

Travel Approval Form

Department: Sheriff's Office

Event Name: Texas IAAI Arson & Fire Investigator
Seminar

Location: Texas A&M Engineering (TEEX)

Event Dates: 03/17/25 - 03/21/25

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

Name of Attendees:

James McClanahan _____

Derrick Middleton _____

| |
|--|
| Court Decision: <small>This section to be completed by County Judge's Office</small> |
|  |
| 12-20-2024 |

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: James McClanahan

Rank: Detective/Fire & Arson Investigator

Date: 12/3/2024

Course Name: Texas IAAI Arson & Fire Investigator Seminar

Course Date: March 17-21, 2025

Course Tuition: \$350

Hotel Cost: _____

Per Diem: _____

Total Cost: _____

Is Course TCOLE Accredited? ☒

N

Will training be reported by Host? ☒

N

This Training / Seminar is necessary for the following reasons:

☒ Required continuing education

☒ Job training

☒ Improve work performance

☒ Required certification

Host Agency: Texas A&M Engineering (TEEX)

Host Address: 200 Technology Way

Host City: College Station

Host State: Texas

Host Zip Code: 77845

Host Phone: (979) 458-6805

Hotel: Embassy Suites Hotel

Hotel Check In Date: March 16, 2025

Hotel Address: 1001 E McCarty Ln

Hotel City: San Marcos

Hotel Check Out Date: March 21, 2025

Hotel State: Texas

Hotel Zip Code: 78666

Hotel Phone: _____

Approvals

Training Coordinator: Dr. Anna Goodloe, PhD

Budget Available: ☐

Y N

CC Agenda Submitted: ☐

Y N N/A

Sergeant: Jay Kaffer

☒ Approved

Disapproved Initials JK

Date 12-4-24

Justification (Required): _____

This seminar is necessary to maintain required annual continuing education in fire investigation

Lieutenant: Heaven Dargatzis

☒ Approved

Disapproved Initials KWG

Date 12-10-24

Comments: _____

Captain: _____

☐ Approved

Disapproved Initials _____

Date _____

Comments: _____

Chief: [Signature]

☒ Approved

Disapproved Initials [Signature]

Date 12-10-24

Comments: _____

Johnson County Sheriff's Office
Training Request

Name: Derrick Middleton
Rank: Detective/Fire & Arson Investigator Date: 12/3/2024
Course Name: Texas IAAI Arson & Fire Investigator Seminar
Course Date: March 17-21, 2025

Course Tuition: \$350 Hotel Cost: _____

Per Diem: _____ Total Cost: _____

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

This Training / Seminar is necessary for the following reasons:

X Required continuing education X Job training
X Improve work performance X Required certification

Host Agency: Texas A&M Engineering (TEEX)
Host Address: 200 Technology Way
Host City: College Station
Host State: Texas
Host Zip Code: 77845
Host Phone: (979) 458-6805

Hotel: Embassy Suites Hotel
Hotel Address: 1001 E McCarty Ln
Hotel City: San Marcos
Hotel State: Texas
Hotel Zip Code: 78666
Hotel Phone: 512-392-6450

Hotel Check In Date: March 16, 2025

Hotel Check Out Date: March 21, 2025

Approvals

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

Sergeant: [Signature] ☒ Approved
☐ Disapproved Initials CS Date 12/3/24

Justification (Required): _____

This seminar is necessary to maintain required annual continuing education in fire investigation

Lieutenant: _____ ☐ Approved
☐ Disapproved Initials _____ Date _____

Comments: _____

Captain: _____ ☐ Approved
☐ Disapproved Initials _____ Date _____

Comments: _____

Chief: [Signature] ☒ Approved
☐ Disapproved Initials [Signature] Date 12-4-24

Comments: _____

Texas IAAI Arson & Fire Investigator Seminar

March 17, 2024 – March 21, 2025

Receive up-to-date, cutting edge information, and technology that will aid you in the fight against arson in our state. Advance your education in the area of fire cause determination, arson investigation, and prosecution through top-notch speakers and presenters.

\$350 per person

REGISTER TODAY!

Annual Banquet

The Annual Banquet is scheduled for Wednesday, March 19, 2025. During the luncheon banquet, the Texas Chapter of the IAAI will present annual awards for outstanding accomplishments in arson prevention. Spouses and guests are cordially invited. Additional banquet tickets may be purchased for \$40 each at registration Sunday or Monday morning.

Accommodations

Hotel accommodations are available at the [San Marcos Embassy Suites](#) or any [hotels nearby](#).

Contact Information

Darren Smith, Training Director

Email: darren.smith@teex.tamu.edu

Phone: (979) 500-6812

Resources

- [ESTI Student Safety Manual](#)

Details

Start:

Event Category:

[Fire and Emergency Services](#)

Event Tags:

[Arson](#), [fire](#), [IAAI](#)

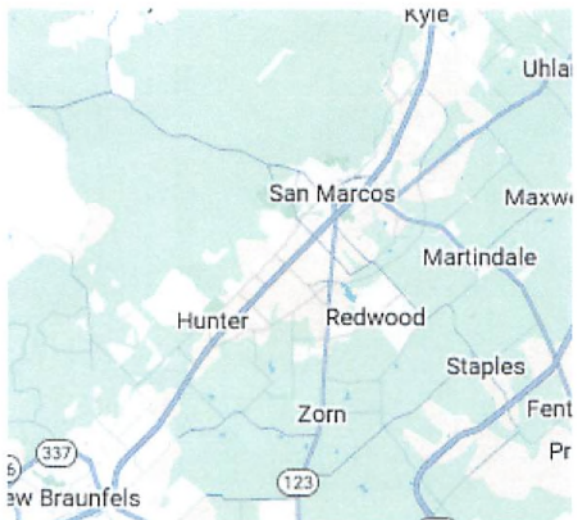
Embassy Suites Hotel & Conference Center

1001 E McCarty Ln

San Marcos, TX 78666

United States

[+ Google Map](#) 



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[EMT Class 100-001 Graduation »](#)

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TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 12/05/2024

DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

Person (s) Name Attending:

1. James McClanahan

2. Derrick Middleton

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 IAAI Arson & Fire Investigator Seminar

Hotel Name: Embassy Suites by Hilton San Marcos Hotel and Conference Center

Hotel Address: 1001 E McCarty Ln

City: San Marcos

State: TX

Zip: 78666

Hotel Phone# 512-392-6450

Special Requirements:

Conference Hotel Block Code: 902

Conference/Training Website: <https://teex.org/event/arson-seminar/>

How many rooms needed: 2

Date of Check In: 3/16/25

Date of Check Out: 3/21/25

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.