

Travel Approval Form

Department: Purchasing

Event Name: A Public Education Purchasing Seminar.


Location: South Padre, Texas

Event Dates: Sept 24-26, 2025

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

Name of Attendees:

Donna White _____

Court Decision: <small>This section to be completed by County Judge's Office</small>
 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:





TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 5-13-2025

DEPARTMENT: Purchasing

PERSON SENDING REQUEST: Donna White EXT: 1452

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. Donna White

2.

3.

4.

5.

6.

Function Attending: TimeLine 2025 - Education Purchasing Seminar

Hotel Name: Hilton Garden Inn Beach Resort

Hotel Address: 7010 Padre Blvd

City: South Padre Island State: Texas Zip: 78597

Hotel Phone# 956-761-8700

Special Requirements: 2 Queen beds

Conference Hotel Block Code: 9-24-2025 Rates are \$118

Conference/Training Website: ismrgv.org/timeline-2025/

How many rooms needed: 1

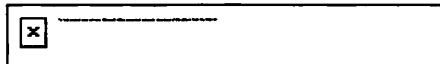
Date of Check In: 9-24-2025 Date of Check Out: 9-26-2025

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.

Donna White

From: ISM-Rio Grande Valley <office@ism-riograndevalley.ccsend.com>
Sent: Monday, May 12, 2025 10:11 AM
To: Purchasing
Subject: ISM-Rio Grande Valley Times Volume III

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May 12, 2025

Volume III

ISM-RGV TIMES

ATTEND SUMMER SESSION 2025 FOR UPDATES AND TRAINING ON PUBLIC PURCHASING

Get ready to elevate your professional journey by enrolling in the Summer Session 2025! This is your golden opportunity to stay ahead of the curve and immerse yourself in the latest trends and training in public purchasing. Picture yourself from June 25 to 27, 2025, at the stunning Hilton Garden Inn Resort in South Padre Island, where the sun meets learning in a perfect blend of relaxation and education. Not only will you gain invaluable insights, but you'll also earn CE hours for CPSM, CPA, and other certifications. Don't miss out on this chance to enhance your skills while enjoying the beautiful surroundings—sign up today and let's make waves in your career!

For more information, please visit our website

www.ismrgv.org/summer_session

We look forward to seeing you at Padre!

Register Now

x

Registration is now open for
TIMELINE 2025,
A Public Education Purchasing Seminar.
September 24 -26, 2025
check out more information here:

TIMELINE 2025

Hotel Information

x

Hilton Garden Inn Beach Resort

For reservations use the following
link: Summer Session 2025 Reservation

- Standard Room Rate: \$219.00
- Partial Ocean View Room Rate:
\$229.00

Room rates include breakfast for 2

Sand Rose Beach Front Resort

Call for Reservations: Phone: (956) 772-7000

Group Code: Summer Session

Room Rate: \$200.00 per room

Room rate includes breakfast

x

Room blocks are filling up fast! Please call or email us if you experience any issues with
room reservations. (956) 266-2606, office@ismrgv.org

x

ISM-Rio Grande Valley | 2108 Central Blvd | Brownsville, TX 78520 US