

# Travel Approval Form

Department: STOP

Event Name: Cellebrite Certified Operator

Location: Irving

Event Dates: 09/15/2025 - 09/19/2025

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

**Name of Attendees:**

1 Investigator  
\_\_\_\_\_  
\_\_\_\_\_

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



9-22-2025

**Required Documents Checklist:**

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

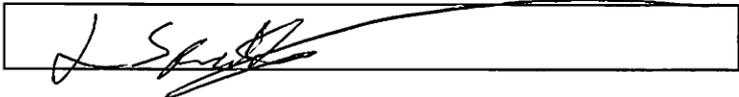
**Overnight Travel**

- 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:



**From:** [REDACTED]  
**Sent:** Wednesday, September 3, 2025 2:44 PM  
**To:** [REDACTED]  
**Subject:** Fwd: Welcome to CCO CCPA Inseyets – Irving, TX 9/15 - 9/19

Begin forwarded message:

**From:** Gabriel Fresse <gabriel.fresse@cellebrite.com>  
**Date:** September 2, 2025 at 10:15:21 CDT  
**Cc:** Marcus Sauer <marcus.sauer@cellebrite.com>, Betsy Bartko <betsy.bartko@cellebrite.com>  
**Subject:** Welcome to CCO CCPA Inseyets – Irving, TX 9/15 - 9/19

Dear Cellebrite Training Student,

Cellebrite Training would like to thank you for enrolling in our CCO CCPA Inseyets courses. Your attendance is confirmed. The course details are as follows:

**Event Title:** CCO CCPA Inseyets – Irving, TX  
**Event Dates:** (CCO) Monday-Tuesday, September 15-16  
(CCPA) Wednesday-Friday, September 17-19

**Event Hours:** 9:00 AM – 5:00 PM daily

Instructor: Marcus Sauer and Betsy Bartko

### **COURSE PRE-WORK**

The CCO and CCPA Inseyets courses include mandatory pre-work modules which must be completed PRIOR to attending the training and include content which is testable on the certification exams. Additionally, you will not be able to access your manual on day 1 of class or take your certification exams until your pre-work has been completed.

In preparation for class, please login at: <https://community.cellebrite.com> and go to **More->Training**. Go to the **My Training** area and then click on each of the **CCO and CCPA Inseyets learning plans** to make sure your login credentials are current, your training account is accessible, and to complete your mandatory pre-work modules. You will also log into your account during class to access your manual, for exam testing, and for certificate retrieval.

## **ATTIRE and EQUIPMENT**

Dress is business casual. All equipment is supplied for you to use during class. Student manuals will be issued only as downloadable pdfs accessible through your MyCellebrite account. Students who would like another screen to refer to their manual in class are encouraged to bring a tablet or mobile device.

## **TRAINING FACILITY**

Texoma HIDTA

6303 Commerce Drive

Suite 100

Irving, TX 75063

We look forward to hosting you.

Regards,

**Gabriel Fresse**

Training Account Manager, Central and Canada

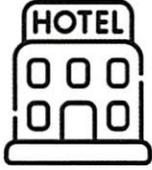
+1 973 206 7713 or +1 800 942 3145 opt 3

[Gabriel.Fresse@cellebrite.com](mailto:Gabriel.Fresse@cellebrite.com)



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# TRAVEL HOTEL RESERVATION REQUEST

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

DATE: 09/03/2025

DEPARTMENT: STOP

PERSON SENDING REQUEST: [REDACTED] EXT: [REDACTED]

Person (s) Name Attending:

1. [REDACTED]
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: Cellebrite Certified Operator

Hotel Name: Springhill Suites by Marriott Dallas DFW Airport East/Las Colinas Irving		
Hotel Address: 5800 High Point Dr		
City: Irving	State: TX	Zip: 75038
Hotel Phone# 972-580-1120		
Special Requirements: none		
Conference Hotel Block Code: none		
Conference/Training Website: <a href="https://cellebrite.com/en/training/schedule/">https://cellebrite.com/en/training/schedule/</a>		
How many rooms needed: 1		
<b>Date of Check In:</b> 9/15/25		<b>Date of Check Out:</b> 9/19/20

**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.**

**From:** SpringHill Suites By Marriott Reservations <reservations@res-marriott.com>  
**Sent:** Wednesday, September 3, 2025 3:04 PM  
**To:** Purchasing  
**Subject:** Reservation Confirmation #98150404 for SpringHill Suites by Marriott Dallas DFW Airport East/Las Colinas Irving

**CAUTION:** This email originated from outside of the Johnson County email system.  
Use care when opening links or attachments. Report suspicious emails.



[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)



SpringHill Suites by Marriott Dallas DFW Airport  
East/Las Colinas Irving

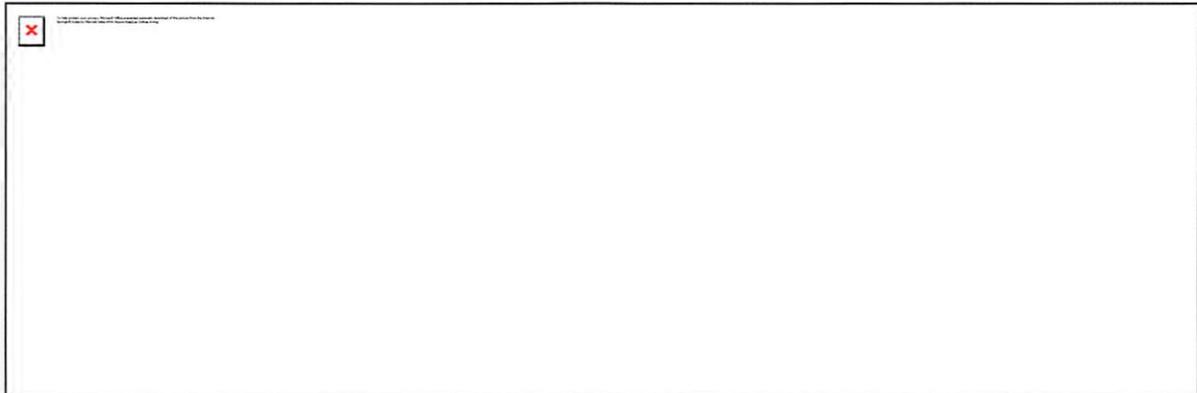
 5800 High Point Drive Irving, Texas 75038 USA  +1-972-580-1120

Thank you for booking with us, 

**A Little Extra. A lot Less Ordinary.**

Mon, Sep 15, 2025 – Fri, Sep 19, 2025

Confirmation Number: 98150404



Check-In: Monday, September 15, 2025 03:00 PM

Check-Out: Friday, September 19, 2025 12:00 PM

Number of rooms	1 Room
Guests per room	1 Adult
Guarantee Method	Credit Card Guarantee, Master Card
<hr/>	
Total for Stay (all rooms)	811.97 USD

Room 1

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Room Type  Suite, 1 King, Sofa bed

UPGRADE ROOM

Guaranteed Requests:

None

ALL REQUESTS

[Manage Stay](#)

## Important Information About Your Stay

Transform your points into free nights, flights, and unrivaled experiences. Plus, access contactless check-in through the mobile app, enjoy Member Rates, and get exclusive offers.

[Join Now](#)



## Summary Of Charges

Monday, September 15, 2025 – Tuesday, September 16, 2025

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1 Night at 134.00 USD per night per room

Flexible Rate

Tuesday, September 16, 2025 – Wednesday, September 17, 2025

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1 Night at 219.00 USD per night per room

Flexible Rate

**Wednesday, September 17, 2025 – Thursday, September 18, 2025**

**1 Night at 209.00 USD per night per room**

**Flexible Rate**

**Thursday, September 18, 2025 – Friday, September 19, 2025**

**1 Night at 139.00 USD per night per room**

**Flexible Rate**

**Taxes & Fees (per night per room)**

**Estimated Government Taxes & Fees 26.29 USD**

**State Cost-Recovery Fee 1.45 USD**

**Totals**

**Total for Stay (all rooms) 811.97 USD**

**Other Charges**

**Complimentary on-site parking**

**Easy access to parking lot. Longterm parking for guests only.**

# Rate Details & Cancellation Policy

- You may cancel your reservation for no charge before 11:59 PM local hotel time on Sunday, September 14, 2025 (1 day[s] before arrival).
- Please note that we will assess a fee of 154.10 USD if you must cancel after this deadline.
- Please note that a change in the length or dates of your reservation may result in a rate change.

## Rate Guarantee Limitation(s)

- Changes in taxes or fees implemented after booking will affect the total room price.

## Additional Information

- Upon check-in an authorization request will be placed on your credit or debit card (where accepted) in an amount equal to the cost of the room, tax and incidental charges for the length of your stay (up to seven nights). If your stay exceeds seven nights, an additional authorization may be requested for the entire amount of your stay (room, tax and incidentals). Upon check-out, your payment card will be charged for the actual amount incurred during your stay.

# Contact Us

## Phone Numbers

Call 1-888-287-9400 in the US and Canada

[For everywhere else, call our Worldwide Telephone Numbers](#)

FREQUENTLY ASKED QUESTIONS ▢

