

# Travel Approval Form

Department: Sheriff's Office

Event Name: Advanced Hostage Negotiations

Location: Brownwood

Event Dates: 12/08/25 - 12/10/25

Purpose:  Required Continuing Education/Certification  
 Job Training  
 Other: \_\_\_\_\_

**Name of Attendees:**

Charles Brantley \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



9-8-2025

**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 30007513

Texas Tactical Police Officers Association  
PO Box 304, Burnet, TX 78611



## Bill To

Tara Raby  
Johnson County Sheriff's Office  
Tara Raby  
tararaby@yahoo.com

## Invoice Date

08/19/2025

## Due Date

09/18/2025

## Terms

Due on receipt

Qty	Description	Price	Total
1	3 Day Advance Hostage Negotiator Course - Charles Brantley	\$375.00	\$375.00
1	Individual Membership - Charles Brantley	\$30.00	\$30.00
		<b>Subtotal</b>	<b>\$405.00</b>
		<b>Total</b>	<b>\$405.00</b>

## Remit Payment To

TTPOA  
ATTN: Invoice 30007513  
PO Box 304  
Burnet, TX 78611

**Training Name:** Tactics

**Course Name:** 3 Day Advance Hostage Negotiator Course

**Dates:** 12/08/2025 - 12/10/2025

**Venue:** Brownsville Police Department Training Center  
1763 US-281  
Brownsville, Texas 78520

**Price:** \$375

**Instructors:** Andrew Young

**Training Description:**

TTPOA believes in bringing in some of the best instructors in the country to share their knowledge and experience. If you have requests for a specific instructor or course, contact your [Regional Director](#).



Training  
**Tactics**

**Tactics Registration**

**3 Day Advance Hostage Negotiator Course**  
12/08/2025 - 12/10/2025

**Brownsville Police Department Training Center**  
Brownsville, Texas 78520

Price  
**\$375**

7 of 50 seats taken

[Login](#) or [Sign Up](#) to register for this Tactics course

**Johnson County Sheriff's Office**  
**Training Request**

Name: Charles Brantley  
Rank: Deputy Date: 8/12/2025  
Course Name: Advanced Hostage Negotiations  
Course Date: 12/8/2025-12/10/2025

Course Tuition: \$375.00 + 30 membership Hotel Cost: 466.

Per Diem: 148.00 Total Cost: 989.00

Is Course TCOLE Accredited?  N

Will training be reported by Host?  N

This Training / Seminar is necessary for the following reasons:

Required continuing education  Job training  
 Improve work performance  Required certification

Host Agency: Texas Tactical @ Brownwood PD  
Host Address: 1763 US-281  
Host City: Brownwood  
Host State: TX  
Host Zip Code: 78520  
Host Phone: 325-646-2525

Hotel: Comfort Inn  
Hotel Address: 204 Early Blvd  
Hotel City: Brownwood  
Hotel State: TX  
Hotel Zip Code: 78520  
Hotel Phone: 325-641-3400

Hotel Check In Date: 12/7/25

Hotel Check Out Date: 12/11/25

Approvals

Training Coordinator: Dr. Anna Goodloe, PhD Budget Available: Y N  
CC Agenda Submitted: Y N N/A

Sergeant: *George #2006*  Approved  
 Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_

Justification (Required): \_\_\_\_\_  
\_\_\_\_\_

Lieutenant: *Kevin Seay*  Approved  
 Disapproved Initials *KS* Date *8-14-25*

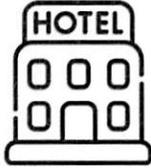
Comments: \_\_\_\_\_

Captain: *[Signature]*  Approved  
 Disapproved Initials *SA* Date *08/18/25*

Comments: \_\_\_\_\_

Chief: *[Signature]*  Approved  
 Disapproved Initials *M* Date *8-20-25*

Comments: \_\_\_\_\_



# TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at [pur@johnsoncountytexas.org](mailto:pur@johnsoncountytexas.org))

DATE: 08/19/2025

DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

Person (s) Name Attending:

1. Charles Brantley
2.
3.
4.
5.
6.

\*If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:

LEOSE FUNDS

Function Attending: Advanced Hostage Negotiations

Hotel Name: Comfort Inn Early Brownwood		
Hotel Address: 204 Early Blvd.		
City: Brownwood	State: TX	Zip: 78520
Hotel Phone# 325-641-3400		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website:		
How many rooms needed: 1		
<b>Date of Check In:</b> 12/8/25		<b>Date of Check Out:</b> 12/11/25

**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.