIMELINE 2024!

INVOICE

INVOICE No.: TL24-2450

TO: Johnson County
Attn: Accounts Payable

AUTHORIZATION FOR PAYMENT

SIGNED: Kristi Shaw
DATE: 7-31-24
Rec 24-0148415

FOR: Registration Fee Donna White, Buyer to attend In Person - TIMELINE 2024: A Public Education Purchasing Seminar, September 25, 26, 27, 2024

Amount: ISM/NIGP/TxPPA Member Registration Fee - \$425 Payment Method: PO Number 24-4236

If you entered a Credit Card as payment please allow 7-10 business days for it to process. This email will serve as your receipt or you may fill in the receipt template found in the Forms section of the ISM-RGV website.

For more information please contact:
Adrian Garcia

Libby Chandler

From: Institute for Supply Management-RGV <office@ismrgv.org>
Sent: Wednesday, July 31, 2024 10:44 AM
To: Libby Chandler
Cc: office@ismrgv.org
Subject: TIMELINE 2024 Registration Invoice and Confirmation

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Thank you for registering for TIMELINE 2024!

INVOICE

INVOICE No.: TL24-2451

TO: Johnson County Purchasing
Attn: Accounts Payable

AUTHORIZATION FOR PAYMENT

SIGNED: Kristi Shaw
DATE: 7-31-24
Rec 24-0148617

FOR: Registration Fee Libby Chandler, Office Administrator to attend In Person - TIMELINE 2024: A Public Education Purchasing Seminar, September 25, 26, 27, 2024

Amount: ISM/NIGP/TxPPA Member Registration Fee - \$425 Payment Method: PO Number 24-4236

If you entered a Credit Card as payment please allow 7-10 business days for it to process. This email will serve as your receipt or you may fill in the receipt template found in the Forms section of the ISM-RGV website.

For more information please contact:

Adrian Garcia
office@ismrgv.org or
(956) 266-2606

ISM - RIO GRANDE VALLEY
2108 Central Blvd.
Brownsville, TX 78520
www.ismrgv.org
E-Mail: office@ismrgv.org



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 2/21/24

DEPARTMENT: PURCHASING

PERSON SENDING REQUEST: KRISTI SHAW EXT: 1455

Person (s) Name Attending:

1. KRISTI SHAW
2. LIBBY CHANDLER
3. DONNA WHITE
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: INSTITUTE FOR SUPPLY MANAGEMENT (ISM) TIMELINE 2024

Hotel Name: COMFORT INN AND SUITES		
Hotel Address: 35000 IH-10 WEST		
City: BOERNE	State: TEXAS	Zip: 78006
Hotel Phone# 830-375-5144		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website:		
How many rooms needed: 1		
Date of Check In: 9/24/24		Date of Check Out: 9/25/24

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.



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LEOSE FUNDS

Function Attending: INSTITUTE FOR SUPPLY MANAGEMENT (ISM) TIMELINE 2024

Hotel Name: HILTON GARDEN INN BEACH RESORT
Hotel Address: 7010 PADRE BLVD
City: SOUTH PADRE ISLAND State: TEXAS Zip: 78597
Hotel Phone# 956-761-8700
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website:
How many rooms needed: 1
Date of Check In: 9/25/24 Date of Check Out: 9/27/24

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DATE: 2/21/24

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LEOSE FUNDS

Function Attending: INSTITUTE FOR SUPPLY MANAGEMENT (ISM) TIMELINE 2024

Hotel Name: COMFORT INN AND SUITES
Hotel Address: 35000 IH-10 WEST
City: BOERNE State: TEXAS Zip: 78006
Hotel Phone# 830-375-5144
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website:
How many rooms needed: 1
Date of Check In: 9/27/24 Date of Check Out: 9/28/24

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