

Travel Approval Form

Department: Public Works

Event Name: North and East Texas County Judges and Commissioners Association Conference


Location: Waco, Tx

Event Dates: July 21-July 25, 2025

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

Name of Attendees:

Jennifer VanderLaan _____

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

Required Documents Checklist:

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

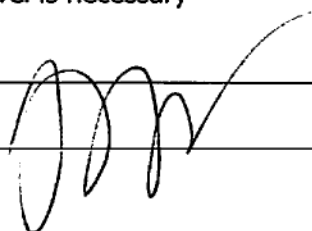
Overnight Travel

- ☒ 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:





TEXAS
ASSOCIATION *of* COUNTIES

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Shopping Cart

Items

Item	Quantity	Price	Total	
2025 North & East CICA Conference - Ms. Jennifer VanderLaan	1	250.00	250.00	Remove
<div>Update</div>				

Note:

To review which program items you have selected for this event, click on the event name to return to your registration page.

On the registration page, check the box next to **"Only display program items in registrant's itinerary"** to review your selections.

After reviewing, click on the Proceed to Checkout button to return to this payment screen.

Cart Charges

Item Total	250.00
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	250.00

Payment Details

☐ Pay Now ☒ Invoice (NE)

PO number

Enter a PO Number, if available, for pay later option (not required)

We do not accept American Express cards for credit card payments

Please do not refresh your screen after clicking on "Submit Order" button.



TEXAS
ASSOCIATION *of* COUNTIES

North and East Texas County Judges and Commissioners Association

📅 July 21, 2025 - July 24, 2025 multi-day

🕒 09:00 AM - 05:00 PM

📍 Waco Convention Center
100 Washington Ave
Waco, TX 76701

📞 Contact: Michele Ewerz or Jackie Boone at (800) 456-5974

Contact Us

Registration

OVERVIEWHOTELAGENDACONTINUING EDUCATIONCANCELLATION

Monday, July 21

- ✓ **9 a.m. - 5 p.m.: Registration and Information Desk Open**
- ✓ **9 a.m.: Coffee Break**
- ✓ **9:30 - 10:20 a.m.: Overview of Emergency Management**
- ✓ **10:20 - 11:10 a.m.: Putting the Pieces Together**
- ✓ **11:10 a.m. - 12:20 p.m.: Provided Lunch for Early Bird Session**
- ✓ **12:20 - 1:10 p.m.: Budgeting for Disasters**
- ✓ **1:10 - 2 p.m.: Documenting Your Disasters**
- ✓ **2 - 5 p.m.: Ice Cream Social With Exhibitors**
- ✓ **3 p.m.: Committee Meetings**



Resolutions Committee Meeting, Nominations Committee Meeting, Site Selection Committee Meeting, and Scholarship Committee Meeting



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 03/04/2025

DEPARTMENT: Public Works

PERSON SENDING REQUEST: Julie Edmiston EXT: 1850

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. Jennifer VanderLaan

2.

3.

4.

5.

6.

Function Attending: N&E Texas County Judges and Commissioners Association

Hotel Name: Hilton Waco

Hotel Address: 113 S. University Parks Dr.

City: Waco

State: TX

Zip: 76701

Hotel Phone# (254) 754-8484

Special Requirements:

Conference Hotel Block Code:

Conference/Training Website: <https://www.county.org/education-and-events/calendar-of-events/20>

How many rooms needed: 1

Date of Check In: 7/20/25

Date of Check Out: 7/24/25

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.