

Travel Approval Form

Department: 18th District Court

Event Name: 49th Annual Education Conference
Texas Association of Court Administration

Location: Austin, Texas

Event Dates: October 28-31, 2025

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

Name of Attendees:

Megan Braucht

Court Decision: <small>This section to be completed by County Judge's Office</small>
 7-14-25

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:





Texas Association for Court Administration

49th Annual TACA Education Conference

Add to my calendar 

Review and confirm

Event 49th Annual TACA Education Conference
10/28/2025 1:00 PM
- 10/31/2025 10:00 AM
Location: Austin, Texas
Ticket type TACA Member Fee – \$375.00
Total amount **\$375.00 (USD)**

Payment Event Registration Payment and Purchase Order Policy and Cancellation Policy in
instructions accordance to 8.4 and 8.5 of the TACA Policy and Procedures.

Please make check payable to Texas Association for Court Administration
and remit to:

Texas Association for Court Administration
Correctional Management Institute of Texas
George J. Beto Criminal Justice Center
Sam Houston State University
Huntsville, TX 77341-2296

[Cancel](#)

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Registration information

First name Megan

Last name Braucht

Title Criminal Court Coordinator

Organization Johnson & Somervell County

Email mbraucht@johnsoncountytexas.org

Website

Phone 8175566820

Court 18th District Court

Address 204 South Buffalo

County Texas

T-Shirt Size Large

Dietary restrictions allergic to lettuce, chicken, carrots and eggs

Acknowledgement **I have read and understand the • Event Registration Payment & Purchase Order & Cancellation Policies**

Are you a Certified Court Manager No



Texas Association for Court Administration

[Back](#)

Invoice #06885

Balance due: \$375.00

Event Registration Payment and Purchase Order Policy and Cancellation Policy in accordance to 8.4 and 8.5 of the TACA Policy and Procedures.

Please make check payable to Texas Association for Court Administration and remit to:

Texas Association for Court Administration
Correctional Management Institute of Texas
George J. Beto Criminal Justice Center
Sam Houston State University
Huntsville, TX 77341-2296

[Pay online](#)

[Download PDF](#)

invoice details

Balance due \$375.00

Amount \$375.00

Invoice # 06885

Date 06/23/2025

Origin **Event registration**
49th Annual TACA Education Conference (Austin, Texas)

Invoiced to Megan Braucht, Johnson & Somervell County
mbraucht@johnsoncountytexas.org

Item	Amount
Registration for "49th Annual TACA Education Conference" (10/28/2025 1:00 PM - 10/31/2025 10:00 AM, Austin, Texas), TACA Member Fee	\$375.00
Invoice total	\$375.00



Texas Association for Court Administration

A Professional Association | Founded in 1976

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Add to my calendar 

49th Annual TACA Education Conference

Start **10/28/2025**

1:00 PM

End **10/31/2025**

10:00 AM

Location Austin, Texas

Who Should Attend:

- [Court Coordinators](#)
- [Court Administrators](#)
- [Court Managers](#)
- [Court Secretaries](#)
- [Support Staff](#)
- [Judges](#)

Registration

- **Late Non-Member Fee (includes 1 year membership) - \$475.00**

Non-members will become a regular member for one year from the date of payment

[2025 Conference Agenda](#)

Conference Location:

- **Late TACA Member Fee – \$400.00**
This fee is for members only. A \$75.00 fee will be billed for each non-member guest added to this registration.
- **Non-member Fee (includes 1 year membership) – \$450.00**
Non-members will become a regular member for one year from the date of payment
- **TACA Member Fee – \$375.00**
This fee is for members only. A \$75.00 fee will be billed for each non-member guest added to this registration.

Austin, Texas

Renaissance Austin

Hotel

Host Hotel Information:

Renaissance Austin Hotel
9721 Arboretum Blvd,
Austin, TX
1 (888) 861-8331

**** Click on the link below to reserve your room at the TACA rate by Friday, October 3, 2025 or call the reservation department at 936-448-4400 and inform them you are with the Texas Association for Court Administration. Room cancellations must be made directly with the hotel at least 48 hours before your arrival date to avoid cancellation fees. Early departures will incur a fee of one night's room and tax. The discounted parking rate for TACA is \$5.00 plus tax per night.**

[MAKE A RESERVATION](#)

MAKE A RESERVATION

[Register](#)

Event Registration Payment, Purchase Order and Cancellation Policy

- **Registration Fee Payment Requirements:** All participants must pay the required registration fee for the Annual Education Conference 31 days prior, or provide a valid proof of a purchase order (PO) or agenda item from their organization by the same date. The registration fee is necessary to secure a participant's spot at the event.
- **Proof of Purchase Order:** Participants who are unable to make an immediate payment may submit a valid Purchase Order (PO) from their organization as proof of intent to pay. The PO must be submitted 31 days before the start of the conference. Failure to provide a valid PO by the deadline will result in the cancellation of the registration and cancellation of the hotel room.
- **Consequences of Non-Payment or Missing PO:** If a participant does not submit the required registration fee or a valid proof of

purchase order by the specified deadline, the participant's registration and hotel room will be cancelled.

- **Exceptions and Extensions:** In exceptional cases where payment or PO submission may be delayed, participants must notify the TACA Treasurer and TACA Chair prior to the deadline. Extensions or alternative arrangements may be considered on a case-by-case basis but must be formally approved by the Board of Directors.
- **Cancellation Policy.**
 - Substitutions. If you are unable to attend, we encourage you to send a substitute. Substitutions will be authorized when a written request for substitution of conference or program is received by the TACA Treasurer and TACA Secretariat at least 31 days prior to the scheduled start of the program.
 - 31 or More Days Prior. A full refund of fees paid will be authorized when a written request for cancellation of the conference or program is received by the TACA Secretariat at least 31 days prior to the scheduled start of the program.
 - Cancellations made within 30 days or less of the scheduled start of the program are not eligible for a refund. No refund will be given for participants who do not attend the program.
 - Exception Requests. The TACA Board may make exceptions to the refund policy in the event of an emergency that prevents the participant from attending as scheduled.
 - Documentation. To receive a refund, a registrant must submit written documentation to the TACA Treasurer and TACA Chair identifying the reason for the refund request.
 - Additional Document. TACA reserves the right to ask a registrant seeking a refund for additional documentation to support their request. For example, if a registrant is seeking a refund due to a critical illness, TACA reserves the right to ask for a statement from the registrant's medical provider.
 - Refunds. If TACA determines that a registrant is entitled to a refund, the refund will be processed and the registrant reimbursed within 60 days of TACA's decision to grant the refund request.