

# Travel Approval Form

**Department:** Juvenile Services

**Event Name:** JJAT's 25th Anniversary Conference

**Location:** San Antonio, TX

**Event Dates:** October 19-22, 2025

**Purpose:** ☒ Required Continuing Education/Certification

☒ Job Training

☐ Other: \_\_\_\_\_

**Name of Attendees:**

Steve Gant \_\_\_\_\_

Brian Staples \_\_\_\_\_

\_\_\_\_\_

<b>Court Decision:</b>	
<small>This section to be completed by County Judge's Office</small>	
	
<b>5-27-25</b>	

## 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 *Not available at this time EP*

☒ 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:**



# JJAT's 25th Anniversary

**FROM RISK TO RESILIENCE:  
25 YEARS OF YOUTH-CENTERED PROGRESS!!**



## Save the Date

October 19—22, 2025

**Embassy Suites San Antonio—Landmark  
5615 Landmark Parkway  
San Antonio, Texas 78249**



## HOTEL AND REGISTRATION

### Early Registration Discount

The early registration begins April 1, 2025 and the discount is available to anyone registering via e-mail or mail, on or before October 10th, 2025. The regular registration begins on October 11th, 2025

The conference location is:

**Embassy Suites San Antonio—Landmark  
5615 Landmark Parkway  
San Antonio, Texas 78249**

Reservations can be made by calling  
1-877-840-8236 (Reference group code 91F) or  
by following this [link](#).

Hotel reservations must be made no later than  
September 19, 2025

Room rates are : King bed \$191.36 Per Night  
2 Queen beds \$201.49 Per Night

### HOTEL ROOM POLICY

It is the responsibility of the participant to make hotel room reservations. If you attempt to make a reservation and are told that the room block is full or sold out, please contact Joanne Bradley at [jbradley@co.kendall.tx.us](mailto:jbradley@co.kendall.tx.us) or 830-377-4697. Joanne will attempt to add more rooms to the block.

We expect more than 300 juvenile justice professionals to attend, so please make your reservations EARLY!! You can always cancel within the guidelines of the hotel policy if your plans change.

### Conference Registration by E-mail:

You may e-mail registration forms to [jjattx@gmail.com](mailto:jjattx@gmail.com). If you are paying by credit card or at the conference please notify us on the registration form

### Conference Registration by Mail

You may mail registration forms and payment to :  
Juvenile Justice Association of Texas  
P.O. Box 98715, Lubbock Texas 79499

### Registration Refund Policy

Full refunds will be given to those who cancel in writing a minimum of ten (10) working days prior to the conference. Written cancellations should be e-mailed to: [jjattx@gmail.com](mailto:jjattx@gmail.com)

- A \$40 Administrative Fee will be assessed for cancellations after the deadline.

Training Hours are pending.

Please complete the form below and e-mail  
it to [jjattx@gmail.com](mailto:jjattx@gmail.com) to register.

Name: Steve Grant  
Title: Chief / Director  
Agency: Johnson County Juvenile Services  
Address: 1102 E. Kilpatrick Ste. C.  
City: Cleburne State: TX  
Zip Code: 76031 Telephone #: 817-556-6880

Please provide the e-mail address of the participant:

SteveG@johnsoncountytx.org

### REGISTRATION FEES

#### Early Registration Discount (on or before 10/10/2025)

☒

\$225.00 per person

#### Regular Registration (10/11/2025 or after)

☐

\$235.00 per person

☐

CHECK HERE IF PAYING BY CHECK

Check # \_\_\_\_\_

Amount Enclosed: \_\_\_\_\_

### Payment Information

☐

CHECK HERE IF WISHING TO PAY BY CREDIT CARD. PLEASE PROVIDE THE CONTACT PERSON AND PHONE NUMBER:

CONTACT NAME \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

All credit card transactions will incur a \$8.25 convenience fee per registration.

**Please Make Payment To "JJAT"**

### Mail Registration and Payments to:

Juvenile Justice Association of Texas

P.O. Box 98715



## HOTEL AND REGISTRATION

### Early Registration Discount

The early registration begins April 1, 2025 and the discount is available to anyone registering via e-mail or mail, on or before October 10th, 2025. The regular registration begins on October 11th, 2025.

The conference location is:

**Embassy Suites San Antonio—Landmark  
5615 Landmark Parkway  
San Antonio, Texas 78249**

Reservations can be made by calling  
1-877-840-8236 (Reference group code 91F) or  
by following this [link](#).

Hotel reservations must be made no later than  
September 19, 2025

Room rates are : King bed \$191.36 Per Night  
2 Queen beds \$201.49 Per Night

### HOTEL ROOM POLICY

It is the responsibility of the participant to make hotel room reservations. If you attempt to make a reservation and are told that the room block is full or sold out, please contact Joanne Bradley at [jbradley@co.kendall.tx.us](mailto:jbradley@co.kendall.tx.us) or 830-377-4697. Joanne will attempt to add more rooms to the block.

We expect more than 300 juvenile justice professionals to attend, so please make your reservations EARLY!! You can always cancel within the guidelines of the hotel policy if your plans change.

### Conference Registration by E-mail:

You may e-mail registration forms to [jjattx@gmail.com](mailto:jjattx@gmail.com). If you are paying by credit card or at the conference please notify us on the registration form.

### Conference Registration by Mail

You may mail registration forms and payment to :  
Juvenile Justice Association of Texas  
P.O. Box 98715, Lubbock Texas 79499

### Registration Refund Policy

Full refunds will be given to those who cancel in writing a minimum of ten (10) working days prior to the conference. Written cancellations should be e-mailed to: [jjattx@gmail.com](mailto:jjattx@gmail.com)

- A \$40 Administrative Fee will be assessed for cancellations after the deadline.

Training Hours are pending.

Please complete the form below and e-mail  
it to [jjattx@gmail.com](mailto:jjattx@gmail.com) to register.

Name: Brian Staples  
Title: Deputy Director  
Agency: Johnson County Juvenile Services  
Address: 1102 E. Kilpatrick, Ste. C  
City: Cleburne State: TX  
Zip Code: 76031 Telephone #: 817-556-6880

Please provide the e-mail address of the participant:

bstaples@johnsoncountytx.org

## REGISTRATION FEES

### Early Registration Discount (on or before 10/10/2025)



\$225.00 per person

### Regular Registration (10/11/2025 or after)



\$235.00 per person



CHECK HERE IF PAYING BY CHECK

Check # \_\_\_\_\_

Amount Enclosed: \_\_\_\_\_

### Payment Information



CHECK HERE IF WISHING TO PAY BY CREDIT CARD. PLEASE PROVIDE THE CONTACT PERSON AND PHONE NUMBER:

CONTACT NAME

TELEPHONE NUMBER

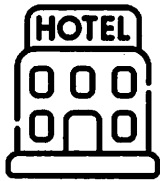
All credit card transactions will incur a \$8.25 convenience fee per registration.

**Please Make Payment To "JJAT"**

### Mail Registration and Payments to:

Juvenile Justice Association of Texas

P.O. Box 98715



# TRAVEL HOTEL RESERVATION REQUEST

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

DATE: 05/13/2025

DEPARTMENT: Juvenile Services

PERSON SENDING REQUEST: Ellen Peveto

EXT: 1460

Person (s) Name Attending:

1. Steve Gant

2. Brian Staples

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: JJAT's 25th Anniversary Conference

Hotel Name: Embassy Suites San Antonio-Landmark

Hotel Address: 5615 Landmark Parkway

City: San Antonio

State: TX

Zip: 78249

Hotel Phone# 877-840-8236

Special Requirements:

Conference Hotel Block Code: Group Code 91F

Conference/Training Website: <https://jjat.com/events/>

How many rooms needed: 2

Date of Check In: 10/19/25

Date of Check Out: 10/22/25

**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.