

TRAVEL APPROVAL FORM

Department: County Clerk

Event Name: Urban Records Alliance Conference

Location: West Lake Hills, TX

Event Dates: September 8th-10th, 2025

Purpose: ☒ Required Continuing Education/Certification

☒ Job Training

☐ Other: _____

Name of Attendees:

April Long

Sarah George

Court Decision:

This section to be completed by County Judge's Office



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:

April Long

Approved in CC on 9/11/2023



URBAN RECORDS ALLIANCE CONFERENCE

Conference Registration

SEPTEMBER 8-10, 2025

Hotel Viata

320 S Capital of Texas Hwy

West Lake Hills, TX 78746

Book With Code 2811661 "Urban Records Alliance"

ONE form per registrant.

Name to print on certificate: April Long

Position/Title: County Clerk

County/Organization: Johnson County

Mailing Address: 204 S. Buffalo

City: Cleburne, State: TX, Zip: 76033

Phone: 817-556-4324 Fax: _____

Email Address: along@johnsoncountytexas.org

Registration Fee due by September 1st or fees double. Headcount is needed by hotel for meal and snacks. Please Check One.

Attendee: ☒ County Clerk \$150.00 ☐ Deputy Clerk \$50.00 ☐ Non-Member Participant \$300.00

If you checked Deputy Clerk, please specify which County Clerk office you are with: _____

☐ Business Partner \$150.00

☐ Retired Clerk \$20.00

Total Payment: \$ 150.00

Payment: Make payable to: **Urban Records Alliance** and mail to: C/O Nancy Rister, URA Treasurer, P.O. Box 1674, Georgetown, TX 78627.

For information regarding registration, please contact: nrister@wilco.org



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Conference Registration

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West Lake Hills, TX 78746

Book With Code 2811661 "Urban Records Alliance"

ONE form per registrant.

Name to print on certificate: Sarah George
Position/Title: Chief Deputy
County/Organization: Johnson County
Mailing Address: 204 S. Buffalo
City: Cleburne, State: TX, Zip: 76033
Phone: 817-556-6324 Fax: _____
Email Address: Sgeorge@johnsoncountytexas.org

Registration Fee due by September 1st or fees double. Headcount is needed by hotel for meal and snacks. Please Check One.

Attendee: ☐ County Clerk \$150.00 ☒ Deputy Clerk \$50.00 ☐ Non-Member Participant \$300.00

If you checked Deputy Clerk, please specify which County Clerk office you are with: _____

☐ Business Partner \$150.00

☐ Retired Clerk \$20.00

Total Payment: \$ 50.00

Payment: Make payable to: Urban Records Alliance and mail to: C/O Nancy Rister, URA Treasurer, P.O. Box 1674, Georgetown, TX 78627.

For information regarding registration, please contact: nrister@wilco.org



✓ Success! Your reservation is booked.

Thanks, Sarah! Your itinerary number is 15889B3406421

Room 1 Confirmation #: 34600SF209800

Confirmed

Thank you for choosing our property. We look forward to your arrival.

 SHARE

 ADD TO CALENDAR

Reservation Details

Hotel Viata

320 S Capital of Texas Hwy Bldg B

Austin, Texas 78746

1-512-306-6400

aus-frontoffice@pacifichospitality.com

<https://www.hotelviata.com/>

Superior Room: Superior King View

\$378.00

Urban Recorders Alliance 2 NIGHTS STAY ▼

Mon, Sep 8, 2025 - Wed, Sep 10, 2025 • 2 Nights stay

1 Adult

 2811661 applied

EDIT • CANCEL

Guest details

Sarah George

Payment details



EDIT

Confirmation number: 34600SF209800

Policies

Check-in

after 4:00 pm

Check-out

before 11:00 am

ROOM 1 SUPERIOR ROOM, SUPERIOR KING VIEW

Guarantee Policy

All reservations must be guaranteed with a credit card at time of booking. A credit card and matching ID will be required at check-in for all charges.

Cancel Policy

Free cancellation up to 48 hours prior to arrival, by 4pm. A valid credit card is required to guarantee all reservations. A credit card and matching ID will be required at check-in for all charges. \$200.34 effective September 6, 2025 at 12:00 AM (Hotel Local Time)

Price Details

Superior Room, Superior King View

\$378.00

Urban Recorders Alliance

2811661 applied

2 Nights stay

Taxes and fees

\$22.68

Hotel Occupancy Tax- 6%

\$22.68

Mon, Sep 8, 2025 - Wed, Sep 10, 2025

1 Adult

Confirm # 34600SF209800

Your Itinerary #15889B3406368

Your itinerary number is 15889B3406368

Room 1 Confirmation #: 34600SF209780

Confirmed

SHARE

ADD TO CALENDAR

Reservation Details

Hotel Viata
320 S Capital of Texas Hwy Bldg B
Austin, Texas 78746
1-512-306-6400
aus-frontoffice@pacifichospitality.com
<https://www.hotelviata.com/>

Superior Room: Superior King View

\$378.00

Urban Recorders Alliance 2 NIGHTS STAY ▼
Mon, Sep 8, 2025 - Wed, Sep 10, 2025 • 2 Nights stay
1 Adult
EDIT • CANCEL

Guest details
April Long

Payment details

EDIT

Confirmation number: 34600SF209780

Policies

Check-in

after 4:00 pm

Check-out

before 11:00 am

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Price Details

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Urban Recorders Alliance

2 Nights stay

Taxes and fees

Hotel Occupancy Tax- 6%

Mon, Sep 8, 2025 - Wed, Sep 10, 2025

1 Adult

Confirm # 34600SF209780

\$378.00

\$22.68

\$22.68

Total

Including taxes and fees

\$400.68