

TRAVEL APPROVAL FORM

Department: Auditor's Office

Event Name: 67th Annual V.G. Young Auditors Institute

Location: East College Station, TX

Event Dates: 04/29/25 - 05/02/25

Purpose: ☐ Required Continuing Education/Certification

☒ Job Training

☐ Other: _____

Name of Attendees:

Steven Watson Jennifer Lyon

Barbara Abdalla Mark Graham

Court Decision:

This section to be completed by County Judge's Office



2-24-25

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:

Approved in CC on 9/11/2023



TEXAS ASSOCIATION *of* COUNTIES

67th Annual V.G. Young Auditors Institute

April 29, 2025 - May 02, 2025 multi-day

10:00 AM - 12:00 PM

Hilton College Station & Conference Center
801 University Dr.
East College Station, TX

Contact Sam Burke or Michelle Mund at (800) 456-5974.

Contact Us

OVERVIEW

We are pleased to announce the 67th County Auditors Institute that is offered by the V.G. Young Institute of County Government, a part of the Texas A&M AgriLife Extension Service, held at the Hilton College Station & Conference Center. The faculty and staff of the Institute are working with the officers and Education Committee of the Texas Association of County Auditors to plan a relevant and effective educational program. We invite you to expand your knowledge with accurate, timely information from well-respected speakers.

Early registration ends **April 1**, so be sure to take advantage!

Educational Sponsor

V.G. Young Institute of County Government, a part of the Texas A&M AgriLife Extension Service.

Continuing Education

The approval of 21 hours of continuing education credit is **pending**.

Conference Registration Information

Conference registration will open Feb. 11 at 9 a.m.

For more information, contact **Sam Burke** or **Michelle Mund** at (800) 456-5974.

Registration Fees

(Includes tickets to all events)

Type	Early Registration	After April 1
Institute	\$375	\$400
Non-County Government/Corporate	\$475	\$500
New Auditor Training	\$275	\$300
Both Institute and New Auditors Training (discounted rate)	\$475	\$500

*Ethics Course = \$100 (This is in addition to the full registration)

Scheduled Activities



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AGENDA

Agenda is subject to change.

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HOTEL

Hotel Accommodations

Hilton College Station Hotel & Conference Center

You must register for the conference before reserving your sleeping room. If you need to *cancel* your room or to *be added to the waiting list*, please contact Natalie Hejl with V.G. Young at (713) 409-4719 or by email at Natalie.hejl@ag.tamu.edu. Reservation cancellations must be made no later than *seven days before arrival*.

Host Hotel

Hilton College Station Hotel & Conference Center

801 University Dr. East
College Station, TX

Room rate: \$159 (single/double) per night, plus tax

Cut-off date:

Cut-off date for accepting reservations into this room block is April 1.

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