

TRAVEL APPROVAL FORM

Department: Purchasing

Event Name: Texas Association of Counties - Risk Pool
Management


Location: Round Rock, Texas

Event Dates: 4-9-2025 - 4-11-2025

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

Name of Attendees:

Kristi Shaw _____

Court Decision: <small>This section to be completed by County Judge's Office</small>
<div style="text-align: center;"></div> <div style="text-align: right;">2-24-25</div>

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:



Kristi Shaw

From: do-not-reply@county.org
Sent: Wednesday, January 22, 2025 9:35 AM
To: Kristi Shaw
Subject: Confirmation

You don't often get email from do-not-reply@county.org. [Learn why this is important](#)

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

Dear Ms. Kristi Shaw,

Thank you for your recent online submission. Here are confirmation details for your records.

Order Number: 268435
Order Date: Jan 22, 2025 9:34 AM
Bill To: Ms. Kristi Shaw
Order Total: 0.00

Item	Price	Qty	Total
2025 County Management and Risk Conference - Ms. Kristi Shaw When: Apr 9, 2025 - Apr 11, 2025 Where: Kalahari Resort & Convention Round Rock, TX 78665 United States	0.00	1	0.00

Registration option: Apr 9, 2025 - TAC Pool Member In-Person Registration

Item Total	0.00
Item Grand Total	0.00
Transaction Grand Total	0.00

You may review your registration and event information at any time on our website by logging into your [Member Portal](#).

Additional information will be emailed to you soon. If you have any questions, please contact Education Services at (800) 456-5974.

Texas Association of Counties

This email was sent to kshaw@johnsoncountytexas.org.

Kristi Shaw

From: do-not-reply@county.org
Sent: Wednesday, January 22, 2025 9:36 AM
To: Kristi Shaw
Subject: Hotel Information: 2025 County Management and Risk Conference

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Hotel Information

Thank you for registering for the **2025 County Management & Risk Conference!**

The conference is scheduled for **April 9–11, 2025**, at Kalahari Resorts & Conventions in Round Rock.

Please use this link to register for a room at the [Kalahari Resort & Conventions](#).

Or call the hotel directly at (877) 525–2427 to reserve your room and refer to the “Texas Association of Counties” room block.

Host Hotel:

Kalahari Resort & Conventions
3301 Kalahari Blvd.
Round Rock, TX 78665

The group rate is **\$189 single/double**, plus applicable taxes. Please reserve your hotel room before the group rate cutoff of March 18, after which availability and rates are no longer guaranteed.

If you have any questions, please email [Deanna Auert](#) or [Megan West](#), or contact them at (800) 456–5974.


See you in Round Rock!

Kristi Shaw


From: Kalahari Resort and Convention Center - Round Rock <info@cvent.com>
Sent: Wednesday, January 22, 2025 9:59 AM
To: Purchasing
Subject: Kalahari Resort and Convention Center - Round Rock Reservation Confirmation

CAUTION: This email originated from outside of the Johnson County email system.
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RESERVATION



CONFIRMATION



Kalahari.

RESORTS &
CONVENTIONS
ROUND ROCK, TX

2025 County Management & Risk Conference ~ Apr 8, 2025 - Apr 10, 2025 ~ TX Kalahari Resorts and Conventions

Dear KRISTI SHAW,

We are pleased to we have received your information for your reservation at the TX Kalahari Resorts and Conventions. Our team is looking forward to your arrival as part of the 2025 County Management & Risk Conference. Please note, your reservation confirmation email will be sent within the next 48 hours.

Should your travel plans change and you need to make changes to your reservations, please [click here](#) or call 1-877-525-2427.

We look forward to welcoming you to the TX Kalahari Resorts and Conventions.

- The Staff of the TX Kalahari Resorts and Conventions

Reservation Details

Online Confirmation:	TNH4EUAI			
Date Booked:	Jan 22, 2025			
Reservation Name:	KRISTI SHAW			
Arrival Date:	Apr 9, 2025			
Departure Date:	Apr 11, 2025			
Room Type:	Double Queen Sofa			
Number of Rooms:	1			
Number of Guests:	1			
Night by Night Rate:	Date	Guests	Status	Rate
	Apr 9, 2025	1	Confirmed	189.00
	Apr 10, 2025	1	Confirmed	189.00
	Additional Guest Rate			
	Second Guest	0.00		
	Third Guest	0.00		
	Fourth Guest	0.00		
	Fifth Guest	50.00		
Total Charge:	378.00			
Tax Disclosure:	Please note the following taxes are not included into rates:			
	<ul style="list-style-type: none">• \$10.00 Resort Fee Per Night.• 6% State Tax Per Night.• 9% City Tax Per Night. <p>All Guestrooms are subject to a \$200 Incidental (Hold)</p>			
Add-Ons:	(1) Letter of Authorization- ADDITIONAL STEPS REQUIRED (USD 0.00 / USD 0.00 purchase)			
Cancel Policy:	Reservations canceled 72 hours or more prior to the date of arrival receive a refund of the deposit, minus a \$30 cancellation fee. Reservations canceled within 72 hours of the date of arrival forfeit the entire deposit of the first night's room and tax.			