

Travel Approval Form

Department: Sheriff's Office - Jail

Event Name: Mid-Management: Leadership for
Corrections Professions

Location: Huntsville, Texas

Event Dates: August 11-15, 2025

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

Name of Attendees:

Charlie Carraway No Hotel Fee
_____ No Registration Fee
_____ _____

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:



Approved in CC on 9/11/2023

3:43



1:15



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CORRECTIONAL
MANAGEMENT INSTITUTE OF TEXAS



You are now Registered for this event!

Please print and keep this page for your records.

Some characters (' , ") may not properly display.

Registration ID: 6929

Date Registered: 2025-07-08 20:41:38

Event: Mid-Management: Leadership for Corrections
Professionals

Date Start: 2025-08-11 08:00:00

Date End: 2025-08-15 13:00:00

Cost: \$0.00

Name: Carraway, Charlie

Title: Lieutenant

Agency: Johnson County Sheriff

July 8, 2025

Charlie Carraway
Johnson County Jail
1800 Ridgemar Dr.
Cleburne, TX 76033

Dear Mr. Carraway,

On behalf of the Correctional Management Institute of Texas, I would like to congratulate you on your acceptance to the Mid Management: Leadership for Corrections Professionals **August 11 – 15, 2025**. Class will begin Monday, August 11th, at 8:00AM. Please report to the Rolando V. del Carmen Room (A119) located on the first floor of the George J. Beto Criminal Justice Center (CJC).

To confirm your attendance, you must register online by Friday, July 18, 2025.

[Click here to register](#) You are not successfully registered until you see a page that states, "You are now registered for this event!" This is the only confirmation you will receive. **If your department has travel restrictions in place or other conflicts arise and you are no longer able to attend, please contact me immediately.**

The Correctional Management Institute of Texas will provide lodging, lunch, dinner, and training supplies. **Your agency is responsible for transportation to and from the training location.**

Dress code Monday - Thursday is business casual, **NO JEANS**. Because Friday, August 15th, is a travel day you will be allowed to wear jeans.

Participants will enjoy lunch and dinner with classmates and instructors. A key component of this program is networking. **Participation in meals is not optional.** If you have any medically necessary dietary needs, please specify during online registration.

If you select that you will be staying at the University Hotel during online registration, **I will be making your hotel reservation for you. Check-in at the hotel is as soon as 3pm on Sunday, August 10, 2025.** Your hotel reservation will also include parking. If you select you are **NOT** staying at the University Hotel, then I will get in contact with you to get your vehicle registered for parking.

Should you have any questions, please contact me. We look forward to seeing you on Monday, August 11, 2025.

Sincerely,

Vicenta Martinez

Project Coordinator

Office: (936) 294-1639

Email: vmartinez@shsu.edu