

# TRAVEL APPROVAL FORM

**Department:** Veterans Services

**Event Name:** Texas Veterans Commission - Advanced Training

**Location:** 400 North Valley Parkway, Lewisville TX 75042

**Event Dates:** November 18 2025 - November 20 2025

**Purpose:**  Required Continuing Education/Certification  
 Job Training  
 Other: Required Certification

**Name of Attendees:**

Benjamin Layton                      Anthony Johnson

James Sedivy                        Jenny Hendricks

\_\_\_\_\_

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



10-27-2025

**Required Documents Checklist:**

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

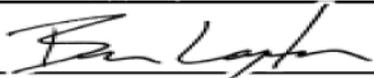
**Overnight Travel**

- 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:**



## Jenny Hendricks

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**From:** Eric Anders <Eric.Anders@dentoncounty.gov>  
**Sent:** Thursday, October 2, 2025 4:42 PM  
**To:** Jenny Hendricks  
**Cc:** Benjamin Layton  
**Subject:** RE: Denton County Training

CAUTION: This email originated from outside of the Johnson County email system.  
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Hi Jenny! I have the Johnson county office reserved for 4 spots and 4 hotel rooms! Hotel info will be coming out shortly.

Eric Anders

Assistant Veterans Service Officer

Denton County Veterans Service Office

1505 E. McKinney St

Suite 151

Denton, TX 76209

Office 940-349-2950

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**From:** Jenny Hendricks <jhendricks@johnsoncountytexas.org>  
**Sent:** Thursday, October 2, 2025 4:36 PM  
**To:** Eric Anders <Eric.Anders@dentoncounty.gov>  
**Cc:** Benjamin Layton <blayton@johnsoncountytexas.org>  
**Subject:** FW: Denton County Training

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Good Afternoon Eric,

Hope all is well.

Please sign us up for the Advanced VSO training for the period of November 18 – November 20

Attendees will be:

- 1) Benjamin Layton – Johnson County
- 2) Anthony Johnson – Johnson County
- 3) James Sedivey – Johnson County
- 4) Jenny Hendricks – Johnson County

Please also advise of the hotel best to stay. Thank you

Respectfully,

## ***Jenny Hendricks***

Accredited Veterans Service Officer  
2 N. Main Street, Cleburne TX 76033  
817-556-6351 (Cleburne)  
817-556-6199 (Fax)  
[jhendricks@johnsoncountytexas.org](mailto:jhendricks@johnsoncountytexas.org)

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**From:** Laura Bivens <[laura.bivens@tvc.texas.gov](mailto:laura.bivens@tvc.texas.gov)>  
**Sent:** Thursday, October 2, 2025 3:23 PM  
**To:** Eric Anders <[eric.anders@dentoncounty.gov](mailto:eric.anders@dentoncounty.gov)>  
**Subject:** FW: Denton County Training

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**UPDATE\*\*\*\*\* AGENDA ADDED\*\*\*\*\* And Eric Anders is still the POC for this event. Please see all information below and the attached itinerary.**

VCSO's,

Please see the information below. Denton County is hosting an accredited training. I will be there as a facilitator; however, Eric Anders is handling the setup, secured the location, contacted the trainers, and pulled resources, got everything approved and is we are very grateful that this opportunity is upon us so early in the FY26. This will allow you to get the 12 hours that are required, each FY, to get accredited or continue your accreditation.

Please see below and respond to Eric Anders for any questions/concerns for this specific training. I am here for anything else 🙏

Respectfully,



Claims  
Team Lead Supervisor,  
Mentor-Trainer-Liaison  
**Laura L. Bivens**  
512-492-5494  
[laura.bivens@tvc.texas.gov](mailto:laura.bivens@tvc.texas.gov)

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**From:** Eric Anders <[Eric.Anders@dentoncounty.gov](mailto:Eric.Anders@dentoncounty.gov)>  
**Sent:** Wednesday, October 1, 2025 4:34 PM  
**To:** Laura Bivens <[laura.bivens@tvc.texas.gov](mailto:laura.bivens@tvc.texas.gov)>  
**Subject:** Denton County Training

VSO's,

On behalf of the Denton County Veteran Service Office, I am pleased to invite you to attend our **Advanced Veteran Service Officer (VSO) Training** to be held in **Lewisville, Texas, from November 18th to 20th, 2025.**

This advanced training program is designed to enhance your knowledge and skills in serving our veterans, with sessions tailored to meet **Texas Veterans Commission (TVC)** and **Texas County VSO** needs. Participation will also qualify attendees for **accreditation hours** toward maintaining their VSO credentials.

**Event Details:**

 **Dates:** November 18–20, 2025

 **Location:** Precinct 3 Government Center: 400 N Valley Parkway, Lewisville, TX 75067 (The Community Room, First door on the right by security)

 **Accreditation Hours:** Minimum 12

**RSVP by:** [RSVP Deadline, e.g., October 31, 2025]

**Register:** [Eric.Anders@dentoncounty.gov](mailto:Eric.Anders@dentoncounty.gov)

**Limit:** 50 People

If you plan to stay in a hotel, please let me know so I can try to negotiate a room block rate. There will have to be a minimum number of rooms needed before a hotel will block off rooms.

If you have any questions or need additional information, please contact Eric Anders at

[Eric.Anders@dentoncounty.gov](mailto:Eric.Anders@dentoncounty.gov)

We look forward to your participation in this important training as we work together to better serve Texas veterans.

Respectfully,

Eric Anders  
Assistant County Service Officer  
Denton County Veteran's Service Office  
1505 E. McKinney St. Suite 151  
Denton, TX  
940-349-2950

## Denton County Training Conference 2025

 November 18–20, 2025

 400 N Valley Parkway  
Suite 1134  
Lewisville, TX 75067-3477

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### Day 1 – Tuesday, November 18, 2025

**Start: 8:30 a.m. | End: 4:30 p.m.**

**8:30 – 9:00**

- **Welcome & Opening Remarks** (Guest Representative) – *non-credit*

**9:00 – 10:00 (Class 1)**

- **Updates in VA Law & Policy** (Title 38 CFR, M21-1, PACT Act)

**10:00 – 11:00 (Class 2)**

- **Understanding Effective Dates and Preserving Early Entitlement**

**11:00 – 11:10** – *Morning Break*

**11:10 – 12:00 (Class 3)**

- **Secondary Service Connection & Aggravation Claims**

**12:00 – 1:00** – *Lunch (on your own)*

**1:00 – 2:00 (Class 4)**

- **C&P Exams & DBQs: Spotting Inadequacies and Requesting Corrections**

**2:00 – 3:00 (Class 5)**

- **Court of Appeals for Veterans Claims (CAVC) Trends: Recent and past precedents every advocate should know.**

**3:00 – 3:15** – *Afternoon Break*

**3:15 – 4:15 (Class 6)**

**National Guard & Reserve Issues: Service connection challenges for non-active-duty service.**

**Total Credits Day 1 = 6**

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**Day 2 – Wednesday, November 19, 2025**

**Start: 8:30 a.m. | End: 4:00 p.m.**

**8:30 – 9:30 (Class 7)**

- **AMA Appeals Pathways: Supplemental Claims, HLRs, and Board Appeals**

**9:30 – 10:30 (Class 8)**

- **Writing Persuasive HLR briefs with applicable 38 CFR and court cases**

**10:30 – 10:45 – *Morning Break***

**10:45 – 11:45 (Class 9)**

- **Special Monthly Compensation (SMC)**

**11:45 – 1:00 – *Lunch (on your own)***

**1:00 – 2:00 (Class 10)**

- **Ethics & Accreditation Refresher for TVC Representatives**

**2:00 – 3:00 (Class 11)**

- **Using Lay Statements & Buddy Evidence Effectively**

**3:00 – 3:15 – *Afternoon Break***

**3:15 – 4:15 (Class 12)**

**CUE (Clear and Unmistakable Error): Identifying and developing motions under 38 C.F.R. § 3.105.**

**Total Credits Day 2 = 6**

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**Day 3 – Thursday, November 20, 2025**

**Start: 8:30 a.m. | End: 11:30 a.m.**

**8:30 – 9:30**

- **Case Studies: Linking Conditions (PTSD & Tinnitus → Headaches; Ortho Chains → Secondary Knee Issues) – *Optional bonus credit***

**9:30 – 9:45 – *Morning Break***

**9:45 – 11:00**

- **VA Claims 101: Q&A with Senior Staff and Guest Experts**

**11:00 – 11:30: Closing Remarks & Dismissal**

**Jenny Hendricks**

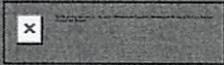
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**From:** Courtyard By Marriott Reservations <reservations@res-marriott.com>  
**Sent:** Wednesday, October 8, 2025 12:35 PM  
**To:** Purchasing  
**Subject:** Reservation Confirmation #98058678 for Courtyard by Marriott Dallas Flower Mound

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## Courtyard by Marriott Dallas Flower Mound

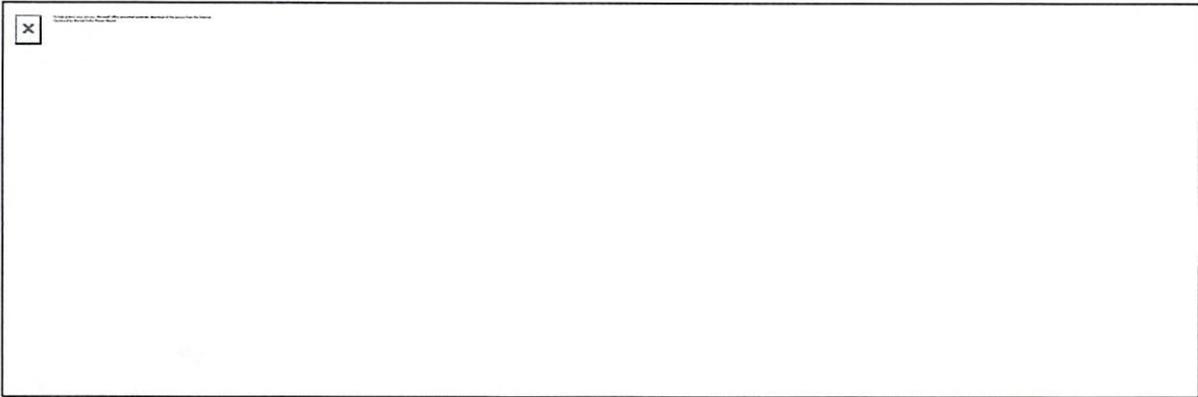
4330 Courtyard Way Flower Mound, Texas 75028 USA +1-214-626-2000

Thank you for booking with us, **Anthony Johnson.**

### Pursue your Passion

**Mon, Nov 17, 2025 – Thu, Nov 20, 2025**

Confirmation Number: 98058678



**Check-In: Monday, November 17, 2025**

**03:00 PM**

Check-Out: Thursday, November 20, 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)	640.55 USD

### Room 1

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Room Type  Guest room, 1 King

[UPGRADE ROOM](#)

### Guaranteed Requests:

None

[ALL REQUESTS](#)

[Manage Stay](#)

## Important Information About Your Stay



In order to prepare for your upcoming stay, we invite you to **learn more** about what to expect when you arrive and the experiences that await you.

**Jenny Hendricks**

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**From:** Courtyard By Marriott Reservations <reservations@res-marriott.com>  
**Sent:** Wednesday, October 8, 2025 10:41 AM  
**To:** Purchasing  
**Subject:** Reservation Confirmation #98023097 for Courtyard by Marriott Dallas Flower Mound

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## Courtyard by Marriott Dallas Flower Mound

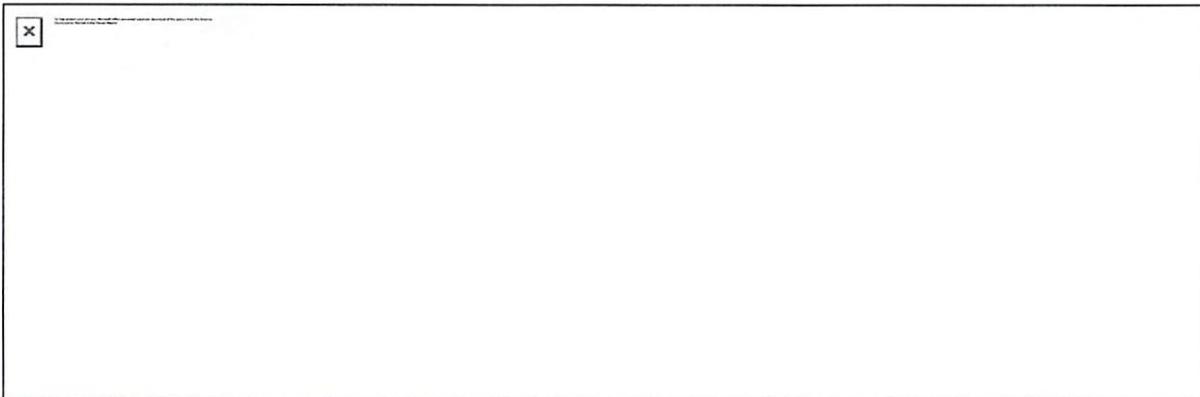
4330 Courtyard Way Flower Mound, Texas 75028 USA +1-214-626-2000

Thank you for booking with us, Ben Layton.

## Pursue your Passion

Mon, Nov 17, 2025 – Thu, Nov 20, 2025

Confirmation Number: 98023097



Check-In: Monday, November 17, 2025

03:00 PM

Check-Out: Thursday, November 20, 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)	640.55 USD

### Room 1

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Room Type

Guest room, 1 King

[UPGRADE ROOM](#)

### Guaranteed Requests:

None

[ALL REQUESTS](#)

[Manage Stay](#)

## Important Information About Your Stay



In order to prepare for your upcoming stay, we invite you to **learn more** about what to expect when you arrive and the experiences that await you.

**Jenny Hendricks**

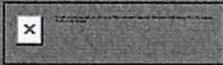
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**From:** Courtyard By Marriott Reservations <reservations@res-marriott.com>  
**Sent:** Wednesday, October 8, 2025 10:41 AM  
**To:** Purchasing  
**Subject:** Reservation Confirmation #98049888 for Courtyard by Marriott Dallas Flower Mound

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## Courtyard by Marriott Dallas Flower Mound

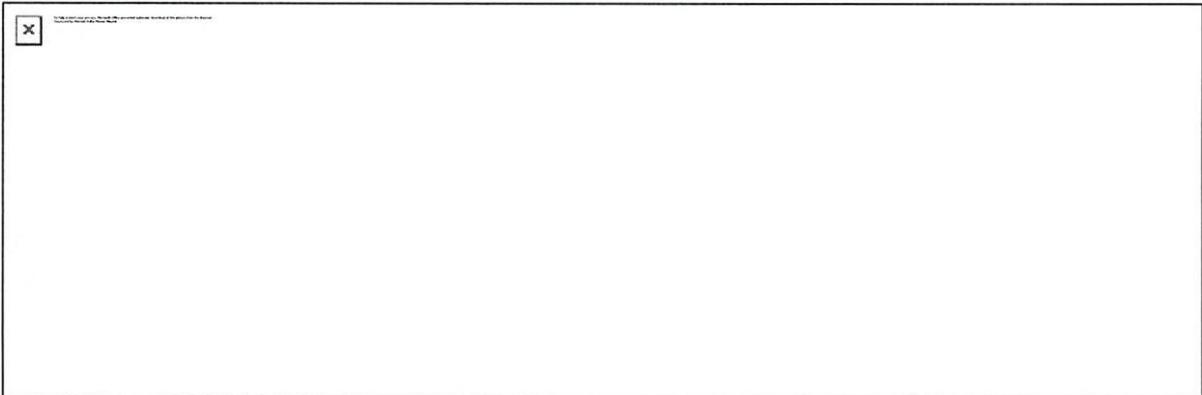
4330 Courtyard Way Flower Mound, Texas 75028 USA +1-214-626-2000

Thank you for booking with us, **James Sedivy**.

### Pursue your Passion

**Mon, Nov 17, 2025 – Thu, Nov 20, 2025**

Confirmation Number: 98049888



Check-In: Monday, November 17, 2025

03:00 PM

Check-Out: Thursday, November 20, 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)	640.55 USD

### Room 1

---

Room Type  Guest room, 1 King  
[UPGRADE ROOM](#)

### Guaranteed Requests:

None

[ALL REQUESTS](#)

[Manage Stay](#)

## Important Information About Your Stay



In order to prepare for your upcoming stay, we invite you to **learn more** about what to expect when you arrive and the experiences that await you.

**Jenny Hendricks**

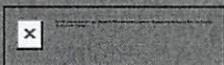
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**From:** Courtyard By Marriott Reservations <reservations@res-marriott.com>  
**Sent:** Wednesday, October 8, 2025 10:28 AM  
**To:** Purchasing  
**Subject:** Reservation Confirmation #98040209 for Courtyard by Marriott Dallas Flower Mound

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## Courtyard by Marriott Dallas Flower Mound

4330 Courtyard Way Flower Mound, Texas 75028 USA +1-214-626-2000

Thank you for booking with us, **Jenny Hendricks.**

### Pursue your Passion

**Mon, Nov 17, 2025 – Thu, Nov 20, 2025**

Confirmation Number: 98040209



Check-In: Monday, November 17, 2025

03:00 PM

Check-Out: Thursday, November 20, 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)	640.55 USD

### Room 1

---

Room Type  Guest room, 1 King

[UPGRADE ROOM](#)

### Guaranteed Requests:

None

[ALL REQUESTS](#)

[Manage Stay](#)

## Important Information About Your Stay



In order to prepare for your upcoming stay, we invite you to **learn more** about what to expect when you arrive and the experiences that await you.