

# TRAVEL APPROVAL FORM

**Department:** Elections

**Event Name:** 43rd Annual Election Law Seminar for  
County Election Officials

**Location:** Roundrock, Texas

**Event Dates:** August 10, 2025 - August 13, 2025

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

**Name of Attendees:**

Joy Adams

Theresa Gonzalez

Shauna Belloma

<b>Court Decision:</b>	
<small>This section to be completed by County Judge's Office</small>	
	
3-10-2025	

**Required Documents Checklist:**

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

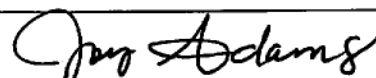
**Overnight Travel**

- ☒ 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:**



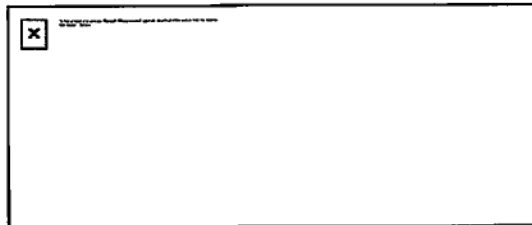
**Joy Adams**

---

**From:** Texas Secretary of State Elections Division <TXSoSAgency@public.govdelivery.com>  
**Sent:** Thursday, February 6, 2025 11:40 AM  
**To:** Joy Adams  
**Subject:** MASS EMAIL (CEO / CSO): Election Law Seminars

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

Having trouble viewing this email? [View it as a Web page.](#)



## ELECTIONS DIVISION

---

**TO:** Texas Election Officials  
**FROM:** Elections Division, Texas Secretary of State  
**SUBJECT:** (CEO / CSO) Election Law Seminars  
**DATE:** February 6, 2025

---

Dear Election Officials,

We are thrilled to announce the dates for the 2025 Election Law Seminars. The seminars will take place at Kalahari Resorts & Conventions located at 3001 Kalahari Boulevard in Round Rock, Texas. The seminar dates are:

- **43rd Annual Election Law Seminar for County Election Officials**  
August 11 – 13, 2025
- **37<sup>th</sup> Annual Election Law Seminar for Cities, Schools, and Other Political Subdivisions**  
December 1 – 3, 2025

As we get closer to the event, we will share more information to ensure you have all the necessary details to make the most of your experience.

Stay tuned for updates, and we hope to see you there!

Warm regards,

**Elections Division**

Office of the Texas Secretary of State

1.800.252.VOTE (8683)

[www.sos.state.tx.us/elections](http://www.sos.state.tx.us/elections)

*The information contained in this email is intended to provide advice and assistance in election matters per §31.004 of the Texas Election Code. It is not intended to serve as a legal opinion for any matter. Please review the law yourself, and consult with an attorney when your legal rights are involved.*

If you have any questions regarding this e-mail, please e-mail [elections@sos.texas.gov](mailto:elections@sos.texas.gov)

Stay Connected with Texas Secretary of State:



**SUBSCRIBER SERVICES:**

[Manage Subscriptions](#) | [Unsubscribe All](#) | [Help](#)

---

This email was sent to joycea@johnsoncountytexas.org using GovDelivery Communications Cloud on behalf of: Texas Secretary of State · 707 17th St, Suite 4000 · Denver, CO 80202



**43<sup>rd</sup> Annual Election Law Seminar for County Election Officials**

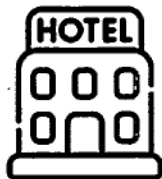
**August 11, 2025-August 13, 2025**

The agenda is currently not available.

Thank you,

Joy Adams

Elections Administrator



# TRAVEL HOTEL RESERVATION REQUEST

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

DATE: 03/03/2025

DEPARTMENT: Elections

PERSON SENDING REQUEST: Joy Adams

EXT: 1648

Person (s) Name Attending:

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

☐ LEOSE FUNDS

1. Joy Adams

2. Theresa Gonzalez

3. Shauna Belloma

4.

5.

6.

Function Attending: 43rd Annual election Law Seminar for County Election Officials

Hotel Name: Kalahari Resorts & Conventions

Hotel Address: 3001 Kalahari Boulevard

City: Round Rock

State: Texas

Zip: 78665

Hotel Phone# 877-525-2427

Special Requirements:

Conference Hotel Block Code:

Conference/Training Website:

How many rooms needed: 3

Date of Check In: 8/10/20

Date of Check Out: 8/13/20

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.