

Travel Approval Form

Department: Sheriff's Office

Event Name: 2025 ALERRT Conference

Location: San Marcos, TX

Event Dates: 12/07/25 - 12/10/25

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

Name of Attendees:

Lanny Boone _____

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



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:



Johnson County Sheriff's Office
Training Request

Name: Lanny Boone
Rank: Sgt Date: 10/12/25
Course Name: 2025 Alerrt Conference
Course Date: Dec 07-10 2025

Course Tuition: \$250 Hotel Cost: \$645
Per Diem: \$63.00 47.25×2 $63 \times 2 = 220.05$ Total Cost: ~~\$958~~ 1115.05

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: Alerrt Center Texas State University
Host Address: 601 University Drive
Host City: San Marcos
Host State: Texas
Host Zip Code: 7866
Host Phone: 512-245-1668

Hotel: Embassy Suites by Hilton San Marcos Hotel Center
Hotel Address: 1001 East Mccarty Lane
Hotel City: San Marcos
Hotel State: Texas
Hotel Zip Code: 78666
Hotel Phone: 512-392-6450

Hotel Check In Date: Dec 7, 2025
Hotel Check Out Date: Dec 10, 2025

Approvals

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

Sergeant: _____ Approved _____
Disapproved Initials _____ Date _____

Justification (Required): _____

Lieutenant: Kevin George Approved
Disapproved Initials KG Date 10/15/2025

Comments: _____

Captain: BA Approved
Disapproved Initials BA Date 10/20/2025

Comments: _____

Chief: MR Approved
Disapproved Initials MR Date 10-28-25

Comments: _____



Invoice #12599

Conference
2025 ALERRT Conference

Dates
Dec 07 - 10, 2025

Registration Date
08-07-2025

Student	Course Name	Course Date	Status	Price
Lanny Boone	Registration/Breakouts	Dec 08 - 10, 2025 - Full Day	Unpaid	\$250.00

Total \$250.00

Payment Options

Checks can be made payable to **ALERRT Center at Texas State University** and sent to:

ALERRT Conference Registration
601 University Drive
San Marcos, TX 78666

CREDIT CARD

You may pay by credit card online at our secure Texas State University credit card web page. Once the purchase has been confirmed, you will receive an email to confirm payment, along with any pertinent course information.



ALERRT Center | 601 University Drive | San Marcos, TX 78666 | 512.245.1668 | info@alerrt.org | https://alerrt.org

MEMBER OF THE TEXAS STATE UNIVERSITY SYSTEM

2025 ALERRT Conference
December 7-10, 2025
San Marcos, TX

Embassy Suites by Hilton San Marcos Hotel Conference Center

Registration for the 2025 ALERRT Conference is now open!

[Register Now](#)

INTEGRATED RESPONSE TOPICS FOR

- FIRST RESPONDERS
- EMERGENCY MANAGEMENT

- COMMUNITY LEADERS
- SCHOOL ADMINISTRATION
- HOSPITAL STAFF



ALERT
TEXAS STATE UNIVERSITY



About the ALERRT Conference

ALERRT hosts a national integrated response conference each fall. The ALERRT Active Shooter Integrated Response Conference is the only national conference bridging the law enforcement, Fire and EMS responses to active shooter / attack events. The 2018 conference merged the four disciplines (Police, Fire, EMS, and Emergency Management), and for the first time, included emergency room physicians to build integration and coordinated command centers, creating stronger local, regional, state and national active shooter response preparedness. Based on recent active shooter / intentional mass injury events in the United States, the reality is that saving victims' lives does not end in an ambulance or at the doors of the emergency department.

BROADDUS

DEFENSE

2025 Attendee Registration Info

FEES

Early bird registration (April 14 - Aug 15) - \$250

If you registered before August 16th, but your invoice fee shows \$350, please contact help@alerrt.org to have your price adjusted to the early bird rate.

Registration (Aug 16 - Dec 10) - \$350

Training Certification Classes - \$150 or \$250 (These are optional, additional fees)

IMPORTANT INFORMATION

- There will be no refunds for paid registrations, nor will there be credit given for future conferences
- Payment does not need to be made during registration
- In lieu of refunds, swaps may be made for attendees

PAYMENT INFORMATION

Payments for the 2025 ALERRT Conference can be made in person during check-in or via money order, check, or purchase order and mailed to:

ALERRT Center at Texas State University
601 University Dr.
San Marcos, TX 78666

Please make checks payable to "Texas State University - ALERRT".

For PO Payments, our W-9 can be viewed [here](#), or requested at help@alerrt.org.

Payments can be made via credit card online using the link on your invoice.

ADDITIONAL DETAILS

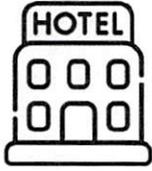
EARLY BIRD RATE You must register between April 14 - Aug 15 to receive the early bird rate

If you registered before August 16th, but your invoice fee shows \$350, please contact help@alerrt.org to have your price adjusted to the early bird rate.

MEALS Meals are not provided or included in the conference cost.

TRANSPORTATION Attendees are responsible for transportation to and from the conference center.





TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 10/23/2025

DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

Person (s) Name Attending:

1. Lanny Boone
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: 2025 ALERRT Conference

Hotel Name: Embassy Suites by Hilton San Marcos Hotel Center
Hotel Address: 1001 E. McCarty Lane
City: San Marcos State: TX Zip: 78666
Hotel Phone# 512-392-6450
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website:
How many rooms needed: 1
Date of Check In: 12/7/25 Date of Check Out: 12/10/25

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.