

TRAVEL APPROVAL FORM

Department: County Auditor
Event Name: 80th Annual Texas Association of County
Auditors Fall Conference
Location: San Antonio, TX
Event Dates: 10.14.25 - 10.17.25
Purpose: Required Continuing Education/Certification
 Job Training
 Other: _____

Name of Attendees:

Steve Watson Jennifer Lyon
Barbara Abdalla Kathy Rice

Court Decision: <small>This section to be completed by County Judge's Office</small>
 8/25/2025

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:





80th Annual Texas Association of County Auditors Fall Conference

- October 14, 2025 - October 17, 2025** multi-day
- 10:00 AM - 11:45 AM**
- Hotel Contessa**
306 W. Market St.
San Antonio, TX 78205
- Contact Sam Burke or Amy Lawson at (800) 456-5974.**
- [Contact Us](#)

[Registration](#)

OVERVIEW

The 80th Annual Fall Conference of the Texas Association of County Auditors is designed to keep members up to date on critical issues affecting their counties. Held over four days in San Antonio, this conference offers a convenient way to earn continuing education credits through various educational sessions. It also provides an excellent opportunity for networking with fellow professionals.

Registration is scheduled to open **Wednesday, Aug. 6 at 9 a.m.**

Check back often for conference updates.

Registration Fees

Full conference registration includes all education sessions and evening events.

Conference Registration Fees	Registration by Sept. 12	Registration after Sept. 12
County auditor (full conference)	\$350	\$400
County auditor assistants / staff	\$350	\$400
Retired county auditor	\$50	
Sponsors and audit firms	\$500	\$550
Guest Tickets	Cost	
Wednesday: Casa Rio (guest)	\$25	
Thursday: President's Banquet (guest)	\$50	

Scheduled Activities

Tuesday, Oct. 14

6-8 p.m.	Welcome Reception (host hotel)
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Tuesday, Oct. 14

Wednesday, Oct. 15

6-10 p.m.

Casa Rio Restaurant

Thursday, Oct. 16

6-9:30 p.m.

President's Dinner Banquet

Continuing Education

The conference offers **continuing education credits** for county auditors. Please check back for updates about the number of hours offered.

Vendor Information

For information about vendors and sponsorships, contact Matagorda County Auditor [Kristen Kubecka](#) at (979) 241-0120.

Payment Information

Please make checks payable to **Texas Association of Counties**.

Mail checks to:

Texas Association of County Auditors

c/o Texas Association of Counties

P.O. Box 2711

San Antonio, TX 78299

Special Services

To ensure that our conference is ADA-compliant and accessible to all, please contact [Amy Lawson](#) or [Sam Burke](#) at (800) 456-5974 if you need assistance.





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AGENDA

Tuesday, Oct. 14

8 a.m. - noon: Board Meeting



10 a.m. - 5 p.m.: Registration and Information Desk Open



TBD: An IRS Audit?! What to Expect and How to Prepare



TBD: Avoiding a Crisis - Succession Planning



TBD: Break in Exhibit Hall



TBD: Receiving, Tracking, Storing and Disposing: Auditing a Property Room



6 - 8 p.m.: Welcome Reception at Hotel Contessa & Riverboat rides



**Agenda is subject to change.*



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AGENDA

Wednesday, Oct. 15

7 - 8 a.m.: Breakfast



8 a.m. - 5 p.m.: Registration and Information Desk Open



TBD: Welcome- County Judge Sakai



TBD: Economic Update



TBD: What Went Wrong? A Look Inside Unique and Noteworthy County Audit Findings



TBD: Break in Exhibit Hall



TBD: Doing the Right Thing When Faced with Adversity



TBD: Business Meeting Lunch



TBD: Revenue Forecasting



TBD: HR Related Do's and Don'ts in the Workplace



TBD: Break in Exhibit Hall



TBD: FBI - Fraud Cases



TBD: OAG - Public Information Act



6 - 9 p.m.: Reception at Casa Rio Restaurant



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Thursday, Oct. 16

7 - 8 a.m.: Breakfast



8 a.m. - noon: Registration and Information Desk Open



TBD: Welcome



TBD: Vendor Introductions



TBD: Legislative Update



TBD: What to Look for When Reviewing County Contracts



TBD: Break in Exhibit Hall



TBD: Maintaining Good Mental Health When Dealing with Stress



TBD: Lunch on your own



6 - 10 p.m.: President's Banquet - Henry B. Gonzalez Convention Center - LDR & Grotto



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Friday, Oct. 17

7 - 8 a.m.: Breakfast



8 a.m. - noon: Registration and Information Desk Open



TBD: What's In It for You - Using AI in the Realms of Accounting and Finance



TBD: County Auditors Panel - If I Knew Then What I Know Now



TBD: Kahoot Showdown



TBD: Closing Remarks



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HOTEL

Hotel Contessa
306 W. Market St.
San Antonio, TX 78205
(210) 229-9222

Room rates: \$169 per night, plus tax (standard)

Check-in: 3 p.m.

Checkout: noon

Pet Policy: Contact hotel for details.

You must register for the conference to receive the hotel booking link to reserve your room.

The deadline to reserve rooms at the special rate is **Sept. 12**, or when the block is full. We encourage you to make reservations early.

Parking Rates

Valet: \$49 per night.

Guests not staying overnight: \$25 for 8-hour period

Overflow Hotel

Coming soon.

