

Travel Approval Form

Department: JC Precinct 4 - Road and Bridge

Event Name: 2025 Texas Association of County
Engineers & Road Admin (TACERA)


Location: Waco Convention Center, Waco Tx

Event Dates: 10/21-23/2025

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

Name of Attendees:

Ryan Howell _____

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 ****

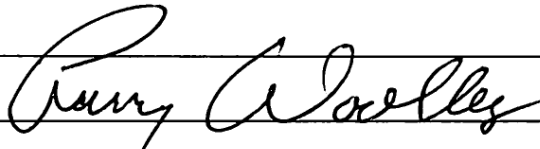
Overnight Travel

- ☒ 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



2025 Texas Association of County Engineers & Road Administrators (TACERA) Conference Registration Form



Tuesday – Thursday, October 21, 2025 thru October 23, 2025
Conference Location – Waco Convention Center
100 Washington Ave, Waco, TX 76701

Cost to Attend Full Conference

☐ \$175 (Member) ☒ \$250 (Non-Member)

Name: Ryan Howell
Title: Asst. Supervisor
County or Business: Johnson County Pct # 4
Address: 4300 E Fm 4
City / State / Zip: Cleburne Tx 76031
Telephone Number: 8175589400 E-mail: pct4@johnsoncountytx.org

Please make checks payable to:

TACERA

*Send check and completed
Registration Form to:*

**TACERA
P.O. Box 185276, Fort Worth, TX 76181-0276**

Questions, call:

**(512) 260-1376
Robert Berndt, Executive Secretary
tacera1@yahoo.com**

Credit Card payments:

www.tacera1.org under Events

Refunds:

No Refunds after September 2, 2025 at 5pm (CST)

Hotel Accommodations (Both Hotels will offer FREE Breakfast to TACERA Attendees)

TACERA has negotiated a special group rate of only \$164.73/night. To make your reservations and get this special rate, simply call the **Hilton Waco** (254-754-8484) and give the representative our Group Name (TACERA Annual Conference) and/or the Hilton Code 90A. You may also use the following Booking Link: (<https://www.hilton.com/en/attend-my-event/actwhhf-90a-cb84651f-0a20-4232-8ac9-a2eb61c0f8ea>) (Copy & Paste Link)

TACERA has negotiated a special group rate of only \$139/night. To make your reservations and get this special rate, simply call the **Courtyard Waco** (254-752-8686) and give the representative our Group Name (TACERA Annual Conference) and/or the Courtyard Code TACTAC. You may also use the following Booking Link: (<https://www.marriott.com/event-reservations/reservation-link.mi?id=1734389961891&key=GRP&questreslink2=true&app=resvlink>) (Copy & Paste Link)

These group rates will be available until September 29, 2025 or until the room block is sold out, whichever comes first. Don't delay, make your reservations NOW!

TACERA

[Back](#)

INVOICE #04283

Balance due: \$250.00

Pay online

[Download PDF](#)

Invoice details

Balance due **\$250.00**

Amount \$250.00

Invoice # 04283

Date 9 Jun 2025

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

Invoiced to Kevin Waits, Johnson County - Pct. 4
pct4@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
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Invoice total	\$250.00
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[Home](#) » [Anonymous profile](#) » [Invoice # 04283](#)

TACERA

[2025 TACERA CONFERENCE AND SPONSORSHIP REGISTRATION](#)

Add to my calendar 

Invoice not paid. To change or cancel registration, contact [administrator](#).

[View / Pay Invoice](#)

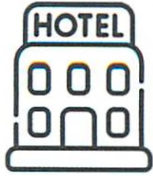
Event	2025 TACERA Conference and Sponsorship Registration
	21 Oct 2025 8:00 AM
	- 23 Oct 2025 12:00 PM
	Location: 100 Washington Avenue, Waco, TX 76701
Ticket type	2 - Non-Member Registration – \$250.00
Total amount	\$250.00 (USD)

[View / Pay Invoice](#)

Registration form

First name	Ryan
Last name	Howell
Organization	Johnson County Precinct 4
Email	pct4@johnsoncountytexas.org
Cell Phone	8175589400
Address	4300 E FM 4
City	Cleburne
County	Texas
Zip	76031
Work Phone	817-558-9400
State	Texas

[Review all my registrations](#)



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 06/09/2025

DEPARTMENT: Precinct 4 - Road and Bridge

PERSON SENDING REQUEST: Sandra Long EXT: 1440

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. Ryan Howell

2.

3.

4.

5.

6.

Function Attending: 2025 Texas Association of County Engineers & Road Administrators (TACERA)

Hotel Name: Hilton Waco		
Hotel Address: 113 S University Parks Dr		
City: Waco	State: Texas	Zip: 76701
Hotel Phone# 254-752-8686		
Special Requirements:		
Conference Hotel Block Code: Hilton Code 90A		
Conference/Training Website: www.tacera1.org		
How many rooms needed: 1		
Date of Check In: 10/20/25		Date of Check Out: 10/23/25

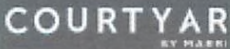
NOTE: When the Purchasing Department reserves the hotel room, payment will be processed and paid for on the travel credit card. ALL Travel PO's MUST be in place prior to travel. The hotel receipt will need to be receipted on your PO upon return. If the traveler does not obtain a hotel receipt upon check out, it's the travelers responsibility to call the hotel and obtain a copy for receipting.

Sandra L. Long

From: Courtyard By Marriott Reservations <reservations@res-marriott.com>
Sent: Monday, June 9, 2025 10:18 AM
To: Purchasing
Subject: Reservation Confirmation #81221937 for Courtyard Waco

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

[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)



Courtyard Waco

101 Washington Avenue Waco, Texas 76701 USA

+1-254-752-8686

Thank you for booking with us, Ryan Howell.

Pursue your Passion

Mon, Oct 20, 2025 – Thu, Oct 23, 2025

Confirmation Number: 81221937



Check-In: Monday, October 20, 2025 04:00 PM

Check-Out: Thursday, October 23, 2025 12:00 PM

Number of rooms	1 Room
Guests per room	1 Adult
Guarantee Method	Credit Card Guarantee, Master Card
<hr/>	
Total for Stay (all rooms)	494.58 USD

Room 1

Room Type › Guest room, 1 King, Sofa bed


Guaranteed Requests:

None

[ALL REQUESTS ›](#)

[Manage Stay](#)

Important Information About Your Stay

 In order to prepare for your upcoming stay, we invite you to **learn more** about what to expect when you arrive and the experiences that await you.

 Guests will receive housekeeping every other day; additional services available upon request.

So Much More Awaits

Ryan Howell, you could earn 4,170 points on this stay as a Marriott Bonvoy® member — it's free and easy to join.

Transform your points into free nights, flights, and unrivaled experiences. Plus, access contactless check-in through the mobile app, enjoy Member Rates, and get exclusive offers.

[Join Now](#)



Summary Of Charges

Monday, October 20, 2025 – Thursday, October 23, 2025

3 Nights at 139.00 USD per night per room

TACERA

Taxes & Fees (per night per room)

Estimated Government Taxes & Fees

25.02 USD

State Cost-Recovery Fee	0.84 USD
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Totals

Total for Stay (all rooms)	494.58 USD
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Other Charges

Complimentary on-site parking

Rate Details & Cancellation Policy

- A cancellation policy does apply. For more information, view the 'Cancellation Policy' link in your reservation on the Marriott website, contact the hotel or call Marriott Reservations.

Rate Guarantee Limitation(s)

- Changes in taxes or fees implemented after booking will affect the total room price.

Additional Information

- Upon check-in an authorization request will be placed on your credit or debit card (where accepted) in an amount equal to the cost of the room, tax and incidental charges for the length of your stay (up to seven nights). If your stay exceeds seven nights, an additional authorization may be requested for the entire amount of your stay (room, tax and incidentals). Upon check-out, your payment card will be charged for the actual amount incurred during your stay.

Contact Us

Phone Numbers