

# TRAVEL APPROVAL FORM

**Department:** Precinct 1-Road and Bridge

**Event Name:** CJCA Legislative Sessions

**Location:** Austin, TX

**Event Dates:** Jan 2025-May 2025

**Purpose:** ☐ Required Continuing Education/Certification  
☐ Job Training  
☒ Other: \_\_\_\_\_

**Name of Attendees:**

Rick Bailey \_\_\_\_\_

most hotel stays covered \_\_\_\_\_

by organization \_\_\_\_\_

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

**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:**

## County Judges & Commissioners Association of Texas

### Memo

To: Legislative Committee  
From: Rick Thompson  
Date: December 17, 2024  
Re: County Judges and Commissioners Association - Legislative Information

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This is the preliminary schedule for the legislative committee members to attend the 2025 Legislative Session. A room will be reserved for the dates indicated below. The room will be reserved at the Drury Inn & Suites at 6711 I 35 North, Doubletree Suites 303 W 15<sup>th</sup> or Hampton Inn Suites 1701 Lavaca Street, Austin, Texas under Rick Thompson with you as an additional guest. Please let us know if you have a preference for the hotel. **If a committee member is unable to make the scheduled week, please contact our office and we will make arrangements for an alternate to take his or her place.** The County Judges and Commissioners Association credit card has been used to guarantee these reservations, and may be used to pay for the room(s) when you check out. You will need to submit all other receipt(s) with a Travel and Expense Reimbursement Form (attached).

DATES	MEMBERS	CONFIRMATION NUMBER
Tuesday, 1/14/2025-Thursday, 1/16	Rick Bailey/Byron Ryder	
Monday, 1/20/2025-Thursday, 1/23	Rudy Madrid/Jeff Branick	
Monday, 1/27/2025-Thursday, 1/30	Jen Crownover/Cindy Irwin	
Monday, 2/3/2025-Thursday, 2/6	Kirk Frye/Debbie Ingalsbe	
Monday, 2/10/2025-Thursday, 2/13	Larry Woolley/ David Fuentes	
Monday, 2/17/2025-Thursday, 2/20	Roger Morris/ Ben Zeller	
Monday, 2/24/2025-Thursday, 2/27	Kelly Traylor/Joe Shuster	
Monday, 3/3/2025-Thursday, 3/6	Chris Kirkendall/ James Teal	
Monday, 3/10/2025-Thursday, 3/13	Rick Bailey /Chuck Statler	
Monday, 3/17/2025-Thursday, 3/20	Byron Ryder/ Cindy Irwin	
Monday, 3/24/2025-Thursday, 3/27	Rudy Madrid/Jeff Branick	
Monday, 3/31/2025-Thursday, 4/3	Jen Crownover/ Roger Morris	
Monday, 4/7/2025-Thursday, 4/10	Kirk Frye/Debbie Ingalsbe	
Monday, 4/14/2025-Thursday, 4/17	Larry Woolley/ Ben Zeller	
Monday, 4/21/2025-Thursday, 4/24	Chris Kirkendall/ James Teal	
Monday, 4/28/2025-Thursday, 5/1	Kelly Traylor/David Fuentes	

Chuck Statler/Ben Zeller

DATES	MEMBERS	CONFIRMATION NUMBER
Monday, 5/5/2023-Thursday, 5/8	Chuck Statler/Jeff Branick	
Monday, 5/12/2023-Thursday, 5/15	Rudy Madrid/Joe Shuster	
Monday, 5/19/2023-Thursday, 5/22	Jen Crownover/Cindy Irwin	
Monday, 5/26/2023-Thursday, 5/29	Rick Bailey/ Byron Ryder	

#### SCHEDULE OF EVENTS

<i>Monday</i>	5:30 p.m.	Legislative Debriefing	CUC Conference Room
<i>Tuesday</i>	7:30 a.m.	TAC Legislative Breakfast	3 <sup>rd</sup> Floor, TAC Building
	8:30 – 5:00	Attend Committee Meetings; Present Testimony; Conference with Legislators	
	5:30 p.m.	Legislative Debriefing	CUC Conference Room
<i>Wednesday</i>	7:30 – 5:00	Attend Committee Meetings; Present Testimony; Conference with Legislators	
	5:30 p.m.	Legislative Debriefing	CUC Conference Room
<i>Thursday</i>	7:30 – 5:00	Attend Committee Meetings	

The Monday debriefing is optional. If you opt to not attend the Monday debriefing and arrive on Tuesday, please contact our office by 3:00 p.m. on the prior Friday, in order for us to make any changes to the hotel reservations. The hotel requires 48-hour notice, so please let us know by Friday if you will not use the reservation on Monday night. Early in the session, you will be able to leave a day early if no important bills are scheduled. During April and May, there may be hearings during the full week. If you will be traveling by air and need ground transportation, call our office and we will make arrangements for you.

If you have any questions or need any further information, please contact our office. If I am at the Capitol, Loretta Dilger will be able to help you with any of these matters.

Thank you for your service and leadership.

Rick Thompson  
*Program Director*  
County Judges and Commissioners Association of Texas