

# Travel Approval Form

Department: STOP

Event Name: 2025 TAPEIT Conference

Location: Galveston

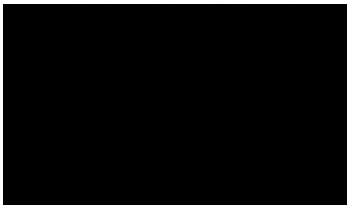
Event Dates: 10/27/2025 - 10/31/2025

Purpose: ☐ Required Continuing Education/Certification

☒ Job Training

☐ Other: \_\_\_\_\_

Name of Attendees:



1 Investigator

2 Office Personnel

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

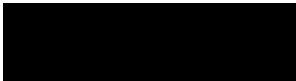
Signature of Elected Official/Department Head:

TAPEIT  
Crystal Hale  
PO Box 3  
Peaster, Texas 76485

Registration Invoice

May 7, 2025  
2025-052025-0173

Sold To:



P.O. Box 636  
Cleburne, TX, 76033

Event Name: **TAPEIT ANNUAL CONFERENCE 2025**  
Date (s):     October 28, 2025 -   October 31, 2025  
Location:     Galveston Island Convention Center

Invoice	Order	Invoice Date	
2025-052025-0173	LMNVSZDWGZX	May 7, 2025 / 8:55 AM CT	
Item	Price	Quantity	Amount
ADVANCED Certification	\$350.00	1	\$350.00
		Subtotal:	\$350.00
		Tax:	\$0.00
		Order Total:	\$350.00

Make checks payable to TAPEIT

Purchase Total:\$350.00  
Payment Received: \$0.00  
Amount Due: \$350.00

TAPEIT  
Crystal Hale  
PO Box 3  
Peaster, Texas 76485

Registration Invoice

May 7, 2025  
2025-052025-0173

Sold To:   
P.O. Box 636  
  
Cleburne, TX, 76033

Event Name: **TAPEIT ANNUAL CONFERENCE 2025**  
  
Date (s):     October 28, 2025 -   October 31, 2025  
  
Location:     Galveston Island Convention Center

<b>Invoice</b>		<b>Order</b>	<b>Invoice Date</b>	
2025-052025-0173		LMNVSZDWGZX	May 7, 2025 / 8:55 AM CT	
Item	Price	Quantity	Amount	
Intermediate Certification	\$350.00	1	\$350.00	
			<b>Subtotal:</b>	\$350.00
			<b>Tax:</b>	\$0.00
			<b>Order Total:</b>	<b>\$350.00</b>

Make checks payable to TAPEIT

Purchase Total:\$350.00  
Payment Received: \$0.00  
Amount Due: \$350.00

TAPEIT  
Crystal Hale  
PO Box 3  
Peaster, Texas 76485

Registration Invoice

May 7, 2025  
2025-052025-0173

Sold To: [REDACTED]  
P.O. Box 636  
Cleburne, TX, 76033

Event Name: **TAPEIT ANNUAL CONFERENCE 2025**  
Date (s):     October 28, 2025 -   October 31, 2025  
Location:     Galveston Island Convention Center

Invoice 2025-052025-0173		Order LMNVSZDWGZX	Invoice Date May 7, 2025 / 8:55 AM CT	
Item		Price	Quantity	Amount
Basic Certification		\$350.00	1	\$350.00
			Subtotal:	\$350.00
			Tax:	\$0.00
			Order Total:	\$350.00

Make checks payable to TAPEIT

Purchase Total:\$350.00  
Payment Received: \$0.00  
Amount Due: \$350.00



# Conference Schedule

## 2025 TAPEIT Conference October 28th – October 31st

Monday October 27<sup>th</sup>, 2025

Early Registration	4:30 pm – 6:30 pm
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Tuesday, October 28<sup>th</sup>, 2025

Registration	7:00 am – 8:00 am
General Session – Welcome & Introductions	8:00 am – 9:00 am
Guest Speaker	9:00 am – 12:00 pm
Lunch on Your Own	12:00 pm – 1:00 pm
Guest Speaker	1:00 pm – 2:30 pm
Guest Speaker	2:30 pm – 4:30 pm
Awards Ceremony	4:30 pm – 5:00 pm
Social Night – Dinner Provided	6:00 pm – 8:00 pm
DJ & Dance	8:00 pm – 11:00 pm

Wednesday October 29<sup>th</sup>, 2025

### Break-Out Sessions (Choose 1)

Laws 1 Inventories & Audits Secret Service Courtroom Testimony Crime Scene	8:00 am – 10:00 am
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### Break-Out Sessions (Choose 1)

Laws 2 Inventories & Audits Secret Service Courtroom Testimony Crime Scene	10:00 am – 12:00 pm
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Lunch Provided	12:00 pm – 1:00 pm
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#### Break-Out Sessions (Choose 1)

Laws 1 Inventories & Audits Secret Service Courtroom Testimony Crime Scene	1:00 pm – 3:00 pm
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#### Break-Out Sessions (Choose 1)

Laws 2 Inventories & Audits Secret Service Courtroom Testimony Crime Scene	3:00 pm – 5:00 pm
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Night on your own	Have Fun!
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**Thursday October 30<sup>th</sup>, 2025**

#### Certification Classes (Choose 1)

Basic Certification Intermediate Certification Advanced Certification	8:00 am – 12:00 pm
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Lunch	12:00 pm – 1:00 pm
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#### Certification Classes (Continued)

Basic Certification Intermediate Certification Advanced Certification	1:00 pm – 5:00 pm
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Bingo	7:00 pm – 10:00 pm
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**Friday October 31<sup>st</sup>, 2025**

TAPEIT General Board Meeting / Door Prizes	9:00 am – 10:00 am
Guest Speaker	10:00 am – 12:00 pm

**© 2025 Texas Association of Property and Evidence Inventory Technicians.**

Website powered by MemberLeap (<http://www.memberleap.com>).

[Privacy Policy](https://tapeit.net/privacy_policy.php) ([https://tapeit.net/privacy\\_policy.php](https://tapeit.net/privacy_policy.php)).



# TRAVEL HOTEL RESERVATION REQUEST

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

DATE: 05/01/2025

DEPARTMENT: STOP

PERSON SENDING REQUEST [REDACTED] EXT: 3700

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.	[REDACTED]	1 Investigator
2.	[REDACTED]	2 Office Personnel
3.	[REDACTED]	
4.	[REDACTED]	
5.		
6.		

Function Attending: 2025 TAPEIT

Hotel Name: The San Luis Resort		
Hotel Address: 5222 Seawall Blvd		
City: Galveston	State: Texas	Zip: 77551
Hotel Phone# 409-744-1500		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website: <a href="https://www.tapeit.net/">https://www.tapeit.net/</a>		
How many rooms needed: 2		
Date of Check In: 10/27/20		Date of Check Out: 10/31/20

**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.





**From:** slhtreservations@ldry.com  
**Sent:** Friday, May 2, 2025 9:38 AM  
**To:** Purchasing  
**Subject:** The San Luis Resort - Reservation Confirmation # SLRSCC142609204

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



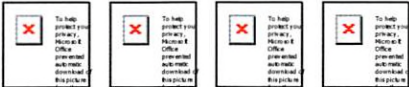
# Your reservation has been confirmed

Dear 

Thank you for choosing The San Luis Resort as your next travel destination. Please find below the detailed information confirming your reservation.

**Confirmation #** SLRSCC142609204  
**Arrival** Monday, 27 October, 2025 from 4:00 PM  
**Departure** Friday, 31 October, 2025 by 11:00 AM  
**Number of Nights** 4  
**Occupancy** 1 Rooms, 1 Adult , 0 Children

**Add to Calendar**



## Ocean View King

**Room Confirmation #** SLRSCC142609204

<b>Guest</b>	1 Adults, 0 Children
<b>Main Guest</b>	
<b>Smoking Preference</b>	Non-smoking
<b>Rate Plan</b>	Texas Association of Property & Evidence Inventory
<b>Deposit Policy</b>	Default Property 72-Hour-Cancel Policy

Room Rates	
Monday, 27 October, 2025	\$111.00
Tuesday, 28 October, 2025	\$111.00
Wednesday, 29 October, 2025	\$111.00
Thursday, 30 October, 2025	\$111.00
Total Room Price	\$444.00
Taxes and Fees	
\$20 Resort Fee	\$23.00
City Tax	\$39.96
State Tax	\$26.64
<b>Total Taxes</b>	<b>\$89.60</b>
<b>Total Reservation</b>	<b>\$533.60</b>

#### Reservation Policy

Default Property 72-Hour-Cancel Policy

#### AVERAGE RATE

All reservations are quoted an average daily rate. Actual daily rates may vary. **Any changes made to a reservation may result in a change of rates and availability.** Hotel may cancel reservation if invalid credit card information is provided or if credit card is declined. Your first night deposit will be in the amount of the actual daily rate on standard bookings. Special offers will be charged a deposit according to the terms and conditions of the offer.

**The address used on the reservation must match the billing address of the credit card used to guarantee or pay for the reservation.**

#### POLICIES:

- **RESORT FEE**

All reservations will incur a daily \$8 Resort Fee plus applicable taxes added to the room rate at check-in. (Rates subject to change) Daily Resort Fee includes WIFI for 2 Devices of Basic Internet connection per Day, 2 Bottled Waters Per Stay in Room, Complimentary Fitness Center access, Complimentary Newspaper (Provided daily from



6am - 10am while supplies last in Lobby, Discount Pleasure Pier coupons, & Activities at The San Luis Resort.

- **PARKING**

Self-Parking and Valet Parking available for a fee.

- **GUARANTEE/DEPOSIT**

**All standard reservations require a credit card to guarantee the reservation at the time of booking. The address used on the reservation must match the billing address of the credit card used to guarantee or pay for the reservation.**

Special offers may be charged a deposit according to the terms and conditions listed on the offer and may include partial or full pre-payment that may be charged after booking. The same credit card must be presented upon arrival.

- **CANCEL/NO SHOW**

Standard reservations must be cancelled at least 72 hours prior to arrival to avoid penalties. Reservations that are cancelled within 72 hours of arrival will be charged one night room and tax. Non-refundable special offers may not be cancelled or transferred and are subject to full forfeiture of the deposit collected.

- No-Show: If a guest does not arrive on the scheduled arrival date, they will be charged for one night room and tax deposit that was collected by hotel. Non-refundable special offers may not be cancelled or transferred and are subject to full forfeiture of the deposit collected.

- **CHECK IN/OUT**

Check In - 4 PM

Check Out - 11 AM

- **EARLY DEPARTURE**

All guests departing prior to the original departure date acknowledged upon check in will be subject to a \$50 fee up to a full night's room and tax charge.

- **DEBIT/CHECKCARD**

The San Luis Resort, Spa and Conference Center requires that a major credit card be presented upon arrival. Please be advised that presentation of a debit card for payment will result in an immediate withhold of room, tax and a deposit for incidentals per night for the entire stay. The release of funds may take up to two weeks to complete.

- **OCCUPANCY**

Our rates are based on single or double occupancy. There is a minimum \$20 additional charge per person, per night, over the age of 18. Maximum occupancy is four persons. Guests renting a room at the San Luis Resort must be at least 21 years of age and check in with a valid credit card matching the name on the reservation.

**Coolers are not allowed in a guest room or on the resort. They must be left in the vehicle. Refrigerators are available for an additional charge.**

- **ROOM REQUESTS**

We will note your preferences for room type and/or location, however due to arrival and departure patterns, we are unable to guarantee any room requests.

- **THE SAN LUIS RESORT IS A NON SMOKING FACILITY**

Anyone smoking in any guest room, on a guest room balcony, in any meeting or public space will be subject to additional charges such as cleaning fees and may result in eviction from the resort. The entire area known as The Villas is 100% non smoking. Smoking in the Villa, Patio, or anywhere on Villa Pool Deck could result in eviction and forfeiture of the entire reservation without refund.

#### **Terms and Conditions**

Your credit card is on file as a guarantee. In the event you change your plan, you must cancel or change your hotel reservation in accordance with the hotel's cancellation policy to avoid penalties.

1 night's fee will be charged for cancellations made after 10/24/25, 4:00 PM local hotel time.

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### **Additional Information**

Your reservation has been confirmed

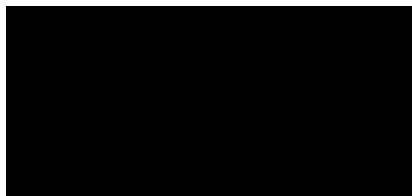


#### **Billing Information**

Name on Card

Card Type

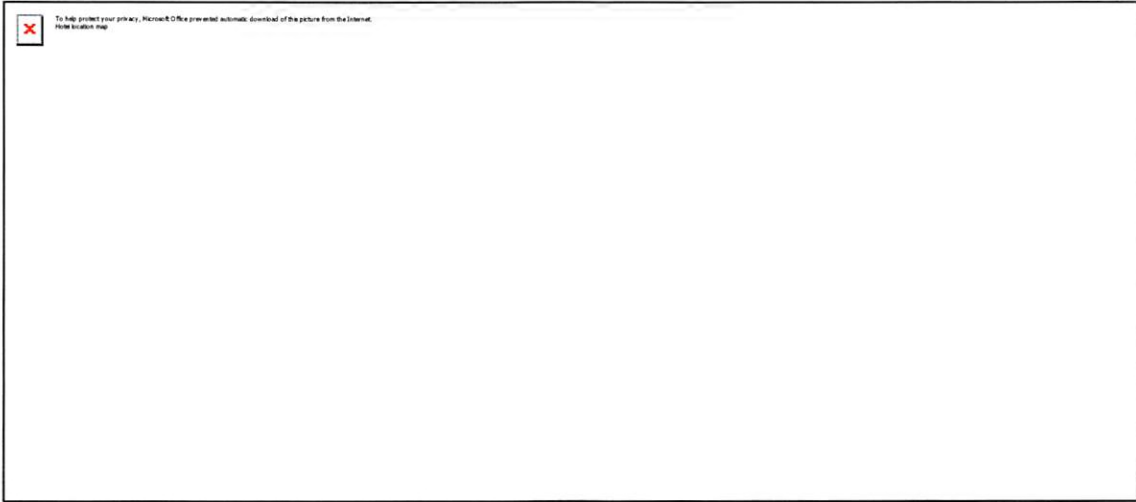
Expiration



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We understand that plans can change unexpectedly.  
If you need to modify or cancel your reservation, no problem!

[Manage Reservation](#)



**The San Luis Resort**

5222 Seawall Blvd Galveston, Texas 77551, United States



1-800-445-0090



slhtreservations@ldry.com



**From:** slhtreservations@ldry.com  
**Sent:** Friday, May 2, 2025 9:35 AM  
**To:** Purchasing  
**Subject:** The San Luis Resort - Reservation Confirmation # SLRSCC142608985

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

## The San Luis Resort

 To help protect your privacy, Microsoft Office prevented automatic download of the picture from the Internet.  
The San Luis Resort



### Your reservation has been confirmed

Dear 

Thank you for choosing The San Luis Resort as your next travel destination. Please find below the detailed information confirming your reservation.

**Confirmation #** SLRSCC142608985  
**Arrival** Monday, 27 October, 2025 from 4:00 PM  
**Departure** Friday, 31 October, 2025 by 11:00 AM  
**Number of Nights** 4  
**Occupancy** 1 Rooms, 1 Adult, 0 Children

**Add to Calendar**



### Ocean View King

**Room Confirmation #** SLRSCC142608985

Guest	1 Adults, 0 Children
Main Guest	
Smoking Preference	Non-smoking
Rate Plan	Texas Association of Property & Evidence Inventory
Deposit Policy	Default Property 72-Hour-Cancel Policy

Room Rates	
Monday, 27 October, 2025	\$111.00
Tuesday, 28 October, 2025	\$111.00
Wednesday, 29 October, 2025	\$111.00
Thursday, 30 October, 2025	\$111.00
Total Room Price	\$444.00
Taxes and Fees	
\$20 Resort Fee	\$23.00
City Tax	\$39.96
State Tax	\$26.64
Total Taxes	\$89.60
Total Reservation	\$533.60

#### Reservation Policy

Default Property 72-Hour-Cancel Policy

#### AVERAGE RATE

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#### POLICIES:

- **RESORT FEE**

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6am - 10am while supplies last in Lobby, Discount Pleasure Pier coupons, & Activities at The San Luis Resort.

- **PARKING**

Self-Parking and Valet Parking available for a fee.

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- **CHECK IN/OUT**

Check In - 4 PM

Check Out - 11 AM

- **EARLY DEPARTURE**

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- **DEBIT/CHECKCARD**

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- **OCCUPANCY**

Our rates are based on single or double occupancy. There is a minimum \$20 additional charge per person, per night, over the age of 18. Maximum occupancy is four persons. Guests renting a room at the San Luis Resort must be at least 21 years of age and check in with a valid credit card matching the name on the reservation.

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- **ROOM REQUESTS**

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- **THE SAN LUIS RESORT IS A NON SMOKING FACILITY**

Anyone smoking in any guest room, on a guest room balcony, in any meeting or public space will be subject to additional charges such as cleaning fees and may result in eviction from the resort. The entire area known as The Villas is 100% non smoking. Smoking in the Villa, Patio, or anywhere on Villa Pool Deck could result in eviction and forfeiture of the entire reservation without refund.

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1 night's fee will be charged for cancellations made after 10/24/25, 4:00 PM local hotel time.

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### **Additional Information**

Your reservation has been confirmed

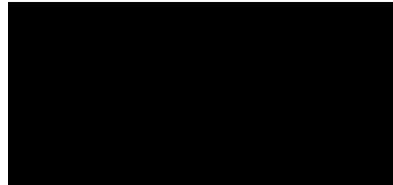


#### **Billing Information**

Name on Card

Card Type

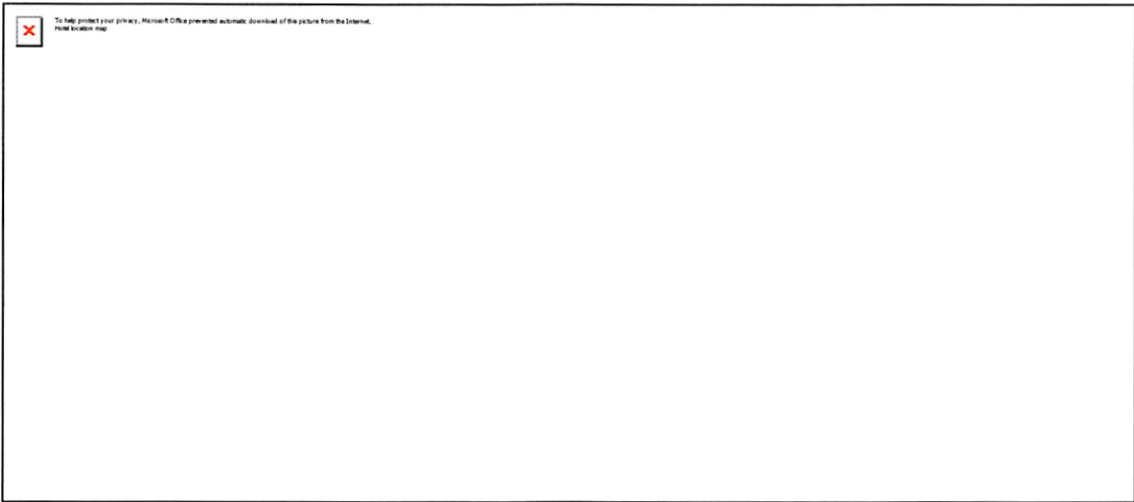
Expiration



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We understand that plans can change unexpectedly.  
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[Manage Reservation](#)



### **The San Luis Resort**

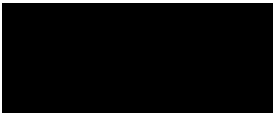
5222 Seawall Blvd Galveston, Texas 77551, United States



1-800-445-0090

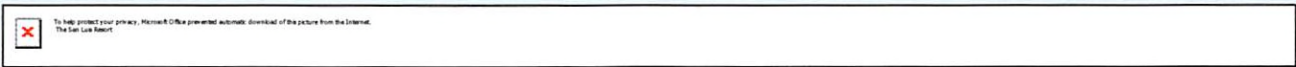


slhtreservations@ldry.com



**From:** slhtreservations@ldry.com  
**Sent:** Friday, May 2, 2025 9:31 AM  
**To:** Purchasing  
**Subject:** The San Luis Resort - Reservation Confirmation # SLRSCC142608707

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



# Your reservation has been confirmed

Dear 

Thank you for choosing The San Luis Resort as your next travel destination. Please find below the detailed information confirming your reservation.

<b>Confirmation #</b>	SLRSCC142608707
<b>Arrival</b>	Monday, 27 October, 2025 from 4:00 PM
<b>Departure</b>	Friday, 31 October, 2025 by 11:00 AM
<b>Number of Nights</b>	4
<b>Occupancy</b>	1 Rooms, 1 Adult , 0 Children

**Add to Calendar**



## Ocean View King

**Room Confirmation #** SLRSCC142608707



<b>Guest</b>	1 Adults, 0 Children
<b>Main Guest</b>	
<b>Smoking Preference</b>	Non-smoking
<b>Rate Plan</b>	Texas Association of Property & Evidence Inventory
<b>Deposit Policy</b>	Default Property 72-Hour-Cancel Policy

Room Rates	
Monday, 27 October, 2025	\$111.00
Tuesday, 28 October, 2025	\$111.00
Wednesday, 29 October, 2025	\$111.00
Thursday, 30 October, 2025	\$111.00
Total Room Price	\$444.00
Taxes and Fees	
\$20 Resort Fee	\$23.00
City Tax	\$39.96
State Tax	\$26.64
<b>Total Taxes</b>	<b>\$89.60</b>
<b>Total Reservation</b>	<b>\$533.60</b>

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Check In - 4 PM

Check Out - 11 AM

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- **OCCUPANCY**

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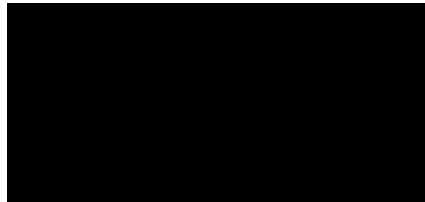


#### **Billing Information**

Name on Card

Card Type

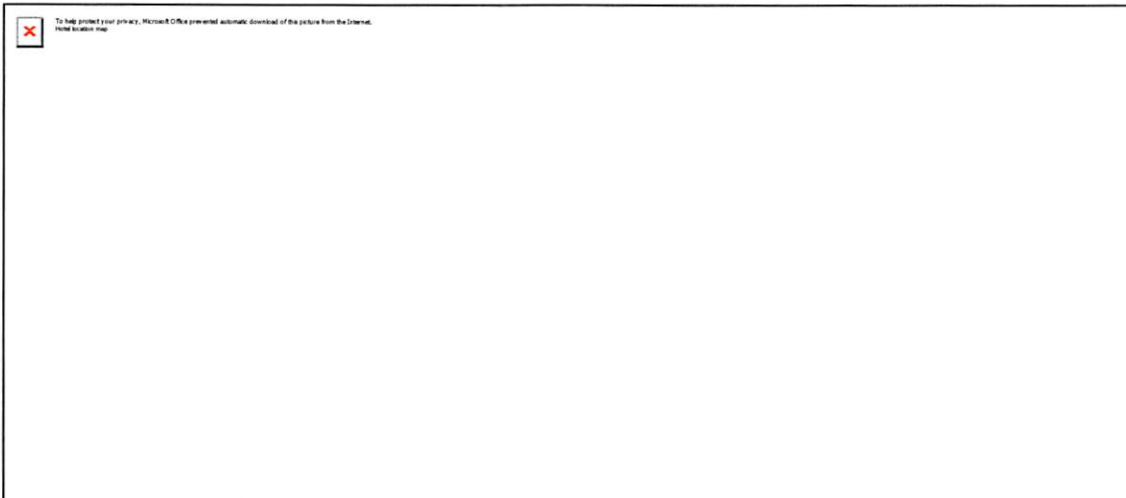
Expiration



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[Manage Reservation](#)



### **The San Luis Resort**

5222 Seawall Blvd Galveston, Texas 77551, United States



1-800-445-0090



slhtreservations@ldry.com