

Travel Approval Form

Department: Purchasing

Event Name: Summer Session 2025 Public Purchasing Seminar

Location: South Padre Island


Event Dates: 6.24.2025 - 6.28.2025

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

Name of Attendees:

Libby Chandler _____

Kristin Slauson _____

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

<p>2-24-25</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 *There isn't one 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:



Libby Chandler

From: Institute for Supply Management-RGV <office@ismrgv.org>
Sent: Tuesday, February 4, 2025 9:06 AM
To: Libby Chandler
Cc: office@ismrgv.org
Subject: Summer Session 2025 Registration Invoice and Confirmation

CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.

Thank you for registering for Summer Session 2025!

INVOICE

AUTHORIZATION FOR PAYMENT

INVOICE No.: SS25-2554

TO: Johnson County Purchasing
Attn: Accounts Payable
411 Marti Dr.
Cleburne

SIGNED: Kristi Shaw
DATE: 2-4-25
Rec25-0158501

FOR: Registration Fee Libby Chandler, Office Administrator to attend In Person - Summer Session 2025:
A Public Purchasing Seminar, June 25, 26, 27, 2025

Amount: ISM/NIGP/TxPPA Member Registration Fee - \$425 Payment Method: PO Number 25-2215

If you entered a Credit Card as payment please allow 7-10 business days for it to process. This email will serve as your receipt or you may fill in the receipt template found in the Forms section of the ISM-RGV website.

For more information please contact:
Adrian Garcia
office@ismrgv.org or
(956) 266-2606

ISM - RIO GRANDE VALLEY
2108 Central Blvd.
Brownsville, TX 78520
www.ismrgv.org
E-Mail: office@ismrgv.org

Libby Chandler

From: Kristin Slauson
Sent: Tuesday, February 4, 2025 9:18 AM
To: Libby Chandler
Subject: FW: Summer Session 2025 Registration Invoice and Confirmation

-----Original Message-----

From: Institute for Supply Management-RGV <office@ismrgv.org>
Sent: Tuesday, February 4, 2025 9:08 AM
To: Kristin Slauson
Cc: office@ismrgv.org
Subject: Summer Session 2025 Registration Invoice and Confirmation

[You don't often get email from office@ismrgv.org. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

CAUTION: This email originated from outside of the Johnson County email system.
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Thank you for registering for Summer Session 2025!

INVOICE

AUTHORIZATION FOR PAYMENT

INVOICE No.: SS25-2555

TO: Johnson County Purchasing
Attn: Accounts Payable
411 Marti Dr.
Cleburne

SIGNED: Kristin Shaw
DATE: 2-4-25
Rec25-0158504

FOR: Registration Fee KRISTIN SLAUSON, Buyer to attend In Person - Summer Session 2025: A Public Purchasing Seminar, June 25, 26, 27, 2025

Amount: ISM/NIGP/TxPPA Member Registration Fee - \$425 Payment Method: PO Number 25-2215

If you entered a Credit Card as payment please allow 7-10 business days for it to process. This email will serve as your receipt or you may fill in the receipt template found in the Forms section of the ISM-RGV website.

Kristin Slauson

From: Kristin Slauson
Sent: Wednesday, February 5, 2025 4:35 PM
To: Libby Chandler
Subject: FW: Reservation Confirmation #79504640 for Fairfield Inn & Suites San Antonio Brooks City Base

From: Fairfield Inn By Marriott Reservations <reservations@res-marriott.com>
Sent: Wednesday, February 5, 2025 4:33 PM
To: Purchasing <PUR@johnsoncountytexas.org>
Subject: Reservation Confirmation #79504640 for Fairfield Inn & Suites San Antonio Brooks City Base

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[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)



Fairfield Inn & Suites San Antonio Brooks
City Base

📍 3234 Goliad Road San Antonio, Texas 78223 📞 +1-210-293-7400
USA

Thank you for your booking, Libby Chandler.

You're ready to go.

Tue, Jun 24, 2025 – Wed, Jun 25, 2025
Confirmation Number: 79504640





Check-In: Tuesday, June 24, 2025 04:00 PM

Check-Out: Wednesday, June 25, 2025 11:00 AM

Number of rooms 1 Room

Guests per room 1 Adult

Guarantee Method Credit Card Guarantee, Master Card

Total for Stay (all rooms) 173.96 USD

Room 1

Room Type > Guest room, 2 Queen

[UPGRADE ROOM >](#)

Guaranteed Requests:

Libby Chandler

Subject:

FW: Your Jun-25-2025 Confirmation #3198741946

From: Hilton Garden Inn Confirmed <noreply@h6.hilton.com>

Sent: Monday, February 3, 2025 5:40 PM

To: Alissa Krokum

Subject: Your Jun-25-2025 Confirmation #3198741946

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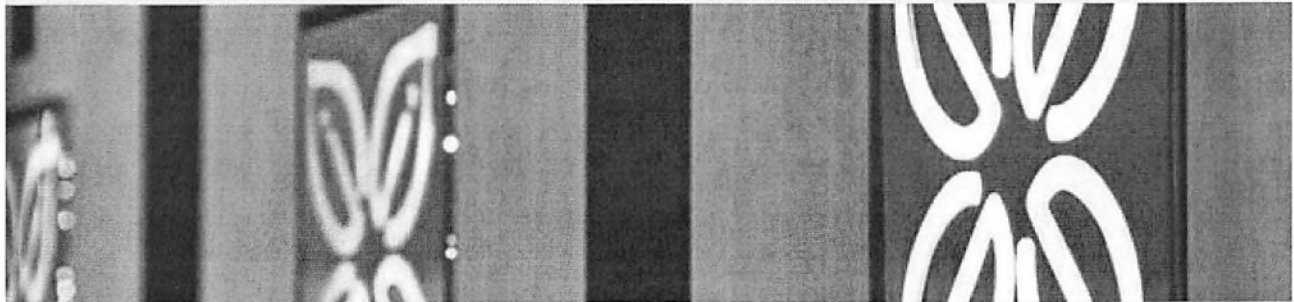
Join Hilton Honors
Get instant benefits by joining – for free.



See you soon, LIBBY CHANDLER

Your reservation for Jun-25-2025 has been confirmed.

Confirmation #3198741946



Hilton Garden Inn South Padre Island Beachfront



7010 Padre Boulevard
South Padre Island TX 78597 US
Maps & Directions>>



+19567618700

25 WED
JUN

Check In: 3:00 PM


2 Nights

27 FRI
JUN

Check Out: 11:00 AM



[Add to Calendar](#)

Your Room Information

Guest Name:	LIBBY CHANDLER
Guests:	1 Adult
Rooms:	1
Room Plan:	2 QUEEN JR STE GR FL PL VW

Your Rate Information	ISM RGV Summer 2025
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Rate per night	
25-Jun-2025 - 27-Jun-2025	239.00 USD
Total for Stay per Room Rate	478.00 USD
Taxes	81.26 USD

Total price for Stay	559.26 USD
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[Modify Your Reservation >>](#)

To view this email as a web page, go [here](#).


[Sign In](#) ♦ **[Modify Reservation](#)**

DRURY
HOTELS



Confirmation: 2013345239

Thank you for booking your stay at Drury Plaza Hotel San Antonio Riverwalk.

105 South St Mary's Street San Antonio, TX 78205 

Phone: 210-270-7799

Hotel Information

Arriving

June 27, 2025

Departing

June 28, 2025

Check In: 3:00 pm ♦ **Check Out: 11:00 am**

Reserved For:

Libby Chandler

Your Room:

2 Queen Beds Deluxe

Kristin Slauson

From: Kristin Slauson
Sent: Wednesday, February 5, 2025 4:35 PM
To:
Subject: FW: Reservation Confirmation #79479107 for Fairfield Inn & Suites San Antonio Brooks City Base

From: Fairfield Inn By Marriott Reservations <reservations@res-marriott.com>
Sent: Wednesday, February 5, 2025 4:24 PM
To: Purchasing <PUR@johnsoncountytexas.org>
Subject: Reservation Confirmation #79479107 for Fairfield Inn & Suites San Antonio Brooks City Base

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Use care when opening links or attachments. Report suspicious emails.

[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)



Fairfield Inn & Suites San Antonio Brooks City Base

📍 3234 Goliad Road San Antonio, Texas 78223 📞 +1-210-293-7400
USA

Thank you for your booking, Kristin Slauson.

You're ready to go.

Tue, Jun 24, 2025 – Wed, Jun 25, 2025
Confirmation Number: 79479107





Check-In: Tuesday, June 24, 2025 04:00 PM

Check-Out: Wednesday, June 25, 2025 11:00 AM

Number of rooms 1 Room

Guests per room 1 Adult

Guarantee Method Credit Card Guarantee, Master Card

Total for Stay (all rooms) 173.96 USD

Room 1

Room Type > Guest room, 2 Queen

[UPGRADE ROOM >](#)

Guaranteed Requests:

Libby Chandler

Subject: FW: Your Jun-25-2025 Confirmation #3198305591

From: Hilton Garden Inn Confirmed <noreply@h6.hilton.com>

Sent: Monday, February 3, 2025 5:40 PM

To: Alissa Krokum

Subject: Your Jun-25-2025 Confirmation #3198305591

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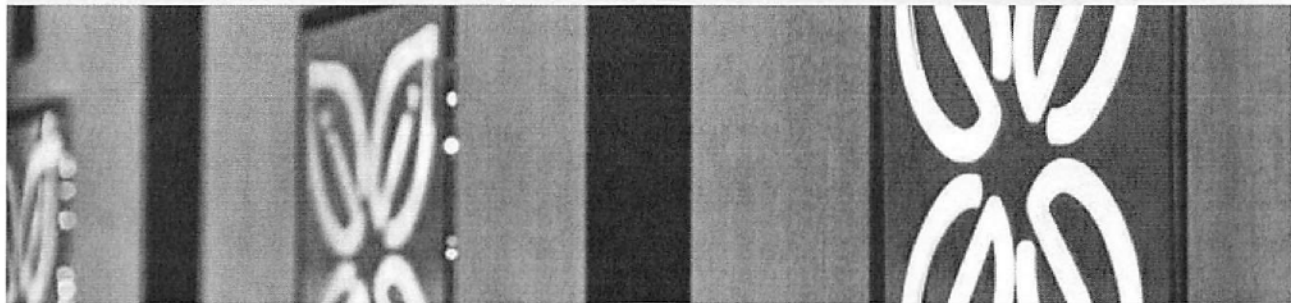
Join Hilton Honors
Get instant benefits by joining – for free.



See you soon, KRISTIN SLAUSON

Your reservation for Jun-25-2025 has been confirmed.

Confirmation #3198305591



Hilton Garden Inn South Padre Island Beachfront



7010 Padre Boulevard
South Padre Island TX 78597 US
Maps & Directions>>



+19567618700

25 WED
JUN

Check In: 3:00 PM


2 Nights

27 FRI
JUN

Check Out: 11:00 AM



[Add to Calendar](#)

Your Room Information

Guest Name:	KRISTIN SLAUSON
Guests:	1 Adult
Rooms:	1
Room Plan:	2 QUEEN JR STE GR FL PL VW

Your Rate Information	ISM RGV Summer 2025
------------------------------	---------------------

Rate per night	
25-Jun-2025 - 27-Jun-2025	239.00 USD
Total for Stay per Room Rate	478.00 USD
Taxes	81.26 USD

Total price for Stay	559.26 USD
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[Modify Your Reservation >>](#)

To view this email as a web page, go [here](#).

[Sign In](#) ♦ **[Modify Reservation](#)**

DRURY
HOTELS



Confirmation: 2013345203

Thank you for booking your stay at Drury Plaza Hotel San Antonio Riverwalk.

105 South St Mary's Street San Antonio, TX 78205 

Phone: 210-270-7799

Hotel Information

Arriving

June 27, 2025

Departing

June 28, 2025

Check In: 3:00 pm ♦ **Check Out: 11:00 am**

Reserved For:

Kristin Slauson

Your Room:

2 Queen Beds Deluxe

Total For Stay:
\$273.05 (Includes Tax)

Additional Charges and Taxes May Apply

Pet Fee:
\$50 daily fee before tax, per room.
Service animals are free of charge.

Daily Parking:
\$39

Questions about Your Reservation?

druryhotels.com | Drury Hotels App
1-800-DRURYINN



Happiness is Free

Our best-in-class amenities are provided at no extra charge. Please enjoy our hot breakfast, 5:30 Kickback® with a rotating menu of dinnertime snacks, cold beverages, beer, wine, mixed drinks and more, and Wi-Fi.

[Learn More](#)

