

# Travel Approval Form

**Department:** District Clerk

**Event Name:** TAC Legislative Conference

**Location:** Austin, Texas

**Event Dates:** 8/27/25-8/29/25

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

**Name of Attendees:**

Alison Farquhar Kristine Bock

Carly Casey \_\_\_\_\_

<b>Court Decision:</b>	
<small>This section to be completed by County Judge's Office</small>	
	
3-24-2025	

**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:**



# 2025 TAC Legislative Conference



August 27, 2025 - August 29, 2025

multi-day



10:00 AM - 10:30 AM



Fairmont Austin Hotel  
101 Red River St.  
Austin, TX 78701



Contact Deanna Auert or Rachel Kucera at (800) 456-5974.



Contact Us

Registration

## Registration Fees

Registration Type	Early Bird	After Aug. 6
In-person county official or staff	\$275	\$350
In-person half-day fee (Wednesday and Friday, county official or staff only)	\$75	\$125
In-person single-day fee (Thursday only, county official or staff only)	\$205	\$255
In-person non-member (government/non-member half day, single day or full attendance)	\$330	\$380
In-person non-member (corporate half day, single day or full attendance)	\$480	\$530
In-person spouse fee	\$100	\$100
Virtual registration	\$200	\$275
All access pass (in-person and virtual access)	\$375	\$450

NOTE: All attendees (in person and online) must register by July 11 to receive conference giveaway.

**Payment:** Please make checks payable to Texas Association of Counties.

**Fairmont Austin**  
101 Red River St.  
Austin, TX 78701  
(512) 600-2000

Room rate: \$220 single/double, plus applicable tax  
Check-in: 3 p.m. | Checkout: Noon

**Important notes:**

- Your registration confirmation email will include a link to make hotel reservations\*. Emails will be sent to the address on the registration form.
- Conference registration is required to reserve a room in the hotel conference block. The hotel will not accept call-in reservations.
- Reservations made without conference registration are subject to cancellation or an increased room rate.
- Reservations must be made by Aug. 6 or until the room block is full; after that, rates and availability are not guaranteed.
- Please contact the hotel directly to cancel any reservations.

\*The Fairmont Austin offers the conference rate for three days before Aug. 27 and three days after Aug. 29.

**Parking**

(Prices shown include a 25% discount for attendees; prices subject to change.)

	Valet Parking	Self-Parking
0-3 Hours	\$21	\$15
3-6 Hours	\$27	\$22.50
Daily – Overnight	\$44.25	\$37.50


**Internet Access**

In response to attendee requests, TAC has negotiated to have Wi-Fi available in the conference meeting spaces. A password will be provided at the event.


High-speed internet access in guest rooms and all areas of the hotel is complimentary for all Accor's Live Limitless loyalty program. Membership is free! [Sign up for Accor's Live Limitless loyalty program.](#)



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## AGENDA

### Wednesday, Aug. 27

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

Level 5 Foyer



**8 - 9 a.m.: TAC Board of Directors Breakfast**



**9 a.m. - noon: TAC Board of Directors Meeting**



**Noon - 1 p.m.: TAC Board of Directors Lunch**



**Noon - 2 p.m.: Meet and Greet with Exhibitors**

Congressional Ballroom, Level 3



**Noon - 2 p.m.: Access Event Platform and Information Desk**

(live online only)



**12:45 - 1:45 p.m.: Private Meeting: Core Legislative Group Networking and Training**



2 - 4:30 p.m.: Opening General Session



4:30 - 6 p.m.: Exhibit Hall Welcome Reception



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



(<https://twitter.com/TexasCounties>)




(<http://www.linkedin.com/company/texascounties>)

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## AGENDA

### Thursday, Aug. 28

**7 a.m. - 4:30 p.m.: Registration and Information Desk Hours**

Level 5 Foyer



**7 - 7:50 a.m.: Morning Coffee and Continental Breakfast**

Palm Park, Level 7



**7 - 8 a.m.: Access Event Platform and Information Desk**

(live online only)



**8 - 9:05 a.m.: Legislative Discussion Sessions (1-5)**



**9 a.m. - 3 p.m.: Exhibit Hall Hours**

Congressional Ballroom, Level 3  
Open during lunch, noon-1:30 p.m.



**9:05 - 9:30 a.m.: Break With Exhibitors**

Congressional Ballroom, Level 3



**9:30 - 10:35 a.m.: Legislative Discussion Sessions (repeat 1-5)**



**10:35 - 10:55 a.m.: Break With Exhibitors**



Congressional Ballroom, Level 3

**10:55 a.m. - noon: Legislative Discussion Sessions (6-10)**



**Noon - 1:30 p.m.: Networking Lunch**



Palm Park, Level

**Noon - 1:30 p.m.: Exclusive Meetings**



**1:30 - 2:35 p.m.: Legislative Discussion Sessions (repeat 6-10)**



**2:35 - 3 p.m.: Ice Cream Social Break With Exhibitors**



Congressional Ballroom, Level 3

**3 - 4:30 p.m.: Meeting of County Affiliate Organizations**



Affiliate organizations host a 1.5-hour meeting to discuss legislative issues or association business during the conference.

**4:30 - 6 p.m.: Legislative Reception**



This social event is an opportunity to celebrate all county officials who volunteer their time and expertise to advocate on behalf of counties. Your efforts during the legislative session are critical to the success of protecting local government. Thank you for your efforts!

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



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




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## AGENDA

### Friday, Aug. 29

**8 - 10:30 a.m.: Registration and Information Desk**

Level 5 Foyer



**8 - 9 a.m.: Access Event Platform and Information Desk**

(live online only)



**8:30 - 9 a.m.: Breakfast**

Manchester Ballroom, Level 5



**9 - 10:30 a.m.: Closing General Session**







# TRAVEL HOTEL RESERVATION REQUEST

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

DATE: 01/29/2025

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. Alison Faquhar

2. Kristine Bock

3. Carly Casey

4.

5.

6.

Function Attending: TAC Legislative Conference - Austin

Hotel Name: Fairmont Austin Hotel

Hotel Address: 101 Red River St

City: Austin

State: Texas

Zip: 78701

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: 3

Date of Check In: 8/27/25

Date of Check Out: 8/29/25

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.