

# Travel Approval Form

**Department:** Sheriff's Office

**Event Name:** TCOLE Consortium & TCOLE Meeting

**Location:** Austin, TX

**Event Dates:** March 3rd & 4th, 2025


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

**Name of Attendees:**

Anna Goodloe

\_\_\_\_\_

\_\_\_\_\_

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

2-10-25

## 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: Anna Goodloe  
Rank: Training Coordinator, Sgt. Date: 01/23/2025  
Course Name: TCOLE Consortium & TCOLE Meeting  
Course Date: March 3-4, 2025

Course Tuition: \$0 Hotel Cost: \$128  
Per Diem: \$63 Total Cost: \$191

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: TCOLE Headquarters  
Host Address: 6330 US Hwy 290 E, Ste #200  
Host City: Austin  
Host State: TX  
Host Zip Code: 78723  
Host Phone: \_\_\_\_\_

Hotel: Renaissance Austin  
Hotel Address: 9721 Arboretum Blvd  
Hotel City: Austin  
Hotel State: TX  
Hotel Zip Code: 78759  
Hotel Phone: \_\_\_\_\_

Hotel Check In Date: 03/02/2025

Hotel Check Out Date: 03/04/2025

**Approvals**

Training Coordinator: Dr. Anna Goodloe, PhD

Budget Available: Y N  
CC Agenda Submitted: Y N N/A

Sergeant: \_\_\_\_\_ Approved \_\_\_\_\_  
Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_

Justification (Required): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lieutenant: \_\_\_\_\_ Approved \_\_\_\_\_  
Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Captain: BA Approved \_\_\_\_\_  
Disapproved Initials BA Date 01/23/2025

Comments: \_\_\_\_\_

Chief: [Signature] Approved \_\_\_\_\_  
Disapproved Initials [Signature] Date 1-24-25

Comments: \_\_\_\_\_

# The TCOLE Commission and its Members

The Commission sets policy, approves rules and procedures formulated by the [Executive Director](#) and staff, and takes formal disciplinary actions against licensees on the recommendation of the [Executive Director](#) and state Administrative Law Judges.

## Meeting Schedule

The Commission meets at least four times each year in meetings open to the public.

## Upcoming Meeting Dates and Locations

Meeting Date	Meeting Location
March 3, 2025 - Commission	TCOLE Headquarters, 6330 East Highway 290, 2nd Floor, Training Room, Austin,

Meeting Date	Meeting Location
Workshop	TX 78723
March 4, 2025 - Commission Meeting	J.J Pickle Research Campus, The Commons Learning Center, 10100 Burnet Road, Bldg. 137, Austin, TX 78758
June 12, 2025 - Commission Meeting	Austin, TX
September 3, 2025 - Commission Workshop	Amarillo, TX
September 4, 2025 - Commission Meeting	Amarillo, TX
December 3, 2025 - Commission Workshop	Nacogdoches, TX
December 4, 2025 - Commission Meeting	Nacogdoches, TX



# TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at [pur@johnsoncountytexas.org](mailto:pur@johnsoncountytexas.org))

DATE: 01/27/2025

DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

Person (s) Name Attending:

1. Anna Goodloe

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: TCOLE Consortium & TCOLE Meeting

Hotel Name: Renaissance Austin

Hotel Address: 9721 Arboretum Blvd

City: Austin

State: TX

Zip: 78759

Hotel Phone# 512-343-2626

Special Requirements:

Conference Hotel Block Code:

Conference/Training Website:

How many rooms needed: 1

Date of Check In: 3/2/25

Date of Check Out: 3/4/25

**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.