

# TRAVEL APPROVAL FORM

**Department:** Elections

**Event Name:** TAC's County Elections Academy

**Location:** Georgetown, Texas

**Event Dates:** March 30, 2025 - April 1, 2025

**Purpose:**


- ☐ Required Continuing Education/Certification
- ☐ Job Training
- ☒ Other: Education and Resources

**Name of Attendees:**

Theresa Gonzalez

\_\_\_\_\_

\_\_\_\_\_

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

## Required Documents Checklist:

**\*\* Same-Day Travel - Commissioners Court Approval is not required \*\***

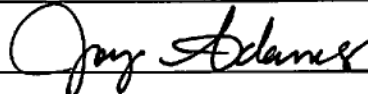
### Overnight Travel

- ☒ 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:**





# County Elections Academy

- 📅 March 30, 2025 - April 01, 2025    multi-day
- 🕒 03:00 PM - 02:00 PM
- 📍 Sheraton Austin Georgetown Hotel & Conference Center  
1101 Woodlawn Ave.  
Georgetown, TX 78628
- 📞 Contact Deanna Auert or Marisol Ybarra at (800) 456-5974.
- Contact Us

Registration

OVERVIEW

The County Elections Academy will provide the education and resources that county officials and staff need to hold efficient and secure elections. The conference will provide information about the biggest election-related issues facing Texas county election officials.

This training session is open to all county officials, election administrators and staff members who are interested in learning more about county elections.

"Elections are a core function of county government," TAC Executive Director Susan M. Redford said. "The County Elections Academy provides attendees with critical information and practical support, and it is another opportunity for TAC to unite counties to achieve better solutions."

## Registration Fees

	Early Bird	After March 6
County Official or Employee	\$230	\$280



TEXAS ASSOCIATION of COUNTIES

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AGENDA

**Sunday, March 30**

**3 - 5 p.m.: Registration and Information Desk**

[facebook.com/TexasCounties](https://www.facebook.com/TexasCounties)

<https://www.instagram.com/texascounties/>

<https://twitter.com/TexasCounties>

<http://www.linkedin.com/company/texas-counties>



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## AGENDA

### Monday, March 31

7 a.m. - 5 p.m.: Registration and Information Desk

7 - 8 a.m.: Morning Coffee and Continental Breakfast

8 a.m. - 5 p.m.: General Sessions and Breakouts

Noon - 1 p.m.: Lunch (provided)

5 - 6:30 p.m.: Welcome Reception

Here's a great opportunity to network with fellow attendees over beverages and hors d'oeuvres.

[facebook.com/TexasCounties](https://www.facebook.com/TexasCounties)

<https://www.instagram.com/texascounties/>

<https://twitter.com/TexasCounties>

<http://www.linkedin.com/company/texas-counties>



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## AGENDA

### Tuesday, April 1

7 a.m. - 2 p.m.: Registration and Information Desk

7 - 8 a.m.: Morning Coffee and Continental Breakfast

8 a.m. - 2 p.m.: General Sessions

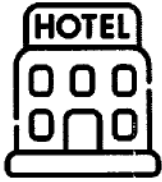
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facebook.com/TexasCounties)

📷(https://www.instagram.com/texascounties/)

✂(https://twitter.com/TexasCounties)

in(http://www.linkedin.com/compa



# TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at [pur@johnsoncountytexas.org](mailto:pur@johnsoncountytexas.org))

DATE: 02/24/2025

DEPARTMENT: Elections

PERSON SENDING REQUEST: Joy Adams

EXT: 1648

Person (s) Name Attending:

1. Theresa Gonzalez

2.

3.

4.

5.

6.

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

☐ LEOSE FUNDS

Function Attending: County Elections Academy-TAC

Hotel Name: Sheraton Austin Georgetown Hotel & Conference Center

Hotel Address: 1101 Woolawn Ave.

City: Gerorgetown

State: Texas

Zip: 78628

Hotel Phone#

Special Requirements:

Conference Hotel Block Code:

Conference/Training Website:

How many rooms needed: 1

Date of Check In: 3/30/20

Date of Check Out: 4/1/20

**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.