

Travel Approval Form

Department: JP1

Event Name: 2024 TCCA Annual Conference

Location: Georgetown, TX


Event Dates: 10/27/2024 - 10/30/2024

Purpose:

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

Name of Attendees:

Brandy Wood _____

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

9-23-24

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:



2024 TCCA Annual Conference - DELEGATE REGISTRATION

Add to my calendar 

Invoice not paid. To change registration, contact [administrator](#).

VIEW / PAY INVOICE

Event 2024 TCCA Annual Conference - DELEGATE
REGISTRATION

October 27, 2024 8:00 AM
- October 30, 2024 12:00 PM

Location: Sheraton Austin Georgetown Hotel &
Conference Center 1101 Woodlawn St., Georgetown,
Texas 78628

Ticket type Non-Member (\$400) – \$400.00

Total amount \$400.00 (USD)

VIEW / PAY INVOICE

CANCEL REGISTRATION

Registration form

First name Brandy

Last name Wood

Organization Johnson County Justice of the Peace, Precinct 1

Work Email (no bwood@jocotx.org
personal emails)

TCCA is proud to host the 2024 TCCA Annual Conference - "Stacking your deck for success", October 27-October 30, 2024.

Conference Attendee Fees:

\$ 300 TCCA Members *

\$ 400 Non-Members *

Pre-Conference Timeline: (optional)

Saturday Oct. 26 (1-5p) Certification Prep Sessions Available

Sunday Oct. 27 (9a-1p) Certification Testing Available

Sunday Oct. 27 (4p-5p) Delegate Conference Check-In

Sunday Oct. 27 (5p-5:30p) Conference Welcome Event

Conference Timeline:

Monday Oct. 28 (8a-5p)

Tuesday Oct. 29 (8a-5p)

Wednesday Oct. 30 (8a-12p)

[2024 Delegate Conference Agenda - Draft 5.7.24.pdf](#)

Conference Website:

[2024 Conference - Announcement](#)

Registration Deadline:

Sunday, September 15, 2024 at 5pm

You'll find what you need in Georgetown 2024:

Network with court professionals from across the state;

Focus on professional development and be inspired by speakers [Ken Oxel](#), [Michael Ivanov](#), [Dr. Patricia Sulak](#), and [Courtney Ramsey](#)!

Learn and be inspired by our many other **exceptional speakers and educational sessions** covering multiple topics (including Court Security and Court Technology) that will help you become a better court clerk and a better professional.

Visit the **Exhibitor EXPO** and see the latest products/services to enhance your court;

Schedule a consultation and/or demo with one of the many exhibitors being featured in our Expo;

and much **More!**

Hotel Details and Reservations:

[Sheraton Austin Georgetown Hotel & Conference Center](#)

located at 1101 Woodlawn St., Georgetown, TX 78628

Total Nights: 3 (Sunday, 10/27, Monday, 10/28, and Tuesday, 10/29)

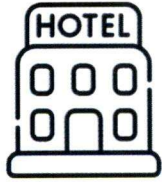
Room Rates: Get your special TCCA Group Rate of \$139 USD per night (plus tax making total approximately **\$160 per night**)

Parking is included in the price of the room.

Rooms are limited. Once the room block is filled, you will need to book a reservation at an area hotel on your own.



*Cancellations/Refunds must be requested by September 15, 2024 at 5pm. NO REFUNDS after this date.



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 09/03/2024

DEPARTMENT: JP1

PERSON SENDING REQUEST: Brandy Wood EXT: 1511

Person (s) Name Attending:

1. Brandy Wood
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 Court Clerks Association

Hotel Name: Sheraton Austin Georgetown Hotel & Conference Center
Hotel Address: 1101 Woodlawn Ave.
City: Georgetown State: TX Zip: 78628
Hotel Phone# 737-444-2700
Special Requirements: High Floor, if possible
Conference Hotel Block Code: Texas Court Clerks Association
Conference/Training Website: https://www.marriott.com/event-reservations/reservation-link.mi?id=
How many rooms needed: 1
Date of Check In: 10/27/20 Date of Check Out: 10/30/20

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.