

Travel Approval Form

Department: Public Works

Event Name: APATX 2025 State Conference


Location: College Station, Tx

Event Dates: 10/22/2025 -10/24/2025

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

Name of Attendees:

Jennifer VanderLaan

Court Decision: <small>This section to be completed by County Judge's Office</small>
 6-09-25

Required Documents Checklist:

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

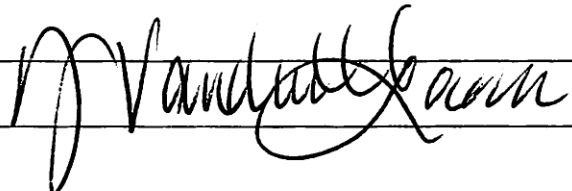
Overnight Travel

- ☒ 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:



Jennifer VanderLaan
jenniferv@johnsoncountytexas.org
Johnson County Government
Registration Confirmation #: QWN3S32FJCD

APATX*25 State Planning Conference
Texas A&M Hotel and Conference Center

APA Texas Chapter
1779 Wells Branch Pkwy
Suite 110b PMB 225
Austin, TX 78728

Invoice
052025-0301

Order
P5NWNF3JMP4

Invoice Date
May 22, 2025 / 8:25 AM CT

Item	Price	Quantity	Amount
AICP Workshop Part 1	\$60.00	1	\$60.00
APA Member	\$450.00	1	\$450.00
Order Total:			\$510.00

Austin, TX 78727

Primary Registrant (Jennifer VanderLaan)							
Order Date	Invoice #	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
Thursday, May 22, 2025	052025-0301	Offline Charge	AICP Workshop Part 1	Quantity Item	\$60.00	\$0.00	\$60.00
Thursday, May 22, 2025	052025-0301	Offline Charge	APA Member	Admission Item	\$450.00	\$0.00	\$450.00
						Amt Paid	Amt Due
					Total	\$0.00	\$510.00
Order Total:						\$510.00	

APATX*25 State Planning Conference

Please contact Chelsea Irby, Executive Administrator, with any questions. Email: administrator@apatexas.org
Please make checks payable to APA Texas Chapter. Please include a copy of your invoice with the check and mail to the address above.



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APATX★25 STATE PLANNING CONFERENCE

OCTOBER 22, 2025 – OCTOBER 24, 2025

TEXAS A&M HOTEL AND CONFERENCE CENTER

[REGISTER NOW](#)

[Already registered?](#)

PROGRAM OUTLINE

Here's an overview of what's happening at APATX25!

Items marked with ** are not included with registration and will require add-ons.

Subject to change

WEDNESDAY, OCTOBER 22

BOARD OF DIRECTORS MEETING

9:00 AM - 1:00 PM

Kyle Field

REGISTRATION

12:00 PM - 5:00 PM

Texas A&M Hotel and Conference
Center

AICP EXAM PREP PART 1**

1:00 PM - 5:00 PM

Texas A&M Hotel and Conference
Center

WORKSHOPS AND SPECIAL SESSIONS

1:00 PM - 4:00 PM

More info coming soon!

EXHIBIT HALL HAPPY HOUR

5:00 PM - 6:30 PM

Texas A&M Hotel and Conference
Center

OPENING SOCIAL

7:00 PM - 9:00 PM

Texas A&M Hotel and Conference
Center

THURSDAY, OCTOBER 23

KEYNOTE SPEAKER

8:30 AM - 10:00 AM

Kyle Field

BREAKOUT SESSIONS

10:30 AM - 11:30 AM

Texas A&M Hotel and Conference
Center

LUNCH ON YOUR OWN

11:30 AM - 1:30 PM

BREAKOUT SESSIONS

1:45 PM - 2:45 PM

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BREAKOUT SESSIONS

3:00 PM - 4:00 PM

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BREAKOUT SESSIONS

4:15 PM - 5:15 PM

Texas A&M Hotel and Conference
Center

OPENING EVENING - ENJOY B/CS!

2ND ANNUAL PRESIDENT'S GAME NIGHT**

6:30 PM - 8:30 PM

Texas A&M Hotel

FRIDAY, OCTOBER 24

PLENARY SESSION - ETHICS CASE OF THE YEAR

8:30 AM - 10:00 AM

Kyle Field

BREAKOUT SESSIONS

10:30 AM - 11:30 AM

Texas A&M Hotel and Conference
Center

AWARDS LUNCH

11:45 AM - 1:00 PM

Kyle Field

BREAKOUT SESSIONS

1:45 PM - 2:45 PM

Texas A&M Hotel and Conference
Center











BREAKOUT SESSIONS

3:00 PM - 4:00 PM

Texas A&M Hotel and Conference
Center

American Planning Association Texas Chapter | texas.planning.org | conference@apatexas.org

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TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 05/22/2025

DEPARTMENT: Public Works

PERSON SENDING REQUEST: Julie Edmiston EXT: 1850

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. Jennifer VanderLaan
2.
3.
4.
5.
6.

Function Attending: APATX 25 State planning conference

Hotel Name: Texas A&M Hotel and Conference Center		
Hotel Address: 177 Joe Routt Blvd		
City: Colldge Station	State: TX	Zip: 77840
Hotel Phone# 888-654-4436		
Special Requirements:		
Conference Hotel Block Code: APA 2025 State Conference		
Conference/Training Website: https://web.cvent.com/event/8f5274f9-9237-4f4c-b05b-98d57195902		
How many rooms needed: 1		
Date of Check In: 10/22/25		Date of Check Out: 10/24/25

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.