

# Travel Approval Form

**Department:** Sheriff's Office - Jail  
**Event Name:** WMU Christian Job Corps National Certification Training  
**Location:** Longview, Texas  
**Event Dates:** November 2-3, 2025  
**Purpose:**  Required Continuing Education/Certification  
 Job Training  
 Other: \_\_\_\_\_

**Name of Attendees:**

Chaplain Josh Burns \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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
- 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:**



## Joshua Burns

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**From:** WMU of Texas <chris.rowley@texasbaptists.org>  
**Sent:** Sunday, October 26, 2025 2:41 PM  
**To:** Joshua Burns  
**Subject:** Registration Confirmation: WMU Christian Job Corps National Certification Training

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

<[https://texasbaptists.tfaforms.net/forms/get\\_image/2/C4tz7ZRtp3GiAFjW5Z331oJnCpCVk5LyQZvohSKutUs3EbGFQBmBLVZhNGmZDLSt-wmu-horizontal-black.png](https://texasbaptists.tfaforms.net/forms/get_image/2/C4tz7ZRtp3GiAFjW5Z331oJnCpCVk5LyQZvohSKutUs3EbGFQBmBLVZhNGmZDLSt-wmu-horizontal-black.png)>

Your registration was successfully completed!

Thank you for registering for the WMU **Christian Job Corps National Certification Training.**

Meals are included. Participants are responsible for their lodging expense.

Your confirmation details are listed below.

(1/2)Church Information

Church Not Found

- My church is not listed.

Enter your church's name

Johnson County Correctional Center

Enter your church's city

Cleburne

Attendee Information

First Name

**Joshua**

Last Name

**Burns**

Mailing Address

1800 Ridgemar Dr

City

Burleson

State

TX

Zip Code

76028

Email

**jburns@johnsoncountytexas.org** <mailto:jburns@johnsoncountytexas.org>

Phone

8176763659

Site Name

Johnson County Correctional Center

This is a...  
New Site  
Dallas  
- November 2 - 3, 2025  
Dallas, TX

**Registration fee**

**\$75**

Discount Code  
Select Training Level  
Level 1

Level 1 is for those interested in starting a new site or new staff from and existing site.

**Required Prerequisite Course**

**\$25**

<https://us01.z.antigena.com/l/Gp3z0Qry8OM-TtQW8~xNc2BLkFK4ECqtQim2~sFhXleZ~1Q36xouxSSEw9WhNgZloVR15Ct~VLoDeMValxELYI7UkeOXTmd0C~aqbKeScdlVvJzw1JUSrCsZ8rCGCit3QQY-8rJr1I0Wt0E~iKAwFyMyO7jraAtgAXqgvSzfFyqfKITxcEK3ktUQx4DQD4DVXmpHn26By34Y-SbkY-d3Qrm5RELIGL2tM>

**Level 1 Reading Requirements**

Please read the following prior to attending training:

- What Every Church Member Should Know About Poverty <[https://www.amazon.com/dp/B008VHSX4E/ref=dp-kindle-redirect?\\_encoding=UTF8&btkr=1](https://www.amazon.com/dp/B008VHSX4E/ref=dp-kindle-redirect?_encoding=UTF8&btkr=1)>

- When Helping Hurts <[https://www.amazon.com/When-Helping-Hurts-Alleviate-Yourself/dp/0802409989/ref=asc\\_df\\_0802409989/?tag=hyprod-20&linkCode=df0&hvadid=312025908234&hvpos=&hvnetw=g&hvrnd=2461828833308253846&hvppone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmid=&hvlocint=&hvlocphy=9028292&hvtargid=pla-436898450337&psc=1](https://www.amazon.com/When-Helping-Hurts-Alleviate-Yourself/dp/0802409989/ref=asc_df_0802409989/?tag=hyprod-20&linkCode=df0&hvadid=312025908234&hvpos=&hvnetw=g&hvrnd=2461828833308253846&hvppone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmid=&hvlocint=&hvlocphy=9028292&hvtargid=pla-436898450337&psc=1)>

What role do you expect to play in a CWJC/CMJC?

Site Coordinator  
Payment (2/2)  
Payment Type  
Credit Card  
Registration Summary  
Registration Subtotal  
75.00

**Registration Total**

**75.00**

**Credit Card Information**

Name on Credit Card

Joshua Burns

Credit Card Number

xxxxxxxxxxxx0339

Expiration Month

11

Expiration Year

2028

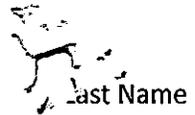
Security Code

xxx

**Contact/Billing Information**

First Name

Joshua



Last Name

Burns

Email

joshuaburns1205@gmail.com <mailto:joshuaburns1205@gmail.com>

Street Address

3019 Greenway Drive

City

Burleson

State

TX

Zip Code

76028

## Joshua Burns

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**From:** Joshua Burns  
**Sent:** Sunday, October 26, 2025 2:47 PM  
**To:** travis.n.rosales@gmail.com  
**Subject:** Fw: Job Corp Training

See below.

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**From:** Chris Rowley <chris.rowley@texasbaptists.org>  
**Sent:** Thursday, October 16, 2025 2:12 PM  
**To:** Joshua Burns <jburns@johnsoncountytexas.org>  
**Subject:** Re: Job Corp Training

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Hi, Joshua...

Here's link to the application to be a site coordinator from National WMU/CJC. Please complete it as soon as possible. And, additional information about the Nov training below.

[NCT Site Leader Application](#)

## *Christian Job Corps*

### **National Certification Training Level 1 and Level 2**

Level 1 is for those just starting new ministry sites or new leaders of existing sites. Level 2 is for leaders of new sites who have been serving participants and have a complete ministry plan.

NCT Level 1 and Level 2 are being offered in Longview, TX November 2 & 3, 2025. Sunday, Nov 2 meets 2 pm to 6 pm. Monday, Nov 3, meets 9 am to 4 pm. Cost is \$75 plus hotel for Nov. 2nd. We will provide breakfast and lunch on Monday. Dinner will be on your own Sunday evening.

Recommended hotel:  
[Tru by Hilton](#)

Here's the NCT registration link:  
[NCT Reg Link Nov 2025](#)

Level 1 Prerequisites:  
Complete this online course - [CJC Introduction Course](#)

## Read - What Every Church Member Should Know About Poverty and When Helping Hurts

Level 2 Prerequisites:  
Strengths Based Leadership

Location of the training:  
<https://cjcgreggcounty.org/>  
CWJC of Gregg County  
323 B North High St  
Longview, TX 75601

Believing,

Chris Rowley | CWJC/CMJC Consultant

WMU of Texas | 10325 Brockwood Rd | Dallas, TX 75238

Cell 737-280-8660

[www.wmutx.org](http://www.wmutx.org) | [iamtexasmissions.org](http://iamtexasmissions.org)

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MARY HILL DAVIS OFFERING  
FOR TEXAS MISSIONS  
WMU of Texas

**Thank you for supporting Texas Missions.  
Gifts to the 2024 Mary Hill Davis Offering  
may be received through December 31.**

**[https://us01.z.antigena.com/l/0s5AfbZmwwd2UIJr58vNtWZQ2\\_F4sZS-9kjGqdxDNc4Y3DfTfXEicDS1T-DZuHNstoSrheIy~H~TIOvkyl-XunW4-LUTA6ZuG6Lc5MMNFWeVLAPUbrZ9Ie4MIBuIQUsXwDAE53569mky9Yv6sb6fwFopo8gmdOWTPnAnoxCs01Ig4vhqYEHy7O61u7if](https://us01.z.antigena.com/l/0s5AfbZmwwd2UIJr58vNtWZQ2_F4sZS-9kjGqdxDNc4Y3DfTfXEicDS1T-DZuHNstoSrheIy~H~TIOvkyl-XunW4-LUTA6ZuG6Lc5MMNFWeVLAPUbrZ9Ie4MIBuIQUsXwDAE53569mky9Yv6sb6fwFopo8gmdOWTPnAnoxCs01Ig4vhqYEHy7O61u7if)**

**Goal: \$3.7 million**

## Joshua Burns

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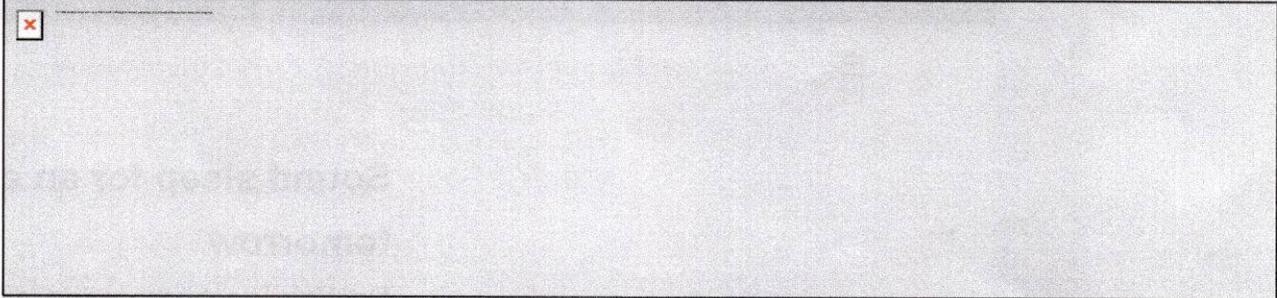
**From:** Joshua Burns <joshuaburns1205@gmail.com>  
**Sent:** Tuesday, October 28, 2025 10:24 AM  
**To:** Joshua Burns  
**Subject:** Fwd: Your Nov-02-2025 Confirmation #3358718464

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**From:** Tru by Hilton Confirmed <noreply@h6.hilton.com>  
**Date:** October 28, 2025 at 10:22:08 AM CDT  
**To:** joshuaburns1205@gmail.com  
**Subject:** Your Nov-02-2025 Confirmation #3358718464



**See you soon, Joshua Burns**  
Your reservation for Nov-02-2025 has been confirmed.  
Confirmation #3358718464



**Tru by Hilton Longview**

3037 N. Eastman Rd.  +19032308266  
Longview TX 75605 US   
**[Maps & Directions>>](#)**   


## Your Room Information

 Guest Name:

Joshua Burns

Guests:

1 Adult

Rooms:

1

Room Plan:

2 QUEEN BEDS

Your Rate Information

HONORS DISCOUNT

Rate per night

02-Nov-2025 - 03-Nov-2025

63.89 USD

Total for Stay per Room Rate

**63.89 USD**

Taxes

9.58 USD

**Total price for Stay**

**73.47 USD**



[Modify Your Reservation >>](#)



## Plan Ahead With These Tips:



### Sound sleep for an epic tomorrow

Rest and recharge with Calm on in-room TVs at over 2,400 Hilton hotels in the U.S. and Canada.



[Learn more](#)



#### 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 Nov-01-2025, 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.

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#### Additional Information



We are a smoke-free hotel

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#### Tax

9.0% Per Room Per Night

6.0% Per Room 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.

Disclaimer: Room interior varies by hotel and the room booked may differ from room shown in this email.

[Click here](#) to see Hilton's policy regarding firearms on hotel premises.

\*Standard Wi-Fi is free for Hilton Honors members. Premium, if available, has a fee (except for Diamond members). Wi-Fi access is not free in meeting spaces or at properties with a resort charge.

\*\* Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age. Hilton Requests Upon Arrival(TM) items are subject to availability.

† Visit [Hilton.com/guarantee](https://www.hilton.com/guarantee) to learn more about our Best Price Guarantee.

Using a debit/credit card to check in? A hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through date of check-out. Holds may not be released for 72 hours from date of check-out or longer at the discretion of your card issuer. [Click here](#) if you need to modify or cancel your reservation.

Any change to your arrival or departure date or room type is subject to hotel availability and may result in a possible rate change or additional fee. Changes also may not be possible at a later date.

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