

Travel Approval Form

Department: Precinct 3

Event Name: VG Young Conference for County
Commissioner's Court


Location: CollegeStation.Texas

Event Dates: February 17 thru February 20, 2025

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

Name of Attendees:

Mike White _____

<p>Court Decision:</p> <p><small>This section to be completed by County Judge's Office</small></p> <div style="text-align: center;"><p>11-12-24</p></div>

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:

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* Election Day is Nov. 5. Visit TAC's Election Database on Nov. 6 for results. Click here for more information!



TEXAS ASSOCIATION *of* COUNTIES



Menu



[Back To Account Page](#)

Shopping Cart

Items

Item	Quantity	Price	Total	
2025 Annual V.G. Young Institute School for County CC - Mike White	1	250.00	250.00	Remove

[Update](#)

Note:

To review which program items you have selected for this event, click on the event name to return to your registration page.

On the registration page, check the box next to **"Only display program items in registrant's itinerary"** to review your selections.

After reviewing, click on the Proceed to Checkout button to return to this payment screen.

SAVE THE DATE

TEXAS A&M
AGRI LIFE
EXTENSION

V.G. YOUNG INSTITUTE
COUNTY GOVERNMENT

V.G. YOUNG INSTITUTE OF COUNTY GOVERNMENT
67TH ANNUAL SCHOOL FOR COUNTY COMMISSIONERS COURTS
FEBRUARY 18-20, 2025

ONLINE REGISTRATION OPENS

NOVEMBER 4, 2024 @9AM

[HTTPS://WWW.COUNTY.ORG/CALENDAR-OF-
EVENTS/2024/VG-YOUNG-INSTITUTE-SCHOOL-FOR-
COMMISSIONERS-COURTS](https://www.county.org/calendar-of-events/2024/vg-young-institute-school-for-commissioners-courts)

HOST HOTEL

THE STELLA HOTEL

4100 LAKE ATLAS DR. BRYAN, TX
979-421-4000

OVERFLOW PROPERTIES

HILTON COLLEGE STATION

801 UNIVERSITY DR E, COLLEGE STATION, TX 77840

EMBASSY SUITES BY HILTON COLLEGE STATION

201 UNIVERSITY DR E, COLLEGE STATION, TX
77840

DRAFT AGENDA

..... TUESDAY, FEBRUARY 18

8:00 AM - 12:00 PM

EARLY BIRD SESSION- COUNTY ADMINISTRATIVE
TRAINING: EMERGENCY MANAGEMENT

1:00 - 5:00 PM

EDUCATIONAL SESSIONS

5:00 PM

WELCOME RECEPTION & DINNER
BRAZOS COUNTY EXPO CENTER

WEDNESDAY, FEBRUARY 19

8:00 AM - 5:00PM

EDUCATIONAL SESSIONS

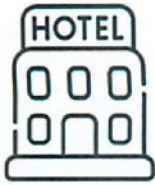
THURSDAY, FEBRUARY 20

8:00AM - 12:00PM

EDUCATIONAL SESSIONS

**CONFERENCE EVENTS WILL BE HELD AT THE
BRAZOS COUNTY EXPO CENTER
5827 LEONARD RD, BRYAN, TX 77807**

CONFERENCE REGISTRATION IS REQUIRED TO RESERVE A HOTEL ROOM IN THE CONFERENCE BLOCK OF THE HOST HOTEL. HOTEL RESERVATIONS ARE SUBJECT TO CANCELLATION OR AN INCREASED HOTEL RATE. ONCE ONLINE REGISTRATION IS COMPLETED, A CONFIRMATION EMAIL INCLUDING A HOTEL ROOM RESERVATION LINK WILL BE SENT TO THE EMAIL ADDRESS ON THE REGISTRATION FORM.



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 11/04/2024

DEPARTMENT: Precinct 3

PERSON SENDING REQUEST: Linda Ownbey EXT: 1430

Person (s) Name Attending:

1. Mike White

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: VG Young Conference

Hotel Name: The Calvery Court

Hotel Address: 200 Century Springs Court

City: College Station

State: Texas

Zip: 77840

Hotel Phone# 844-313-7337

Special Requirements: none

Conference Hotel Block Code:

Conference/Training Website: VG Young Conference

How many rooms needed: 1

Date of Check In: 2/17/25

Date of Check Out: 2/20/25

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.