

Travel Approval Form

Department: JP 2

Event Name: Texas Court Clerks Association Annual
Conference

Location: San Marcos

Event Dates: November 2-5, 2025

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

Name of Attendees:

Nikki Ashley Margarita DeLeon

Court Decision: This section to be completed by County Judge's Office

8/11/2025

Required Documents Checklist:

**** Same-Day Travel - Commissioners Court Approval is not required ****

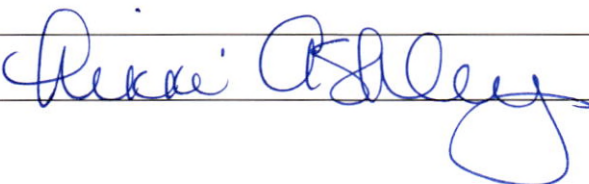
Overnight Travel

- ☒ 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:



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: 16584
Issued: July 01, 2025

Bill to:

Nikki Ashley
nashley@johnsoncountytexas.org
Johnson County

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](#)

INVOICE



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

[View invoice online](#)

Event registration

Invoice number: 16594
Issued: July 01, 2025

Bill to:
Margarita DeLeon
mdeleon@johnsoncountytexas.org
Johnson County

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](#)

TCCA 53: Homecoming “Reunite, Recharge, Reimagine”

**2025 TCCA Annual Conference
Embassy Suites Conference Center
San Marcos, TX
November 1-5, 2025**

Saturday, November 1, 2025

- 12:00 – 1:00 Prep Session Registration – Registration Desk**
- 1:00 – 5:00 Level I Prep Session – Chautauqua Salon B**
- 1:00 – 5:00 Level II Prep Session – San Marcos River A**

Sunday, November 2, 2025

- 12:00 – 12:45 Certification Exam Registration – Registration Desk**
Special Instructions - Please bring photo ID & #2 Pencils
- 1:00 – 5:00 Certification Exam Testing – Casual Dress – Spring Lake Salon A**
Special Instructions – Pencil & ID Only – No Cell Phones
- 4:00 – 5:00 Delegate Conference Registration – Registration Desk**
- 5:00 – 5:30 Conference “Welcome Event” – Veramendi Salons A,B,C& D**
- 5:30 – 10:00 Dinner on Your Own**

Monday, November 3, 2025

- 7:30 – 8:30 Delegate Breakfast – Atruim**
- 7:30 – 8:00 Late Delegate Conference Registration – Registration Desk**
- 8:30 – 9:00 Classroom Check In – Veramendi Salons A,B,C& D**
(all delegates must check-in electronically)
- 9:00 – 9:30 Opening Ceremony – Veramendi Salons A,B,C& D**
- 9:30 – 9:45 Break**

- 9:45 – 11:30 Keynote Speaker: Matt Booth, **“Basically Incredible”**
– Veramendi Salons A,B,C& D
- 11:30 – 12:30 Lunch – Atrium
- 12:30 – 1:10 Exhibitor Introductions – San Gabriel Ballroom F
- 1:10 – 2:05 *(Group A)* *Exhibitor Expo – Spring Lake Salon B & C
(Food Break)
- (Group B)* *Breakout Session – San Gabriel Ballroom F
"Mastering Masking: Legal and Ethical Consequences of Plea Negotiations Involving CDLs"
**Mandatory Attendance*
- 2:05 – 3:00 *(Group A)* *Breakout Session – Spring Lake Salon B & C
Mastering Masking: Legal and Ethical Consequences of Plea Negotiations Involving CDLs"
**Mandatory Attendance*
- (Group B)* *Exhibitor Expo – Spring Lake Salon B & C *(Food Break)*
- 3:00 – 4:30 Speaker: TMCEC Staff, **“Legislative Update”** – Veramendi Salons A,B,C& D
- 4:30 – 4:35 End of Day Announcements / Door Prizes
- 5:30 – 10:00 Dinner on Your Own

Tuesday, November 4, 2025

- 7:00 – 8:00 Delegate Breakfast – Atrium
- 8:00 – 8:30 Classroom Check In – Veramendi Salons A,B,C& D
(all delegates must check-in electronically)
- 8:30 – 10:30 Speaker: Sarah Wallace, **“Enneagram Workshop”** (Interactive Workshop) – Veramendi Salons A,B,C& D
- 10:30 – 11:00 Break with Exhibitors (Food Break) – Spring Lake Salons B & C
- 11:00 – 12:30 Speaker: Sarah Wallace, Topic: **“Enneagram Workshop (con’t)”** – Veramendi Salons A,B,C& D
- 12:30 – 1:30 Lunch – Atrium

- 1:45 – 4:45** **TCCA Annual Business Meeting - Veramendi Salons A,B,C& D
Awards Ceremony & Pinning Ceremony – *Mandatory Attendance***
- Immediately Following Business Meeting – Regional Pictures**
- 4:45 – 5:00** **End of Day Announcements / Door Prizes**
- 5:00 – 9:00** **TCCA Spotlight Event: Casino Party Night! (Co-Hosted by Titanium Sponsor, Tyler Technologies) – Veramendi Salon E**
- 9:00 – 10:00** **Dinner on Your Own**

Wednesday, November 5, 2025

- 7:30 – 8:30** **Delegate Breakfast – Atrium**
- 8:30 – 9:00** **Classroom Check In – Veramendi Salons A,B,C& D
(all delegates must check-in electronically)**
- 9:00 – 10:00** **Speaker: Scott Lesnick, “The Future of Public-Sector Leadership: Transformational Strategies to Recruit, Retain and Engage 4 Generations for Organizational Success and Navigate Change” – Veramendi A,B,C&D**
- 10:00 – 10:30** **Hotel Checkout & Break**
- 10:30 – 11:45** **Speaker: Scott Lesnick, The Future of Public-Sector Leadership: Transformational Strategies to Recruit, Retain and Engage 4 Generations for Organizational Success and Navigate Change” – Veramendi A,B,C&D**
- 11:45 – 12:00** **Closing Remarks – Veramendi A,B,C&D**

Nikki Ashley

From: Embassy Suites by Hilton Confirmed <noreply@h6.hilton.com>
Sent: Tuesday, July 1, 2025 8:37 AM
To: Nikki Ashley
Subject: Your Nov-02-2025 Confirmation #90492563



Hi Nikki
5,846 Points / Member



See you soon, NIKKI ASHLEY

Your reservation for Nov-02-2025 has been confirmed.

Confirmation #90492563



Embassy Suites by Hilton San Marcos Hotel Conference Center

 1001 E. McCarty Lane
San Marcos TX 78666 US
[Maps & Directions>>](#)

 [+15123926450](tel:+15123926450)

2 **SUN**
NOV
Check In: 4:00 PM


3 Nights

5 **WED**
NOV
Check Out: 11:00 AM



[Add to Calendar](#)

You're all set, Margarita!

Confirmation number: 93662611

We sent the details to m****3@gmail.com.

Hotel Information



Embassy Suites by Hilton San Marcos Hotel Conference Center

1001 E. McCarty Lane
San Marcos, Texas 78666 USA
+1 512-392-6450

Stay Information

2 NOV SUN — **5** NOV WED

Check-in: 4:00 PM

Check-out: 11:00 AM

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

1 room for 1 adult

1 King Bed Nonsmoking - Texas Court Clerks

Total room charge \$537.00

Total fees \$5.24

Total taxes \$81.34

Total for stay: \$623.58

Payment  4706 Jun 2026

Guarantee policy

There is a Credit Card required for this reservation.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

Guest information

Margarita DeLeon

Hilton Honors#: