

Travel Approval Form

Department: Sheriff's Office

Event Name: TAPEIT 2025 Conference

Location: Galveston, TX


Event Dates: 10/28/25 - 10/31/25

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

Name of Attendees:

Stephanie Boozel

Regina Alcantar

Court Decision:	
This section to be completed by County Judge's Office	
	5-27-25

Required Documents Checklist:

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

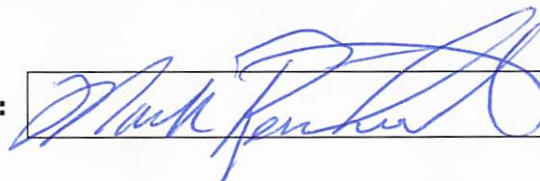
Overnight Travel

- ☒ 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:



Johnson County Sheriff's Office
Training Request

Name: Stephanie Boozel
Rank: Property Tech Date: 05/02/2025
Course Name: TAPEIT Conference
Course Date: 10/28/2025-10/31/2025

Course Tuition: \$350 Hotel Cost: _____

Per Diem: _____ Total Cost: _____

Is Course TCOLE Accredited? ☒ N
Will training be reported by Host? ☒ N

This Training / Seminar is necessary for the following reasons:

____ Required continuing education ☒ Job training
☒ Improve work performance _____ Required certification

Host Agency: TAPEIT
Host Address: PO Box 3
Host City: Peaster
Host State: Texas
Host Zip Code: 76485
Host Phone: 682-300-5688

Hotel: The San Luis Resort
Hotel Address: 5222 Seawall Blvd
Hotel City: Galveston
Hotel State: Texas
Hotel Zip Code: 77551
Hotel Phone: 800-392-5937

Hotel Check In Date: 10/27/2025

Hotel Check Out Date: 10/31/2025

Approvals

Training Coordinator: Dr. Anna Goodloe, PhD

Budget Available: Y N
CC Agenda Submitted: Y N N/A

Supervisor: [Signature] #2072
Sergeant: [Signature]

☒ Approved
____ Disapproved Initials KB Date 5-2-25

Justification (Required): _____

Lieutenant: _____
____ Approved
____ Disapproved Initials _____ Date _____

Comments: _____

Captain: [Signature] ☒ Approved
____ Disapproved Initials DL Date 5-2-25

Comments: _____

Chief: [Signature] ☒ Approved
____ Disapproved Initials ML Date 5-5-25

Comments: _____



TAPEIT ANNUAL CONFERENCE 2025

Oct 28, 2025 - Oct 31, 2025

Galveston Island Convention Center

oooo

Congratulations, you are now registered!

Your Confirmation Number is:

HMNMSZHJ664

You will receive an email with your registration details.

[Add to Calendar](#)

Registration Summary

Review your registration information below

🕒 Viewing in Central Time

Stephanie Boozel

sboozel@johnsoncountytexas.org

Agency

Johnson County Sheriff's Office

Position

Property Tech

Agency Address

1102 E Kilpatrick Suite A

Work Phone

cleburne, Texas 76009
USA

8175566058

How long have you been working inside the property?

2 -5 Years

Additional Information

How many TAPEIT conference have you attended?

2

Registration Details

Item	Date	Price
Registration For:		
INTERMEDIATE Certification		\$350.00
Courses		
Early Registration	10/27/25, 4:30 PM - 10/27/25, 6:30 PM CT	Free
Registration	10/28/25, 7:00 AM - 10/28/25, 8:00 AM CT	Free
General Session- Welcome and Introductions	10/28/25, 8:00 AM - 10/28/25, 9:00 AM CT	Free
Guest Speaker TBD	10/28/25, 9:00 AM - 10/28/25, 12:00 PM CT	Free
Lunch on Your Own	10/28/25, 12:00 PM - 10/28/25, 1:00 PM CT	Free
Guest Speaker TBD	10/28/25, 1:00 PM - 10/28/25, 2:30 PM CT	Free
Guest Speaker TBD	10/28/25, 2:30 PM - 10/28/25, 4:30 PM CT	Free
Awards Ceremony	10/28/25, 4:30 PM - 10/28/25, 5:00 PM CT	Free
Social Night- Dinner Provided	10/28/25, 6:00 PM - 10/28/25, 8:00 PM CT	Free
DJ and Dance	10/28/25, 8:00 PM - 10/28/25, 11:00 PM CT	Free
Courtroom Testimony	10/29/25, 8:00 AM - 10/29/25, 10:00 AM CT	Free

Secret Service	10/29/25, 10:00 AM - 10/29/25, 12:00 PM CT	Free
Lunch Provided	10/29/25, 12:00 PM - 10/29/25, 1:00 PM CT	Free
Courtroom Testimony	10/29/25, 1:00 PM - 10/29/25, 3:00 PM CT	Free
Laws 2	10/29/25, 3:00 PM - 10/29/25, 5:00 PM CT	Free
Intermediate Certification	10/30/25, 8:00 AM - 10/30/25, 12:00 PM CT	Free
Lunch	10/30/25, 12:00 PM - 10/30/25, 1:00 PM CT	Free
Intermediate Certification	10/30/25, 1:00 PM - 10/30/25, 5:00 PM CT	Free
BINGO	10/30/25, 7:00 PM - 10/30/25, 10:00 PM CT	Free
TAPEIT General Board Meeting/ Door Prizes	10/31/25, 9:00 AM - 10/31/25, 10:00 AM CT	Free
Guest Speaker TBD	10/31/25, 10:00 AM - 10/31/25, 12:00 PM CT	Free

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Johnson County Sheriff's Office
Training Request

Name: Regina Alcantar
Rank: Crime Scene Tech Date: 05/06/2025
Course Name: TAPE IT Conference
Course Date: 10/28/-10/31/2025

Course Tuition: \$350 Hotel Cost: _____

Per Diem: _____ Total Cost: _____

Is Course TCOLE Accredited? ☒ N

Will training be reported by Host? ☒ N

This Training / Seminar is necessary for the following reasons:

_____ Required continuing education ☒ Job training
_____ Improve work performance ☒ Required certification

Host Agency: TAPE IT
Host Address: PO Box 3
Host City: Peaster
Host State: Texas
Host Zip Code: 76485
Host Phone: (682)300-5688

Hotel: San Luis Resort (Host Hotel)
Hotel Address: 5222 Seawall Blvd
Hotel City: Galveston
Hotel State: Texas
Hotel Zip Code: 77551
Hotel Phone: 800-392-5937

Hotel Check In Date: 10/27/2025

Hotel Check Out Date: 10/31/2025

Approvals

Training Coordinator: Dr. Anna Goodloe, PhD

Budget Available: ☐ Y ☐ N
CC Agenda Submitted: ☐ Y ☐ N ☐ N/A

Supervisor: _____
Sergeant: Kim Burris

AB Approved
Disapproved Initials AB Date 5-6-25

Justification (Required): Advanced Certificate

Lieutenant: _____ Approved
Disapproved Initials _____ Date _____

Comments: _____

Captain: DR Approved
Disapproved Initials DR Date 5-6-25

Comments: _____

Chief: DR Approved
Disapproved Initials DR Date 5-6-25

Comments: _____



Congratulations, you are now registered!

Your Confirmation Number is:

RDNK6FPLGP3

You will receive an email with your registration details.

[Add to Calendar](#)

Registration Summary

Review your registration information below

🕒 Viewing in Central Time

Regina Alcantar

RALCANTAR@JOHNSONCOUNTYTX.ORG

Agency

Johnson County Sheriffs Office

Position

Crime Scene Investigator

Agency Address

Johnson County Sheriff's Office

Work Phone

1102 E Kilpatrick St Suite A
Cleburne, Texas 76031
USA

8175566058

How long have you been working inside the property?

More than 5 Years

Additional Information

How many TAPEIT conference have you attended?

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Registration Details

Item	Date	Price
Registration For:		
ADVANCED Certification		\$350.00
Courses		
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Guest Speaker TBD	10/28/25, 2:30 PM - 10/28/25, 4:30 PM CT	Free
Awards Ceremony	10/28/25, 4:30 PM - 10/28/25, 5:00 PM CT	Free
Crime Scene	10/29/25, 8:00 AM - 10/29/25, 10:00 AM CT	Free
Laws 2	10/29/25, 10:00 AM - 10/29/25, 12:00 PM CT	Free
Courtroom Testimony	10/29/25, 1:00 PM - 10/29/25, 3:00 PM CT	Free
Inventories and Audits	10/29/25, 3:00 PM - 10/29/25, 5:00 PM CT	Free

Advanced Certification	10/30/25, 8:00 AM - 10/30/25, 12:00 PM CT	Free
Advanced Certification	10/30/25, 1:00 PM - 10/30/25, 5:00 PM CT	Free
BINGO	10/30/25, 7:00 PM - 10/30/25, 10:00 PM CT	Free
TAPEIT General Board Meeting/ Door Prizes	10/31/25, 9:00 AM - 10/31/25, 10:00 AM CT	Free
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TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 05/06/2025

DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

Person (s) Name Attending:

1. Stephanie Boozel
2. Regina Alcantar
3.
4.
5.
6.

*If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:

☐ LEOSE FUNDS

Function Attending: TAPE IT Conference

Hotel Name: Hilton Galveston Island Resort		
Hotel Address: 5400 Seawall Blvd		
City: Galveston	State: TX	Zip: 77551
Hotel Phone# 409-744-5000		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website: https://www.tapeit.net/		
How many rooms needed: 1		
Date of Check In: 10/27/25		Date of Check Out: 10/31/25

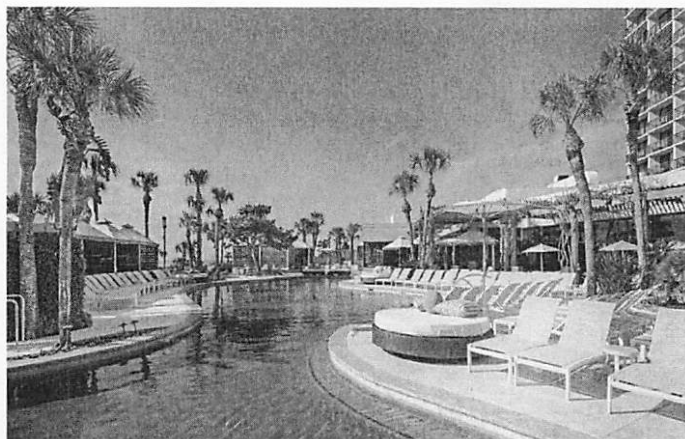
NOTE: When the Purchasing Department reserves the hotel room, payment will be processed and paid for on the travel credit card. **ALL Travel PO's MUST be in place prior to travel.** The hotel receipt will need to be receipted on your PO upon return. If the traveler does not obtain a hotel receipt upon check out, it's the travelers responsibility to call the hotel and obtain a copy for receipting.

[Back to Reservations](#)

Texas Association of Property & Evidence Inventory

Texas Association of Property & Evidence Inventory Technicians

- October 27, 2025 - October 31st, 2025
- Rate is \$111 for single occupancy+ 15% tax per night
- Rate is \$179 for double occupancy+ 15% tax per night
- Resort Fee is \$20+tax per night.
- Self Parking Fee is waived for group.
- Cut Off date is September 27, 2025.
- Check In - 4:00 pm; Check Out - 11:00 am
- Guest is responsible for room, tax, and incidental charges; credit card required at the time of booking. Limit 2 Reservations per Credit card .



Arrival Date

Departure Date

Rooms & Guests

IATA code

mm/dd/yyyy



–

mm/dd/yyyy



1 room



1 guest



[Check availability](#)



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