

Travel Approval Form

Department: Sheriff's Office - Jail

Event Name: 2025 Jail Management Issues Conferer

Location: Galveston, Texas

Event Dates: September 8-12, 2025

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

Name of Attendees:

Bryan Gordy _____

Charlie Carraway _____

Court Decision: This section to be completed by County Judge's Office
 4-28-25

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:



Approved in CC on 9/11/2023

You are now Registered for this event!

Please print and keep this page for your records. Some characters (' , ") may not properly display.

Registration ID: 5513
Date Registered: 2025-04-09 15:04:09
Event: Texas Jail Association - 2025 Jail Management Issues Conference
Date Start: 2025-09-08 08:00:00
Date End: 2025-09-12 12:00:00
Cost: \$345.00
Name: Carraway, Charlie
Title: Lieutenant
Agency: Johnson County Corrections Center
County: Johnson
Address: 1800 Ridgemark Drive || Cleburne, TX 76031
Phone: 8175566024
Email: ccarraway@johnsoncountytexas.org
TCOLE PID: 415534

Thanks for registering! All conference registration/tuition fees should be paid on or before the start date of the conference.

As an option you may pay online by credit card or electronic check. If you are paying for multiple registrations at a time be sure each person has been registered separately and include all names in the Participant Names field on checkout. **PLEASE NOTE: This charge may appear as Sam Houston State University or SHSU on your account.**

PAY ONLINE

Cancellation Policy:

Payment is due upon submission of registration. Any cancellation, regardless of reason, will be subject to a service charge of 50% of the total registration fee. Refunds, minus the cancellation fee, will be given if a written request is received 45 working days prior to the conference. Registrations may be transferred to another attendee for the same event at no charge up to time of event check-in. Registrations cannot be transferred to future events. All refunds will be processed after the conclusion of the conference.

If no written cancellation is received 45 working days prior to the conference, or if the participant does not attend, the participant/agency will be required to pay 100% of the registration fee, if payment is not already received. Any agency or participant with an outstanding balance will not be eligible to register for future conferences until the delinquency is paid in full.

Payment Information: TJA accepts cash and check payments as well as Visa and MasterCard. To make a credit card payment, please contact TJA by phone.

Please make checks payable to Sam Houston State University - TJA.

Mail checks to TJA, George J. Beto Criminal Justice Center, Sam Houston State University, Huntsville, TX 77341-2296.

You are now Registered for this event!

Please print and keep this page for your records. Some characters (' , ") may not properly display.

Registration ID: 5512
Date Registered: 2025-04-09 15:02:06
Event: Texas Jail Association - 2025 Jail Management Issues Conference
Date Start: 2025-09-08 08:00:00
Date End: 2025-09-12 12:00:00
Cost: \$315.00
Name: Gordy, Bryan
Title: Captain
Agency: Johnson County Corrections Center
County: Johnson
Address: 1800 Ridgemark Drive || Cleburne, TX 76031
Phone: 8175566024
Email: bgordy@johnsoncountytexas.org
TCOLE PID:

Thanks for registering! All conference registration/tuition fees should be paid on or before the start date of the conference.

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Jail/Prison

Community Corrections

Leadership

Support Staff

Other

Texas Jail Association - 2025 Jail Management Issues Conference

TOPICS COVERED:

- To Be Announced in June 2025

[CLICK TO REGISTER NOW](#)

WHO SHOULD ATTEND:

- Jail/Prison
- Community Corrections
- Leadership
- Support Staff
- Other
- Jail Administrators
- Sheriffs
- Chief Deputies
- Line Staff
- Municipal Jailers
- Law Enforcement

DATE/TIME:

Sep 08 (08:00 am) - 12, 2025 (12:00 pm)

REGISTRATION DEADLINE:

Aug 24, 2025

TJA FEE POLICY:

Member - \$315
Non-member - \$345
Late Member - \$378
Late Non-Member - \$414

LOCATION INFORMATION:

The Galveston Island Convention Center
Seawall Boulevard
Galveston, TX 77550

HOTEL INFORMATION: *

The San Luis Resort, Spa & Conference Center
5222 Seawall Boulevard
Galveston, TX 77550
Phone: 1-800-392-5937

OVERFLOW HOTEL INFORMATION:

Hilton Galveston Island
5400 Seawall Blvd
Galveston, TX 77551
Phone: 409-744-5000

Professional dress is expected.

For more information, contact:

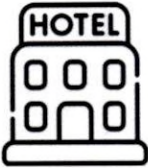
Sharese Hurst, Division Director
Correctional Management Institute of Texas
George J. Beto Criminal Justice Building
Sam Houston State University
Huntsville, TX 77341-2296
Fax: (936) 294-1671
Phone: (936) 294-1687
sharese@shsu.edu

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* Unless otherwise noted, hotel arrangements are the responsibility of the participant.



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 04/09/2025

DEPARTMENT: Sheriff's Office - Jail

PERSON SENDING REQUEST: Kristen Lesley EXT: 3602

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. Bryan Gordy

2. Charlie Carraway

3.

4.

5.

6.

Function Attending: 2025 Jail Management Issues Conference

Hotel Name: The San Luis Resort, Spa & Conference Center

Hotel Address: 5222 Seawall Boulevard

City: Galveston

State: TX

Zip: 77550

Hotel Phone# 1-800-392-5937

Special Requirements:

Conference Hotel Block Code:

Conference/Training Website: www.cmitonline.org

How many rooms needed: 2

Date of Check In: 9/7/25

Date of Check Out: 9/12/25

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.