

Travel Approval Form

Department: Juvenile Services

Event Name: JJAEP 2025 Summer Conference

Location: Abilene, TX

Event Dates: July 8th - 10th, 2025

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

Name of Attendees:

Mandy Whitworth

<p align="center">Court Decision:</p> <p align="center"><small>This section to be completed by County Judge's Office</small></p> <div align="center">  <p>1-27-2025</p> </div>

Required Documents Checklist:

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

Overnight Travel

- ☒ Travel Approval Form
- ☐ Registration Information or Confirmation *No Charge (Free)*
- ☐ Itinerary, Agenda, or Breakdown *Not Available at this time*
- ☒ 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:



Mandy

SAVE THE DATE



July 8th-10th in Abilene Texas

Hosted by

Taylor County Juvenile Services

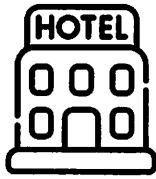
Reserve your room now at the new DoubleTree by Hilton Abilene Downtown Convention Center here:

<https://www.hilton.com/en/attend-my-event/abidtdt-91l-c91a5143-c95e-44aa-b9d1-2805d7eeb531/>

Conference registration link coming soon

*This conference is reserved for administrators, supervisors or individuals targeted for future leadership positions

JJAEP 2025 SUMMER CONFERENCE



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 01/08/2025

DEPARTMENT: Juvenile Services

PERSON SENDING REQUEST: Ellen Peveto EXT: 1460

Person (s) Name Attending:

1. Mandy Whitworth
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: JJAEP 2025 Summer Conference

Hotel Name: DoubleTree by Hilton Abilene		
Hotel Address: 500 Cypress St.		
City: Abilene	State: TX	Zip: 79601
Hotel Phone# 1-325-999-1878		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website:		
How many rooms needed: 1		
Date of Check In: 7/8/25		Date of Check Out: 7/10/25

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.