

TRAVEL APPROVAL FORM

Department: County Clerk

Event Name: CDCAT Region V Fall 2024 Meeting

Location: Dallas, Texas


Event Dates: October 24-25, 2024

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

Name of Attendees:

April Long Sarah George

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



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:





CDCAT REGION V
FALL 2024 MEETING

SAVE THE DATE

October 24th-25th
Dallas County Records Building 500 Elm St. Dallas, TX 75202
7th Floor, Customer Excellence Training Room

HOTELS IN THE AREA

COURTYARD DALLAS DOWNTOWN/REUNION DISTRICT

HOLIDAY INN EXPRESS DALLAS DOWNTOWN

RSVP HERE

April Long

From: April Long
Sent: Wednesday, September 11, 2024 10:30 AM
To: April Long
Subject: Fw: Reservation Confirmation #85528746 for Courtyard Dallas Downtown/Reunion District

You don't often get email from aprillong99@yahoo.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.**

April Long

----- Forwarded Message -----

From: Courtyard By Marriott Reservations <reservations@res-marriott.com>
To:
Sent: Wednesday, September 11, 2024 at 10:26:50 AM CDT
Subject: Reservation Confirmation #85528746 for Courtyard Dallas Downtown/Reunion District

[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)

COURTYARD
BY MARRIOTT

Courtyard Dallas Downtown/Reunion District

📍 310 South Houston Street Dallas, Texas 75202 📞 +1-214-238-6589
USA

Thank you for your booking, Mrs. April Long.

Pursue your Passion

Wed, Oct 23, 2024 – Fri, Oct 25, 2024

Confirmation Number: 85528746





Check-In: Wednesday, October 23, 2024 04:00 PM

Check-Out: Friday, October 25, 2024 11:00 AM

Number of rooms 1 Room

Guests per room 1 Adult

Guarantee Method Credit Card Guarantee, Master Card

Total for Stay (all rooms) 445.19 USD

Room 1

Room Type > Double Queen Room, Guest room, 2 Queen

Guaranteed Requests:

None

[ALL REQUESTS >](#)



Courtyard Dallas Downtown/Reunion District

310 South Houston Street, Dallas, Texas USA, 75202

Confirmation Room 1: 85589846

Your reservation is guaranteed to your Visa card.

Stay Details

STAY DATES

Wed, Oct 23, 2024 - Fri, Oct 25, 2024

ROOM TYPE

Double Queen Room, Guest room, 2 Queen

ROOMS

1

ADULTS

1

ROOM PREFERENCES

No room preferences were selected.

RATE

Long Term Stay Rate

Summary of Charges

1 room for 2 night(s)

Wednesday, Oct 23, 2024

189.00 USD

Thursday, Oct 24, 2024

189.00 USD

Total Cash Rate

378.00 USD

Estimated Government Taxes and Fees

65.39 USD

State Cost Recovery Fee

1.80 USD

Total for Stay

445.19 USD