

Travel Approval Form

Department: Distict Clerk

Event Name: 2025 County and District Clerks'
Association of Texas Winter Conference

Location: Denton, Texas

Event Dates: 02/03/2025-02/06/2025

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

Name of Attendees:

Carly Casey Kristine Bock

<p>Court Decision:</p> <p><small>This section to be completed by County Judge's Office</small></p> <div style="text-align: center;">  <p>2-10-25</p> </div>
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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:






2025 County and District Clerks' Association of Texas Winter Conference

 February 03, 2025 - February 06, 2025 multi-day

 08:00 AM - 12:00 PM

 Embassy Suites by Hilton Denton Convention Center
3100 Town Center Trl.
Denton, TX 76201

 Contact Luz Hinojosa or Sam Burke at (800) 456-5974.

[Contact Us](#)

AGENDA

Monday, February 3

8 a.m. - 5 p.m.: Registration and Information Desk Open

Location: Registration Desk



10 a.m. - 12:30 p.m.: CDCAT Full Board Meeting (with working lunch)

Location: Pioneer IV



Noon - 1:30 p.m.: Elections Lunch (will receive separate survey to RSVP)

Presenter: Hon. Laura Rogers, Sherman County Combination Clerk

Learn about new developments in the elections process for clerks with election duties.

Location: Triangle Ballroom



1:30 - 3 p.m.: Clerk Group Meeting by Population Size – Workflow Process for a Criminal Case

Attendees will divide into groups based on their county population in these three categories: Small (25K and under); Medium (25K-100K); and Large (100K and above). The interactive discussion will address the following topics:

- Blood Warrants
- All Warrants



- Bill of Costs
- Enhanced Misdemeanors or Reduced Felony
- Exhibits

Location: Small: Chilton Medium: Triangle Ballroom Large: Pioneer III

3 - 3:15 p.m.: Refreshment Break



Location: Foyer

3:15 - 5 p.m.: Criminal Roundtable Discussions



A panel of seasoned clerks will share their knowledge and experiences, and they will answer questions. Sessions will remain in the breakout format by county population: Small (25K and under); Medium (25K-100K); and Large (100K and above).

Location: Small: Chilton Medium: Triangle Ballroom Large: Pioneer III

7:30 - 8:30 p.m.: Committee Meetings



(optional or to be held virtual prior to conference)

- Education Committee Meeting
- Legislative Committee Meeting
- Bylaws Committee Meeting
- Banking and Finance Committee Meeting
- Community Outreach Meeting

Location: Triangle Ballroom

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AGENDA

Tuesday, February 4

8 - 5 p.m.: Exhibit Hall Open

Location: Equestrian Ballroom



8 a.m. - 5 p.m.: Registration and Information Desk Open

Location: Registration Desk



8 a.m. - 5 p.m.: Silent Auction and CDCAT Store

Silent auction and the store will open only during breaks and lunch.



Location: Pioneer I-II

8 - 8:30 a.m.: Opening Ceremony

Welcome • Invocation • Presentation of Colors • National Anthem • Pledges of Allegiance • Sponsor Videos

Moderator: Hon. John F. Warren, Dallas County Clerk; President, CDCAT



Location: Universities Grand Ballroom

8:30 - 10 a.m.: Keynote: Harnessing Resilience in the Face of Challenge



Presenter: Eric McElvenny, Keynote Speaker

Resilience manifests in different ways at various points in our lives. During his final deployment in Afghanistan, our keynote speaker, Eric McElvenny, was severely wounded by an IED. This life-changing event marked the beginning of his next chapter. Throughout his recovery, Eric learned that the strategies and mindset that helped him overcome adversity could be applied to the challenges we all face in life. Don't miss Eric's inspiring message!

Location: Universities Grand Ballroom

10 - 10:30 a.m.: Refreshment Break With Vendors



Sponsored by Revolution Data Systems

Location: Equestrian Ballroom

10:30 a.m. - 11:30 a.m.: Deep Dive Into Duty, Honor and Country: What It Takes to Execute a Conference



Presenters: Panel

CDCAT takes great pride in hosting annual conferences designed to offer its members valuable educational content, networking opportunities, and timely updates on key industry issues. In this session, CDCAT leadership will walk attendees through the entire process of organizing a conference, covering everything from curriculum development to selecting food and beverage options, and every detail in between.

Location: Universities Grand Ballroom

11:30 a.m. - 1 p.m.: Lunch on Your Own



11:30 a.m. - 1 p.m.: New Clerk Roundtable and Lunch (by invitation only)



Location: Triangle Ballroom

1 - 2:30 p.m.: Get Ahead of the Curve: Legislative Insights



Presenters: Panel

Join us for a discussion about current legislation led by CDCAT's legislative team, who will share strategies for the upcoming 89th legislative session. Stay informed and prepared for the political landscape ahead.

Location: Universities Grand Ballroom

2:30 - 3 p.m.: Refreshment Break With Vendors



Sponsored by GovOS and Harris Recording Solutions

Location: Equestrian Ballroom

3 - 4:30 p.m.: Supreme Court and Office of Court Administration (OCA) Updates



Presenters: Panel

This session offers relevant updates from the Office of Court Administration and the Judicial Committee on Information Technology (JCIT).

Location: Universities Grand Ballroom

4:30 p.m.: Night on Your Own



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AGENDA

Wednesday, February 5

8 a.m. - 5 p.m.: Registration and Information Desk Open



Location: Registration Desk

8 a.m. - 5 p.m.: Silent Auction and CDCAT Store Silent Auction ends at 3 p.m. break



Silent auction and the store will open only during breaks and lunch. Auction ends at 3:30 p.m. break.

Location: Pioneer I-II

8:30 - 9 a.m.: Coffee Break in Exhibit Hall



Sponsored by LGS

Location: Equestrian Ballroom

9 - 10 a.m.: Fraudulent Filings: Government Code: 51.901



Presenter: Brian Wolfe, Financial Crimes Investigator, District Attorney's Office, Denton County
This session will focus on Section 51.901 of the Texas Government Code. The statute outlines the procedures clerks must follow if they suspect that documents filed or recorded are fraudulent. The presenter will provide a comprehensive review of this statute and its implications for clerks.

Location: Universities Grand Ballroom

10 - 10:30 a.m.: Refreshment Break With Vendors



Sponsored by Certified Payments by Deluxe and Tyler Technologies

Location: Equestrian Ballroom

10:30 - 11:30 a.m.: National Instant Criminal Background Check System (NICS) and Other Mental Health Reporting



Presenter: Christopher Fiest, CJIS Training and Development Specialist, Compliance and Training Bureau, Texas Department of Public Safety

The goal of this session is to provide attendees with training addressing what the clerks' reporting responsibilities are and some best practices to accomplish them.

Location: Universities Grand Ballroom

11:30 a.m. - 1 p.m.: Lunch on Your Own



1 - 2 p.m.: Ethics: How to Keep Your Honor



Presenter: Job Espinoza, Texas Ranger

Elite, heroic, and honorable are some of the words used to describe the legendary law enforcement officers known as the Texas Rangers. The Texas Rangers have over 200 years of history and they have evolved into a diverse organization that serves all 254 counties in Texas. In this session, a Texas Ranger will remind us of the importance of ethics in the realm of public service. Ethical education for elected officials is crucial for maintaining public trust, promoting good governance, and ensuring that decisions are made with the welfare of the community in mind.

Location: Universities Grand Ballroom

2 - 3 p.m.: eFile: The Duty of eFile BYOL (Bring Your Own Laptop)



Presenter: Summer Simmons, Chief Deputy County Clerk, Parker County

Bring your laptop to make this hands-on training on e-File more effective. It is not mandatory to bring your laptop, but we highly encourage it.

Location: Universities Grand Ballroom

3 - 3:30 p.m.: Refreshment Break With Vendors (Silent auction ends.)



Sponsored by Kofile

Location: Equestrian Ballroom

3:30 - 4:30 p.m.: eFile: The Duty of eFile (continued) BYOL (Bring Your Own Laptop)



Presenter: Summer Simmons, Chief Deputy County Clerk, Parker County

Location: Universities Grand Ballroom

6:30 - 10:30 p.m.: Red, White and Blue Dinner and Dance Attire: Red, White and Blue



Sponsored by US Imaging

Join us for a festive Red, White and Blue Dinner and Dance! Dress in your patriotic best and enjoy an evening of delicious food, great music and dancing!

Location: Universities Grand Ballroom

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AGENDA

Thursday, February 6

8 - 11 a.m.: Information Desk Open

Location: Registration Desk



8:30 - 9 a.m.: Coffee Break in Foyer

Location: Foyer



9 - 10 a.m.: Building a Culture of Appreciation

Presenter: Debra Aiken, Ed.D., Training and Development Manager, Denton County

The concept of appreciation in the workplace is highly relevant to the development and sustainment of a positive working environment. Individuals at every level of an organization strongly desire to be appreciated and valued for who they are as individuals, as well as the contributions they make to the organization. This session provides a look into the different ways employees communicate appreciation and the power of communicating real, authentic appreciation, with the intended goal of building a culture of appreciation across the workforce.

Location: Universities Grand Ballroom



10 - 11 a.m.: Protective Orders Processes: From A to Z



Presenters: Panel

This session reviews the protective order processes from A to Z. Every county has different processes for protective orders. This session will present ways of approaching protective orders processes that may work for your county.

Location: Universities Grand Ballroom

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[\(https://twitter.com/TexasCounties\)](https://twitter.com/TexasCounties)



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JOHNSON COUNTY TRAVEL REIMBURSEMENT* ESTIMATE FORM

**This form is to be used only to request a Purchase Order for reimbursement of expenses paid by traveler's personal cash or credit card.*

ATTACH TO TRAVEL REQUISITION

PLEASE TYPE OR PRINT THE FOLLOWING:

TODAY'S DATE : 2/3/2025

TRAVELER'S NAME : Kristine Bock

PURPOSE OF TRIP : Conference

DESTINATION CITY : Denton, Texas

DEPARTURE DATE : 2/3/2025

RETURN DATE :

2/6/2025

TRAVEL COSTS		AMOUNT	Auditor Use Only
AIR FARE		\$	\$
AUTO RENTAL		\$	\$
MILEAGE	MILES (AS OF 01/01/25) 137.2 X \$0.700 PER MILE **	\$ 96.04	\$
MEALS (ACTUAL) NOTE: If there is no overnight stay, meals are reimbursed through payroll!			
FULL DAY	# OF DAYS (AS OF 10/01/24) 2 X \$63 PER DAY	\$ 126.00	\$
PARTIAL DAY	# OF DAYS 2 X \$47.25 PER DAY	\$ 94.50	\$
HOTEL/MOTEL		\$	\$
SEMINAR/TRAINING REGISTRATION FEE		\$	\$
MISCELLANEOUS (Taxi, parking, etc.)		\$	\$
LESS AMOUNTS ADVANCED (from Advancement Form)		\$ -	\$
TOTAL AMOUNT REQUESTED FOR REIMBURSEMENT		\$ 316.54	\$

I have reviewed the County's Travel Policy, and I understand reimbursement will only be made for audited expenses that fall within the limits of county policy and I have attached all appropriate receipts.

**Calculated from your place of work address to your destination address.

ESTIMATE ONLY

DATE: 3-Feb

Signature of Traveler

****REQUIRED****
- #### - ##### - ##
FUND DEPT OBJECT FUNC
ACCOUNT #

JOHNSON COUNTY TRAVEL REIMBURSEMENT* ESTIMATE FORM

**This form is to be used only to request a Purchase Order for reimbursement of expenses paid by traveler's personal cash or credit card.*

ATTACH TO TRAVEL REQUISITION

PLEASE TYPE OR PRINT THE FOLLOWING:

TODAY'S DATE : 2/3/2025

TRAVELER'S NAME : Carly Casey

PURPOSE OF TRIP : Conference

DESTINATION CITY : Denton, Texas

DEPARTURE DATE : 2/3/2025

RETURN DATE :

2/6/2025

TRAVEL COSTS				AMOUNT	Auditor Use Only
AIR FARE				\$	\$
AUTO RENTAL				\$	\$
MILEAGE	MILES 137.2	(AS OF 01/01/25) X \$0.700 PER MILE **		\$ 96.04	\$
MEALS (ACTUAL) NOTE: If there is no overnight stay, meals are reimbursed through payroll!					
FULL DAY	# OF DAYS 2	(AS OF 10/01/24) X \$63 PER DAY		\$ 126.00	\$
PARTIAL DAY	# OF DAYS 2	X \$47.25 PER DAY		\$ 94.50	\$
HOTEL/MOTEL				\$	\$
SEMINAR/TRAINING REGISTRATION FEE				\$	\$
MISCELLANEOUS (Taxi, parking, etc.)				\$	\$
LESS AMOUNTS ADVANCED (from Advancement Form)				\$ -	\$
TOTAL AMOUNT REQUESTED FOR REIMBURSEMENT				\$ 316.54	\$

I have reviewed the County's Travel Policy, and I understand reimbursement will only be made for audited expenses that fall within the limits of county policy and I have attached all appropriate receipts.

****Calculated from your place of work address to your destination address.**

ESTIMATE ONLY

DATE: 2/3/2025

Signature of Traveler

****REQUIRED****

- #### - ##### - ##
FUND DEPT OBJECT FUNC

ACCOUNT #

Alissa Krokum

CARLY

From: Carly Casey
Sent: Friday, January 31, 2025 1:25 PM
To: Alissa Krokum
Subject: FW: Your Updated Reservation Confirmation # 80727330 at Holiday Inn Express Hotels & Resorts.

From: Holiday Inn Express <HolidayInnExpress@tx.ihg.com>
Sent: Friday, January 31, 2025 1:20 PM
To: Carly Casey <ccasey@johnsoncountytexas.org>
Subject: Your Updated Reservation Confirmation # 80727330 at Holiday Inn Express Hotels & Resorts.

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HOLIDAY INN EXPRESS DENTON NORTH

4485 North I-35
Denton, TX United States 76207

Hotel Front Desk: 19408080600

Email: gm@hiexpdenton.com

Guest Name: CASEY CARLY

Check In: 03 Feb 2025 3:00 PM
Check Out: 06 Feb 2025 11:00 AM
Rooms: 1
Adults: 2

[Modify Reservation](#)

[Customer Care](#)

[Property Overview](#)

[Download the IHG App](#)

[Ground Transportation](#)

[Cancel Reservation](#)

STANDARD ROOM

Rate Type: Best Flexible Rate

Number of Rooms: 1

Room Rate Per Night:

Mon 03 Feb 2025 - Thu 06 Feb 2025 \$135.00 (USD)


Total Taxes: \$70.08 (USD)

Additional Charges: \$10.14 (USD)

Estimated Total Price: \$485.22 (USD)

[View More Reservation Details](#)

Pending Reservation: Your reservation will be temporarily held until 6:00 PM (local hotel time) on Sunday, 2 February, 2025. To confirm your reservation, you must update this booking with your credit card or other guaranteed payment method.

IHG  ONE
REWARDS

Earn points on your stay, redeem them for Rewards Nights, and get our best rates every time.

[Join Now](#)

Estimated Earnings:

4050 IHG REWARDS POINTS

THINGS TO DO

Make the most of your stay, check out local information and nearby attractions.

[See What's Local](#)

PLACES TO DINE

Explore Denton dining and restaurants in the nearby area.

[See What's on the menu](#)



Tax and Fee Details

17.3% per night not included in rate effective 3 February, 2025 thru 6 February, 2025

2.5% per night not included in rate effective 3 February, 2025 thru 6 February, 2025

This email was sent to ccasey@johnsoncountytexas.org

You have received this email as a result of your recent transaction with Holiday Inn Express® Hotels & Resorts.

This email is for posting only. Please do not reply.

Only the reservation as entered into and confirmed by our system will be honored. Any written or printed confirmation that has been altered may be rejected by the hotel.

As exchange rates may fluctuate from the time a reservation is made until the time of arrival, the confirmed rate is guaranteed in the hotel's base currency. Your privacy is extremely important to us. Read our [Privacy Statement](#).

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KRISTINE

Alissa Krokum

From: Holiday Inn Express <HolidayInnExpress@tx.ihg.com>
Sent: Friday, January 31, 2025 3:11 PM
To: Purchasing
Subject: Your Reservation Confirmation # 24614118 at Holiday Inn Express Hotels & Resorts.

CAUTION: This email originated from outside of the Johnson County email system.
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Thank you for booking with Holiday Inn Express Hotels & Resorts.

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**HOLIDAY INN EXPRESS DENTON
NORTH**

4485 North I-35
Denton, TX United States 76207

Hotel Front Desk: 19408080600
Email: gm@hiexpdenton.com

Guest Name: KRISTINE BOCK

Check In:	Check Out:	Rooms:	Adults:
03 Feb 2025 —	06 Feb 2025	1	1
3:00 PM	11:00 AM		

[Modify Reservation](#)

[Customer Care](#)

[Property Overview](#)

[Download the IHG App](#)

[Ground Transportation](#)

[Cancel Reservation](#)

YOUR CONFIRMATION NUMBER IS: 24614118

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Rate Type: Best Flexible Rate

Number of Rooms: 1

Room Rate Per Night:

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Total Taxes: \$70.08 (USD)

Additional Charges: \$10.14 (USD)

Estimated Total Price: \$485.22 (USD)

[View More Reservation Details](#)

Cancellation Policy: Canceling your reservation before 6:00 PM (local hotel time) on Sunday, 2 February, 2025 will result in no charge. Canceling your reservation after 6:00 PM (local hotel time) on 2 February, 2025, or failing to show, will result in a charge equal to the first night's stay per room to your credit card or other guaranteed payment method. Taxes may apply. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.

IHG  ONE
REWARDS

Earn points on your stay, redeem them for Rewards Nights, and get our best rates every time.

[Join Now](#)

Estimated Earnings:
4050 IHG REWARDS POINTS

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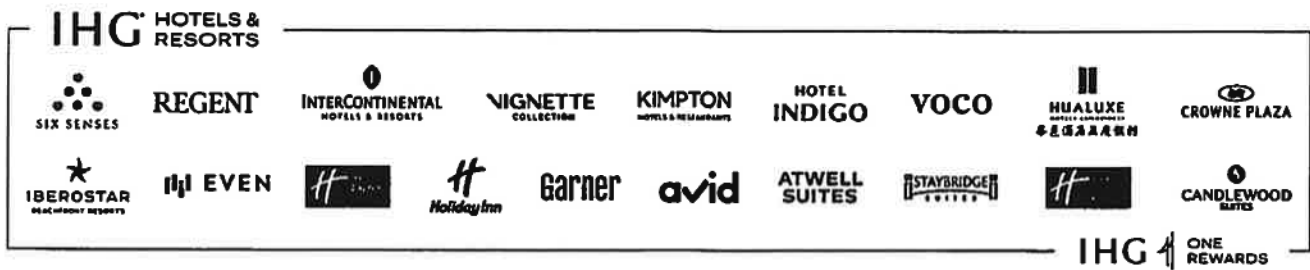
[See What's Local](#)

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[See What's on the menu](#)





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