

TRAVEL APPROVAL FORM

Department: JP1

Event Name: 2025 TCCA Annual Conference

Location: San Marcos, TX

Event Dates: 11/2/2025 - 11/5/2025

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

Name of Attendees:

Brandy Wood Melanie White

Rhonda Houghton Tramiece Webb

Court Decision:

This section to be completed by County Judge's Office



7-28-25

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:



Ronald L. Broom

INVOICE



TEXAS COURT CLERKS ASSOCIATION

Membership, conference registration, certification exams, training events or no-show fees, pay online or make checks payable to **Texas Court Clerks Association** and mail to:

Texas Court Clerks Association
Attn: Malia Elkins, Treasurer
920 Estates Drive
Woodway, TX 76712

[View invoice online](#)

Event registration

Invoice number: 16690
Issued: July 10, 2025

Bill to:

Brandy Wood
bwood@jocotx.org
Johnson County JP1

Item	Amount
Registration for "2025 TCCA Annual Conference - DELEGATE REGISTRATION" (November 02, 2025 8:00 AM - November 05, 2025 12:00 PM, Embassy Suites San Marcos Hotel Conference Center 1001 E. McCarty Ln., San Marcos, Texas 78666), TCCA Member (\$350)	\$350.00

Total: \$350.00

Balance Due: \$350.00

[View invoice online](#)

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Event registration

Invoice number: 16687
Issued: July 10, 2025

Bill to:
Melanie White
mlwhite@jocotx.org
Johnson County JP1

Item	Amount
Registration for "2025 TCCA Annual Conference - DELEGATE REGISTRATION" (November 02, 2025 8:00 AM - November 05, 2025 12:00 PM, Embassy Suites San Marcos Hotel Conference Center 1001 E. McCarty Ln., San Marcos, Texas 78666), TCCA Member (\$350)	\$350.00

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Event registration

Invoice number: 16688
Issued: July 10, 2025

Bill to:
Rhonda Houghton
rhoughton@johnsoncountytexas.org
Johnson County JP1

Item	Amount
Registration for "2025 TCCA Annual Conference - DELEGATE REGISTRATION" (November 02, 2025 8:00 AM - November 05, 2025 12:00 PM, Embassy Suites San Marcos Hotel Conference Center 1001 E. McCarty Ln., San Marcos, Texas 78666), TCCA Member (\$350)	\$350.00

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Event registration

Invoice number: 16689
Issued: July 10, 2025

Bill to:
Tramiece Webb
twebb@johnsoncountytexas.org
Johnson County JP1

Item	Amount
Registration for "2025 TCCA Annual Conference - DELEGATE REGISTRATION" (November 02, 2025 8:00 AM - November 05, 2025 12:00 PM, Embassy Suites San Marcos Hotel Conference Center 1001 E. McCarty Ln., San Marcos, Texas 78666), TCCA Member (\$350)	\$350.00

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Join Us for TCCA Conference 53: HOMECOMING - Reunite, Recharge, Reimagine

Court Clerks of Texas, it's time to come back together! The Texas Court Clerks Association (TCCA) is excited to invite you to Conference 53 – a celebration of our profession and the perfect opportunity to reunite, recharge, and reimagine the future of court administration.

Date: November 2-5, 2025

Location: San Marcos Embassy Suites



Make plans to join us for conference this year!

Why Attend?

🔗 **Reunite** with colleagues and peers from across the state. Strengthen the bonds that make our professional network so powerful. Share experiences, insights, and best practices with others who understand the unique challenges and rewards of your role.

⚡ **Recharge** your passion for public service with inspiring keynote speakers, dynamic sessions, and hands-on workshops. Whether you're looking to enhance your skills, discover new tools, or find solutions to your biggest challenges, this conference will leave you feeling refreshed and ready to tackle what's next.

🔄 **Reimagine** the future of court administration. Dive into cutting-edge technology, explore innovative strategies, and gain practical knowledge to improve efficiency, transparency, and service in your office. This conference will spark new ideas to help you lead the way in modernizing your court system.

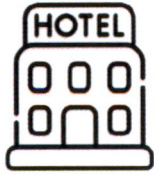
What's in Store:

- **Engaging Workshops & Sessions** on legal updates, best practices, and technology.
- **Networking Opportunities** to connect with fellow court clerks and experts.
- **Exclusive Vendor Showcases** to discover the latest tools and solutions for court management.
- **Inspiring Speakers** to motivate and equip you for success in your career.

📌 Whether you're new to the profession or a seasoned pro, TCCA Conference 53 will provide valuable insights and a chance to elevate your work to the next level.

Let's make TCCA Conference 53 a *Homecoming* to remember! See you there!

#TCCA53 #ReuniteRechargeReimagine #CourtClerks #TCCA2025



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 07/10/2025

DEPARTMENT: JP1

PERSON SENDING REQUEST: Brandy Wood EXT: 1511

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. Brandy Wood

2. Melanie White

3. Rhonda Houghton

4. Tramiece Webb

5.

6.

Function Attending: 2025 TCCA Annual Conference

Hotel Name: Embassy Suites by Hilton San Marcos Hotel Conference Center		
Hotel Address: 1001 E. McCarty Ln.,		
City: San Marcos	State: TX	Zip: 78666
Hotel Phone# 512-392-6450		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website: https://texasclerk.org/page-18468		
How many rooms needed: 4		
Date of Check In: 11/1/25		Date of Check Out: 11/5/25

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.