

Travel Approval Form

Department: Sheriff's Office

Event Name: 39th Annual TCDA Training Conference

Location: San Marcos, TX

Event Dates: June 09th - June 13th, 2025

Purpose:

☐ Required Continuing Education/Certification

☒ Job Training


☐ Other: _____

Name of Attendees:

Chief James Saulter _____

Chief Mark Reinhardt _____

Chief David Blankenship _____

| |
|---|
| <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">  </div> <p align="center">2-10-25</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:



Texas Chief Deputies Association (TX)

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Information

39th Annual TCDA Training Conference

Monday June 9th, 2025 through Friday June 13th, 2025

Embassy Suites Conference Center

San Marcos, TX

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TEXAS CHIEF DEPUTIES ASSOCIATION

5815 82nd St. Suite 145 Box 125.

Lubbock, TX 79424

(512) 348-1739

Hours: 8:00 A.M. - 5:00 P.M. EST, Monday Through Friday.

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Texas Chief Deputies Association
5815 82nd ST Suite 145
Box 125
Lubbock, TX 79424
512-348-1739

Kim Howell, Executive Director ■ Texas Chief Deputies Association ■ 512-348-1739 ■ TCDA1986@gmail.com

Bill To:
Johnson County Sheriff Office

Date: 01/22/2025

39th Annual TCDA
Conference
San Marcos, TX
June 9-13, 2025

[illegible]

Please notify us of any changes to participants should you have any.

If you have any questions, please call
Kim Howell at (512) 348-1739

Please make checks payable to **Texas Chief Deputies Association.**
The check can be mailed to the following address:

Texas Chief Deputies Association
5815 82nd St Suite 145
Box 125
Lubbock, TX 79424

- **Cancellations Policy:** Full refunds will be given to those who cancel in writing more than thirty working days prior to the training. All refunds after thirty days will be reviewed by the Treasurer and Executive Board. The Texas Chief Deputies Association reserves the right to retain or collect fees for those who fail to cancel prior to the training for those who fail to attend. Emergencies and agency situations are taken into consideration. Substitutions will be permitted anytime.



Conference Agenda

2025 TCDA Conference Agenda

Sunday June 8th, 2025

5:00 pm-7:00 pm Board Meeting

7:00 pm-9:00 pm Board Dinner

Monday June 9th, 2025

1:00 pm-6:00 pm Exhibitor Registration and Set-up

1:00 pm-5:00 pm Registration opens for attendees

3:00 pm-5:00 pm

5:30 pm-6:30 pm New Chiefs Meet and Greet

7:00 pm-11:00 pm Hospitality Room

Tuesday June 10th, 2025

8:00 am-12:00 pm Exhibitor registration and set-up

8:00 am-5:00 pm Registration open

8:00 am-12:00 pm

8:00 am-10:00 am

10:00 am-5:00 pm Exhibit Hall opens

10:00 am-10:15 am Break

10:15 am-12:00

12:00 pm-1:00 pm New Chief's Lunch and Learn

12:00 pm-1:00 pm Lunch on your own

1:00 pm-1:30 pm OPENING CEREMONIES President's Welcome-Tommy Moore, Prayer-Chaplin Mike Cox; Pledge; Presentation of Colors-Hays County Honor Guard; Welcome remarks-Hays County Sheriff

1:30 pm-3:00 pm

3:00 pm-3:30 pm Break (Visit the Exhibit Hall)

3:30 pm-4:30 pm

6:00 pm-9:00 pm President's Reception and BBQ

7:00 pm-11:00 pm Hospitality Room

Wednesday June 11th, 2025

7:00 am-8:00 am Inspirational Session

8:00 am-3:00 pm-Dedicated Exhibit Hall time

10:00 am Exhibit Hall (Door prize giveaway-must be present to win)

10:00 am-11:00 am Title Sponsor Hour

11:00 am Exhibit Hall (Door prize giveaway-must be present to win)

12:00 pm-1:00 pm Lunch with the Exhibitors

1:00 pm-2:00 pm Presidential Sponsors Hour

2:45 pm Exhibit Hall (Door prize-must be present to win)

3:00 pm Exhibit Hall Closes-Break down

3:00 pm-5:00 pm

7:00 pm-11:00 pm Hospitality Room

Thursday June 12th, 2025

8:00 am-12:00 pm

12:00 pm-1:00 pm- Lunch (on your own)

1:00 pm-3:00 pm

3:00 pm-5:00 pm-Business Meeting-Election of Board Members

6:00 pm-8:00 pm TCDA Awards Banquet

8:00 pm-12:00 am TCDA Dance and Fellowship

Friday June 13th, 2025

8:00 am-12:00 pm

9:00 am-12:00 pm Board Meeting and New Board Member Orientation

RED indicates Board Member attendance required

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TEXAS CHIEF DEPUTIES ASSOCIATION

5815 82nd St. Suite 145 Box 125,

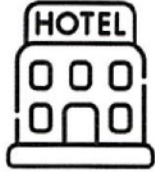
Lubbock, TX 79424

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TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 01/22/2025

DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

Person (s) Name Attending:

*If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:

☐ LEOSE FUNDS

1. Chief James Saulter

2. Chief Mark Reinhardt

3. Chief David Blankenship

4.

5.

6.

Function Attending: 39th Annual TCDA Training Conference

Hotel Name: Embassy Suites Conference Center

Hotel Address: 1001 E McCarty Lane

City: San Marcos

State: TX

Zip: 78666

Hotel Phone# 512-392-6450

Special Requirements:

Conference Hotel Block Code:

Conference/Training Website:

How many rooms needed: 3

Date of Check In: 6/9/25

Date of Check Out: 6/13/25

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.