

TRAVEL APPROVAL FORM

Department: Road and Bridge PCT 2

Event Name: North and East CJCA Conference

Location: Waco


Event Dates: 07/21-07/24, 2025

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

Name of Attendees:

Kenneth Howell PO# 25-0405

Tana Howell Hotel 3235291465

Court Decision:	
<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 ****

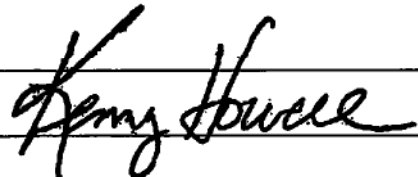
Overnight Travel

- ☒ 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:



From: do-not-reply@county.org
Sent: Thursday, March 13, 2025 9:36 AM
To: Precinct #2
Subject: Confirmation

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

Dear Hon. Kenny Howell,

Thank you for your recent online submission. Here are confirmation details for your records.

Order Number: 272508

Order Date: Mar 13, 2025 9:27 AM

Bill To: Hon. Kenny R. Howell

Order Total: 250.00

Payment Method: You will be billed for the balance due - Purchase Order Number 25-2621.

Item	Price	Qty	Total
2025 North & East CJCA Conference - Hon. Kenny R. Howell <i>When:</i> Jul 21, 2025 9:00 AM - Jul 24, 2025 12:00 PM <i>Where:</i> Waco Convention Center 100 Washington Ave. Waco, TX 76701 United States	250.00	1	250.00

Registration option: Jul 21, 2025 9:00 AM - County Commissioner
Registration

Item Total	250.00
Item Grand Total	250.00
Transaction Grand Total	250.00

You may review your registration and event information at any time on our website by logging into your [Member Portal](#).

Additional information will be emailed to you soon. If you have any questions, please contact Education Services at (800) 456-5974.

Texas Association of Counties

This email was sent to **PCT2@johnsoncountytexas.org**.

Tuesday, 16 July 2024

Spouse Event

Price 0.00
Time 10:00 AM - 3:00 PM
10:00 AM

Host Court Night In Itinerary

Price 0.00
Time 6:00 PM - 10:00 PM
6:00 PM

Wednesday, 17 July 2024

Installation Luncheon

Price 0.00
Time 12:00 PM - 2:00 PM
12:00 PM

42 Tournament

Price 0.00
Time 1:00 PM
1:00 PM

Corn Hole Tournament

Price 0.00
Time 1:00 PM
1:00 PM

Sporting Clay Tournament In Itinerary

Price 0.00
Time 1:30 PM
1:30 PM

Thursday, 18 July 2024

Inspirational Breakfast

Price 0.00
Time 8:00 AM - 9:00 AM
8:00 AM

From: Hilton Hotels & Resorts Confirmed <noreply@h6.hilton.com>
Sent: Thursday, March 13, 2025 9:51 AM
To: Precinct #2
Subject: Your Jul-20-2025 Confirmation #3235291465

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Use care when opening links or attachments. Report suspicious emails.



Join Hilton Honors 
Get instant benefits by joining – for free.


See you soon, KENNY HOWELL

Your reservation for Jul-20-2025 has been confirmed.

Confirmation #3235291465



Hilton Waco

 113 South University Parks Drive
Waco TX 76701-2241 US
[Maps & Directions>>](#)

 [+12547548484](tel:+12547548484)

20 ^{SUN}
JUL

Check In: 4:00 PM


4 Nights

24 ^{THU}
JUL

Check Out: 11:00 AM



[Add to Calendar](#)

Your Room Information