

TRAVEL APPROVAL FORM

Department: Precinct 3

Event Name: Texas Association of County Engineers
and Road Administration Conference

Location: Waco, Texas


Event Dates: October 20, 2025 thru October 23

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

Name of Attendees:

Sean Ratliff no itenerary available

Scott Lyles no itenerary available

Court Decision: <small>This section to be completed by County Judge's Office</small>
 6-23-25

Required Documents Checklist:

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

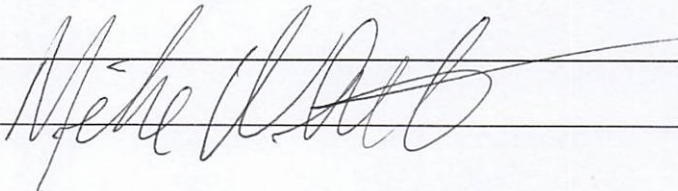
Overnight Travel

- ☒ 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:



Approved in CC on 9/11/2023

TACERA

[Back](#)

INVOICE #04250

Balance due: \$250.00

Pay online

[Download PDF](#)

Invoice details

Balance due \$250.00

Amount \$250.00

Invoice # 04250

Date 2 Jun 2025

Origin Event registration
2025 TACERA Conference and Sponsorship Registration (100 Washington Avenue, Waco, TX 76701)

Invoiced to Sean Ratliff, Johnson County - Pct. 3
seanr@johnsoncountytexas.org

Item	Amount
Registration for "2025 TACERA Conference and Sponsorship Registration" (21 Oct 2025 8:00 AM - 23 Oct 2025 12:00 PM, 100 Washington Avenue, Waco, TX 76701), 2 - Non-Member Registration	\$250.00
<hr/>	
Invoice total	\$250.00

[Home](#) » [Anonymous profile](#) » Invoice # 04250

TACERA

[Back](#)

INVOICE #04251

Balance due: \$250.00

Pay online

[Download PDF](#)

Invoice details

Balance due \$250.00

Amount \$250.00

Invoice # 04251

Date 2 Jun 2025

Origin Event registration
2025 TACERA Conference and Sponsorship Registration (100 Washington Avenue, Waco, TX 76701)

Invoiced to Scott Lyles, Johnson County - Pct. 3
slyles@johnsoncountytexas.org

Item	Amount
Registration for "2025 TACERA Conference and Sponsorship Registration" (21 Oct 2025 8:00 AM - 23 Oct 2025 12:00 PM, 100 Washington Avenue, Waco, TX 76701), 2 - Non-Member Registration	\$250.00
<hr/>	
Invoice total	\$250.00

[Home](#) » [Anonymous profile](#) » Invoice # 04251

Linda Ownbey

From: Hilton Hotels & Resorts Confirmed <noreply@h6.hilton.com>
Sent: Monday, June 2, 2025 1:26 PM
To: Purchasing
Subject: Your Oct-20-2025 Confirmation #3274494841

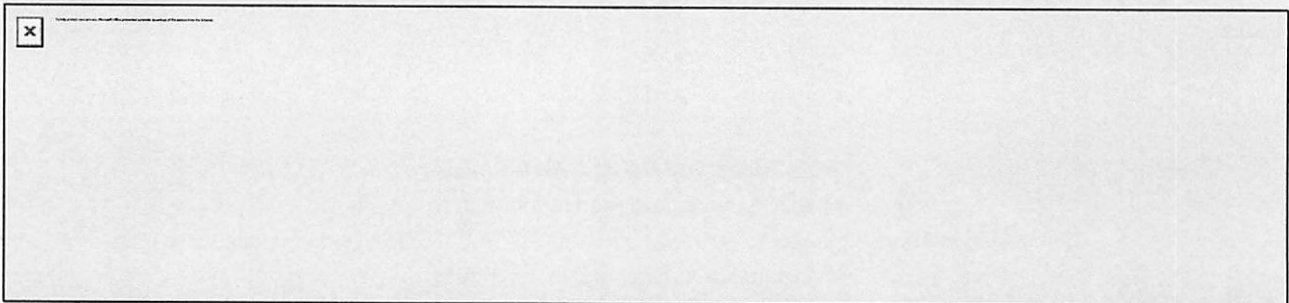
CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.



See you soon, Scott Lyles

Your reservation for Oct-20-2025 has been confirmed.

Confirmation #3274494841



Hilton Waco

113 South University Parks Drive
Waco TX 76701-2241 US

[Maps & Directions>>](#)

+12547548484

Your Room Information

Guest Name:	Scott Lyles
Guests:	1 Adult
Rooms:	1
Room Plan:	1 KING DELUXE ROOM W/ SOFA

Your Rate Information

TACERA Annual Confer

Rate per night


20-Oct-2025 - 23-Oct-2025 159.00 USD


Total for Stay per Room Rate 477.00 USD

Taxes 74.13 USD

Mandatory Charge 17.19 USD

Total price for Stay 568.32 USD

 [Modify Your Reservation >>](#)


 Click here to view the details of the reservation. The reservation details are displayed on the right side of the page. The reservation details are displayed on the right side of the page. The reservation details are displayed on the right side of the page.



Rate Rules and Cancellation Policy

- There is a credit card required for this reservation.
- If you wish to cancel, please do by 11:59 p.m. on Oct-18-2025, to avoid cancellation penalty equal to the first night's room and tax.
- When you check in, a hold may be placed on your card for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out. Any such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.
- If the slider is used to select a Points and Money combination, that selection is final once your stay is booked.

Additional Information

 We are a smoke-free hotel


Tax

13.0% Per Room Per Night

2.0% Per Room Per Night

Mandatory Charge: 17.19 USD



 Click here to view the details of the reservation. The reservation details are displayed on the right side of the page. The reservation details are displayed on the right side of the page. The reservation details are displayed on the right side of the page.

Please do not reply to this email, as mail sent to this address cannot be answered. If you have questions please visit our [Customer Support](#) page and select the applicable contact method.

Linda Ownbey

From: Hilton Hotels & Resorts Confirmed <noreply@h6.hilton.com>
Sent: Monday, June 2, 2025 1:26 PM
To: Purchasing
Subject: Your Oct-20-2025 Confirmation #3274253882

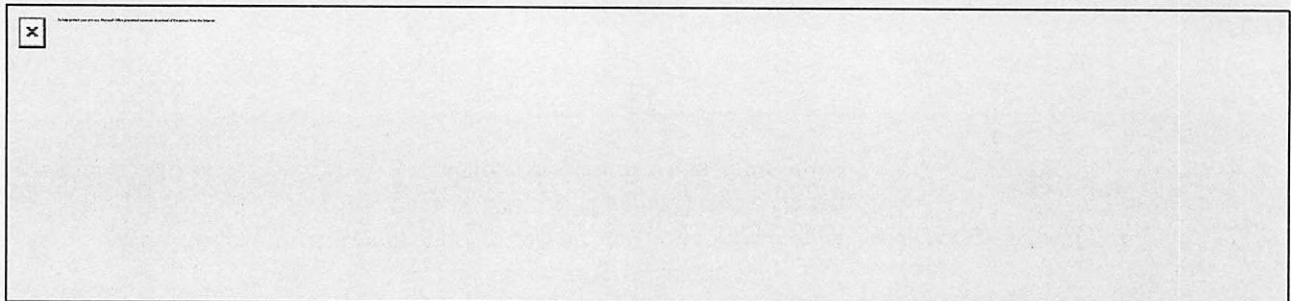
CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.



See you soon, Sean Ratliff

Your reservation for Oct-20-2025 has been confirmed.

Confirmation #3274253882



Hilton Waco

113 South University Parks Drive
Waco TX 76701-2241 US

[Maps & Directions>>](#)

+12547548484

Your Room Information

Guest Name:	Sean Ratliff
Guests:	1 Adult
Rooms:	1
Room Plan:	1 KING DELUXE ROOM W/ SOFA

Your Rate Information

TACERA Annual Confer

Rate per night

20-Oct-2025 - 23-Oct-2025

159.00 USD

Total for Stay per Room Rate

477.00 USD

Taxes


74.13 USD

Mandatory Charge

17.19 USD

Total price for Stay

568.32 USD

 [Modify Your Reservation >>](#)



Rate Rules and Cancellation Policy

- There is a credit card required for this reservation.
- If you wish to cancel, please do by 11:59 p.m. on Oct-18-2025, to avoid cancellation penalty equal to the first night's room and tax.
- When you check in, a hold may be placed on your card for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out. Any such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.
- If the slider is used to select a Points and Money combination, that selection is final once your stay is booked.

Additional Information



We are a smoke-free hotel

Tax

13.0% Per Room Per Night

2.0% Per Room Per Night

Mandatory Charge: 17.19 USD



Please do not reply to this email, as mail sent to this address cannot be answered. If you have questions please visit our [Customer Support](#) page and select the applicable contact method.