

Travel Approval Form

Department: Juvenile Services

Event Name: 2026 Data Coordinator's Conference

Location: San Marcos, TX

Event Dates: April 6 thru April 8, 2026

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

Name of Attendees:
Linda Smith

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



11-10-2025

Required Documents Checklist:

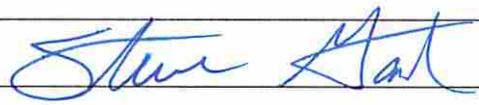
**** Same-Day Travel - Commissioners Court Approval is not required ****

Overnight Travel

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown *Not available*
- 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: 

Linda Smith *LS*

Jail/Prison

Community Corrections

Leadership

Support Staff

Other

2026 Data Coordinator's Conference

WHO SHOULD ATTEND:

Limited to Texas Criminal Justice Professionals

- Other
- Data Coordinator's within Juvenile Justice System

[CLICK TO REGISTER NOW](#)

TRAINING HOURS: 9

DATE/TIME:

Apr 07 (08:30 am) - 08, 2026 (12:00 pm)

REGISTRATION DEADLINE:

Mar 18, 2026

FEE POLICY:

Early Registration - \$115.00

Late Fee - \$25

LOCATION INFORMATION:

Embassy Suites San Marcos
(See Hotel information below)

HOTEL INFORMATION: *

Embassy Suites San Marcos
1001 E McCarty Lane
San Marcos, TX 78666
Reservations: By phone: 512-392-6450

Room Rate: (Current prevailing government per diem)

Overnight Parking: \$15 per night

CMIT is proud to partner with the Texas Juvenile Justice Department for the 2026 Data Coordinator's Conference!

For more information, contact:

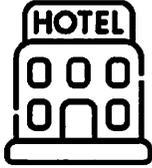
Vicenta Martinez, Project Coordinator
Correctional Management Institute of Texas
George J. Beto Criminal Justice Building
Sam Houston State University
Huntsville, TX 77341-2296
Fax: (936) 294-1671
Phone: (936) 294-1639
vmartinez@shsu.edu

Cancellation Policy:

If paid, full refunds will be given to those who cancel in writing more than ten (10) working days prior to the training. A refund of 70% of the fees paid will be authorized when a written request for cancellation and refund of conference or program fees is submitted less than ten (10) working days prior to the scheduled start of the program. If unpaid, those who cancel in writing more than ten (10) working days prior to the training will have all fees waived. When a written request for cancellation is submitted less than ten (10) working days prior to the scheduled start of the program, the participant will be responsible for 30% of the conference rate at the time they registered. The Correctional Management Institute of Texas reserves the right to retain or collect fees in full for those who

fail to cancel in writing prior to the training or for those who fail to attend. Substitutions are permitted at anytime.

* Unless otherwise noted, hotel arrangements are the responsibility of the participant.



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 10/23/2025

DEPARTMENT: Juvenile Services

PERSON SENDING REQUEST: Ellen Peveto EXT: 1460

Person (s) Name Attending:

1. Linda Smith
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: 2026 Data Coordinator's Conference

Hotel Name: Embassy Suites San Marcos
Hotel Address: 1001 E. McCarty Lane
City: San Marcos State: TX Zip: 78666
Hotel Phone# 512-392-6450
Special Requirements:
Conference Hotel Block Code: CMIT
Conference/Training Website: https://www.cmitonline.org/cal.php?mode=view&item=1438
How many rooms needed: 1
Date of Check In: 4/6/26 Date of Check Out: 4/8/26

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.

Ellen Peveto

From: Embassy Suites by Hilton Confirmed <noreply@h6.hilton.com>
Sent: Thursday, October 23, 2025 4:07 PM
To: Purchasing
Subject: Your Apr-06-2026 Confirmation #94407067

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



See you soon, Linda Smith

Your reservation for Apr-06-2026 has been confirmed.

Confirmation #94407067



Embassy Suites by Hilton San Marcos Hotel Conference Center

1001 E. McCarty Lane
San Marcos TX 78666 US

[Maps & Directions>>](#)

+15123926450

Your Room Information

Guest Name:	Linda Smith
Guests:	1 Adult
Rooms:	1
Room Plan:	1 KING BED NONSMOKING

Your Rate Information

TX Juvenile Justice

Rate per night

06-Apr-2026 - 08-Apr-2026

110.00 USD

Total for Stay per Room Rate

220.00 USD

Taxes

33.32 USD

Mandatory Charge

2.15 USD

Total price for Stay

255.47 USD

 [Modify Your Reservation >>](#)



Rate Rules and Cancellation Policy

- There is a credit card required for this reservation.
- If you wish to cancel, please do by 11:59 p.m. on Apr-04-2026, to avoid cancellation penalty equal to the first night's room and tax.
- When you check in, a hold may be placed on your card for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out. Any such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.
- If the slider is used to select a Points and Money combination, that selection is final once your stay is booked.

Additional Information



We are a smoke-free hotel

Tax

9.0% Per Room Per Night

6.0% Per Room Per Night

Mandatory Charge: 2.15 USD

Self Parking: 15.00 USD Per Night



Please do not reply to this email, as mail sent to this address cannot be answered. If you have questions please visit our [Customer Support](#) page and select the applicable contact method.