

# Travel Approval Form

**Department:** District Clerk

**Event Name:** 130th Annual County and District Clerks'  
Association of Texas Conference

**Location:** Sugarland, Texas

**Event Dates:** 06/08/2025 - 06/12/2025

**Purpose:** ☐ Required Continuing Education/Certification  
☒ Job Training  
☐ Other: \_\_\_\_\_

**Name of Attendees:**

Carly Casey Kristine Bock

\_\_\_\_\_

\_\_\_\_\_

|                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Court Decision:</b><br><small>This section to be completed by County Judge's Office</small>                                                                                    |
| <div style="text-align: center;"></div> <div style="text-align: right;"><b>3-24-2025</b></div> |

**Required Documents Checklist:**

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

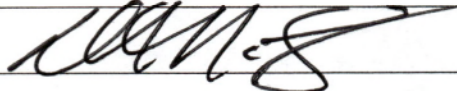
**Overnight Travel**

- ☒ 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:**



The host hotel is the Houston Marriott Sugar Land, 16090 City Walk, Sugar Land, TX 77479. The nightly room block rate is \$169 plus tax. Self-parking is free to attendees. Valet parking, overnight or per day, is available. You must register for the conference to obtain hotel reservation information. Elected clerks will be allowed to register first to secure rooms before staff members.

- NEW: The CDCAT executive board is continuing the registration process to allow elected/appointed clerks to register first and secure their rooms at the host hotel. We will allow registration for clerks for one week or until we sell out of the room block.
- We will conduct daily audits of the hotel room block to ensure clerks have only one room under each clerk's name. Please secure your hotel room under the clerk's name.
- If there is more than one room per clerk or if the room reservation is not under the clerk's name, we will release the additional rooms to the room block.

Houston Marriott Sugar Land  
16090 City Walk  
Sugar Land, TX 77479  
Room rate: King/queen suite rooms \$169 per night plus tax  
Free self-parking  
Valet parking available

#### **Overflow Hotels**

Call them directly and let them know you are with the CDCAT conference to gain access to the CDCAT room blocks.

Courtyard Marriot Sugar Land/Lake Pointe (1.4 miles from host hotel) No block contracted with this hotel  
16740 Creek bend Dr.  
Sugar Land, TX 77478  
Phone: (281) 494-0555

Hyatt Place Houston/Sugar Land (1.4 miles from host hotel)  
16730 Creek bend Dr.  
Sugar Land, TX 77478  
Room rate: King rooms \$99 per night plus tax  
Double queen rooms \$119 per night plus tax  
Phone: (281) 491-0300

If you need special accommodations, please contact Luz Hinojosa at (800) 456-5974.

**Please note:** As in years past, CDCAT anticipates that the room block will fill quickly. In the event the block becomes full, a waitlist will be kept on a first-come, first-served basis. To be placed on the waitlist, contact Sam Burke or (800) 456-5974. You will be contacted when a room becomes available.

#### **Host Hotel Room Cancellations**

If you need to cancel a room reservation, please do not cancel directly with the hotel. Contact Sam Burke at (800) 456-5974 to cancel your hotel reservation. This will help move fellow attendees off the waitlist. We kindly request that you not post your reservation on the CDCAT Mobilize because this action hinders waitlist management.

#### **Parking at Hotels**

Complimentary self-parking at all hotels.



# 130th Annual County and District Clerks' Association of Texas Conference

 June 08, 2025 - June 12, 2025    multi-day

 08:00 AM - 11:00 AM

 Houston Marriott Sugar Land  
16090 City Walk  
Sugar Land, TX 77479

 Contact Luz Hinojosa or Sam Burke at (800) 456-5974.

[Contact Us](#)

## AGENDA

### Sunday, June 8

**Noon - 5 p.m.: Registration and Information Desk Open**



Foyer

Location: Foyer

**1 - 5 p.m.: Exhibits Setup**



**6:35 p.m.: Welcome Reception: Night at the Ballpark**



Sugar Land Space Cowboys vs. Sacramento  
Constellation Field  
1 Stadium Dr. Sugar Land, TX, 77498  
\*Gates open at 5 p.m.



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## AGENDA

### Monday, June 9

**6:30 - 7:30 a.m.: Fitness Class**



**8 a.m. - 5 p.m.: Registration and Information Desk Open**



Location: Foyer

**8 a.m. - 5 p.m.: Silent Auction and CDCAT Store**



**9 - 9:30 a.m.: Opening Activities**



Welcome

Invocation

Presentation of Colors

National Anthem

Pledges of Allegiance

Recognition of Dignitaries

**9:30 - 10 a.m.: Introduction of Retired Clerks, Regional Directors, Past Presidents, Retirees, Committee Members, Sponsors, Sponsor Videos**



Hon. John F. Warren, Dallas County Clerk; President, CDCAT

**10 - 10:30 a.m.: Refreshment Break With Vendors**



**10:30 - 11:30 a.m.: Business Session**



Hon. John F. Warren, Dallas County Clerk; President, CDCAT

**11:30 a.m. - 1 p.m.: Lunch on Your Own**



**1 - 2:30 p.m.: Keynote**



**2:30 - 3 p.m.: Refreshment Break With Vendors**



**3 - 4:30 p.m.: Sine Die Insights: Key Takeaways from the Legislative Session**



Panel

**6 - 8:30 p.m.: President's Welcome Reception**



\*Clerk nominees recognized

**Location:** Sugar Land Town Square

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[\(https://www.instagram.com/texascounties/\)](https://www.instagram.com/texascounties/)



[\(https://twitter.com/TexasCounties\)](https://twitter.com/TexasCounties)



[in\(http://www.linkedin.com/compa](http://www.linkedin.com/company/texas-counties)



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## AGENDA

### Tuesday, June 10

6:30 - 7:30 a.m.: Fitness Class: Sunrise Walk & Talk



8 a.m. - 4 p.m.: Registration and Information Desk Open



Location: Foyer

8 a.m. - 5 p.m.: Silent Auction and CDCAT Store



9 - 10:30 a.m.: Generational Differences In the Workplace

General



Debra Aiken, Ed.D., Training and Development Manager, Denton County

10:30 - 11 a.m.: Refreshment Break With Vendors

General



11 a.m. - noon: Artificial Intelligence (AI) in County Government

General



Robert Ruiz, Associate Director of Risk Management Services, Texas Association of Counties

Noon - 1:30 p.m.: Lunch on Your Own

General



## 1:30 - 2:30 p.m.: Guardianship and Transfers

County Clerks



Hon. Sylvia Garza-Perez, Cameron County Clerk

Hon. Christina Ubando, Tom Green County Clerk

Hon. Karren Winter, Archer County Clerk

## 1:30 - 2:30 p.m.: Bond Forfeiture (NISI)

District Clerks



Ken Good, Attorney

## 2:30 - 3 p.m.: Refreshment Break With Vendors



## 3 - 4 p.m.: Bond Forfeiture (NISI)

County Clerks



Ken Good, Attorney

## 3 - 4 p.m.: Adoptions and Delayed Birth Certificates

District Clerks



## 5 - 7 p.m.: Business Scavenger Hunt



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## AGENDA

### Wednesday, June 11

8 a.m. - noon: Registration and Information Desk Open



8 a.m. - noon: Silent Auction and CDCAT Store



9 - 10:30 a.m.: Guardianship and Transfers

County Clerks



Hon. Karren Winter, Archer County Clerk

9 - 10:30 a.m.: Expunctions and Transfers

District Clerks



Sharena Gilliland, Parker County District Clerk

10:30 - 11 a.m.: Refreshment Break With Vendors



11 a.m. - noon: Probate and Transfers

County Clerks



Hon. Karren Winter, Archer County Clerk

11 a.m. - noon: District Clerk Roundtable

District Clerks



Moderator: Hon. Sandra Roblez, Yoakum County District Clerk

Noon - 6:30 p.m.: Lunch and Afternoon on Your Own



6:30 p.m. - 11 p.m.: Banquet



BANQUET

OFFICERS SWEARING-IN

CLERKS OF THE YEAR

facebook.com/TexasCounties)



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



(https://twitter.com/TexasCounties)



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

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## AGENDA

### Thursday, June 12

8 - 11:30 a.m.: Information Desk Open



9 - 10 a.m.: Preparing the Clerks' Appeal and Appendix



10 - 11:30 a.m.: Active Shooter



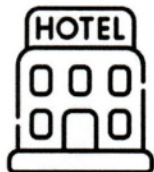
Greg Babst, Emergency Management Coordinator, Homeland Security and Emergency Management, Fort Bend County

11:30 a.m.: Drawing of Prizes and Closing Remarks



Drawing — 2026 Conference Registration and Hotel Lodging

Elected clerks will have an opportunity to earn free registration and hotel accommodations for the next annual conference. Five winners will be selected in a random drawing. Must be present to win.



# TRAVEL HOTEL RESERVATION REQUEST

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

DATE: 03/05/2025

DEPARTMENT: District Clerk

PERSON SENDING REQUEST: Kaylee Hill EXT: 1145

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. Carly Casey

2. Kristine Bock

3.

4.

5.

6.

Function Attending: 130th Annual County and District Clerks' Association of Texas Conference

Hotel Name: Houston Marriott Sugarland

Hotel Address: 16090 City Walk

City: Sugarland

State: Texas

Zip: 77479

Hotel Phone# 800-456-5974

Special Requirements:

Conference Hotel Block Code:

Conference/Training Website: <https://www.county.org/education-and-events/calendar-of-events/2024>

How many rooms needed: 2

Date of Check In: 6/8/25

Date of Check Out: 6/12/25

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.