

# TRAVEL APPROVAL FORM

**Department:** County Clerk

**Event Name:** 2026 CDCAT Winter Conference

**Location:** San Marcos, TX

**Event Dates:** February 10-13, 2026

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

**Name of Attendees:**

April Long                      Sarah George  
\_\_\_\_\_  
\_\_\_\_\_

**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 \*\***

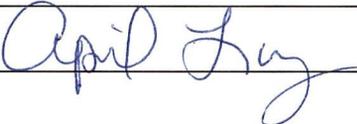
**Overnight Travel**

- 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:**



**Nikki Ortegon**

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**From:** do-not-reply@county.org  
**Sent:** Wednesday, October 29, 2025 9:01 AM  
**To:** Nikki Ortegon  
**Subject:** Confirmation

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

Dear Ms. Nikki Ortegon,

Thank you for your recent online submission. Here are confirmation details for your records.

**If you have registered for the County & District Clerks' 2026 Winter Conference, click [here](#) for the hotel room block details.**

**Order Number:** 280745  
**Order Date:** Oct 29, 2025 9:00 AM  
**Bill To:** Ms. Nikki Ortegon  
**Order Total:** 250.00  
**Payment Method:** You will be billed for the balance due - Purchase Order Number .

<b>Item</b>	<b>Price</b>	<b>Qty</b>	<b>Total</b>
2026 County & District Clerks Association Winter Conference - Hon. April Long <i>When:</i> Feb 10, 2026 8:00 AM - Feb 13, 2026 12:00 PM <i>Where:</i> Embassy Suites By Hilton San Marcos Hotel 1001 E McCarty Ln San Marcos, TX 78666 United States	250.00	1	250.00

*Registration option:* Feb 10, 2026 8:00 AM - County Officials and Staff Conference Registration

<b>Item Total</b>	250.00
<b>Item Grand Total</b>	250.00
<b>Transaction Grand Total</b>	250.00

You may review your registration and event information at any time on our website by logging into your [Member Portal](#).

Additional information will be emailed to you soon. If you have any questions, please contact Education Services at (800) 456-5974.

## Nikki Ortegon

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**From:** do-not-reply@county.org  
**Sent:** Wednesday, October 29, 2025 9:14 AM  
**To:** Nikki Ortegon  
**Subject:** Confirmation

**CAUTION:** This email originated from outside of the Johnson County email system.  
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Dear Ms. Nikki Ortegon,

Thank you for your recent online submission. Here are confirmation details for your records.

**If you have registered for the County & District Clerks' 2026 Winter Conference, click [here](#) for the hotel room block details.**

**Order Number:** 280862

**Order Date:** Oct 29, 2025 9:13 AM

**Bill To:** Ms. Nikki Ortegon

**Order Total:** 250.00

**Payment Method:** You will be billed for the balance due - Purchase Order Number .

Item	Price	Qty	Total
2026 County & District Clerks Association Winter Conference - Ms. Sarah George <i>When:</i> Feb 10, 2026 8:00 AM - Feb 13, 2026 12:00 PM <i>Where:</i> Embassy Suites By Hilton San Marcos Hotel 1001 E McCarty Ln San Marcos, TX 78666 United States	250.00	1	250.00

*Registration option:* Feb 10, 2026 8:00 AM - County Officials and Staff Conference Registration

<b>Item Total</b>	250.00
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TEXAS ASSOCIATION of COUNTIES

# 2026 County and District Clerks' Association of Texas Winter Conference

February 10, 2026 - February 13, 2026 multi-day

08:00 AM - 12:00 PM

Embassy Suites by Hilton San Marcos Hotel  
Conference Center  
1001 E McCarty Ln.  
San Marcos, TX 78666

Contact Sam Burke or Amy Lawson at (800) 456-5974.

Contact Us

Registration

OVERVIEW HOTEL AGENDA CONTINUING EDUCATION CANCELLATIONS SPONSORSHIP AND VENDORS

## Tuesday, February 10

10 a.m. - 5 p.m.: Registration and Information Desk Open

Location: Registration Desk

10 a.m. - 12:30 p.m.: CDCAT Executive Board Meeting (with working lunch)

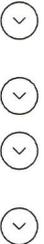
1:30 - 5 p.m.: Pre-Conference Sessions: Clerk Group Meeting by Population Size

Attendees will divide into groups based on their county population in these three categories: Small (25K and under); Medium (25K-100K); and Large (100K and above).

7:30 - 8:30 p.m.: Committee Meetings

(optional or to be held virtual prior to conference)

- Education Committee Meeting
- Legislative Committee Meeting
- Bylaws Committee Meeting
- Banking and Finance Committee Meeting
- Community Outreach Meeting





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1001 E McCarty Ln.  
San Marcos, TX 78666

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Contact Us

Registration

OVERVIEW HOTEL AGENDA CONTINUING EDUCATION CANCELLATION SPONSORSHIP AND VENDORS

## Wednesday, February 11

8 a.m. - 5 p.m.: Registration and Information Desk Open

Location: Registration Desk

9 - 10 a.m.: General Session

10 - 11 a.m.: TAC and TAC Services

Speaker: Susan Redford, Executive Director, Texas Association of Counties

11 a.m. - noon: How to Postpone Your Personal Probate

Noon - 1:30 p.m.: Lunch on Your Own

1:30 - 3 p.m.: Keynote Speaker

3 - 3:30 p.m.: Refreshment Break With Vendors

3:30 - 5 p.m.: Electronic Copy Certification Procedures





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Registration

OVERVIEW HOTEL AGENDA CONTINUING EDUCATION CANCELLATION SPONSORSHIP AND VENDORS

## Thursday, February 12

- 8 a.m. - 4:30 p.m.: Information Desk Open ⌵

**Location:** Registration Desk
- 8:30 - 10 a.m.: Breakout Session - District Clerks: Juvenile Cases From Start to Finish ⌵

*Speakers: Michael Cox and Misty Allen*
- 8:30 - 10 a.m.: Breakout Sessions - County Clerks: Guardianships Non-Criminal ORI ⌵

Attendees will divide into groups based on their office: County Clerk and District Clerk.
- 10 - 10:30 a.m.: Break ⌵
- 10:30 - 11:30 a.m.: Breakout Session - District Clerks: Expunctions ⌵

*Speaker: Sharena Gilliland, District Clerk, Parker County*
- 10:30 - 11:30 a.m.: Breakout Sessions - County Clerks: Unclaimed Property ⌵

Attendees will divide into groups based on their office: County Clerk and District Clerk.
- 11:30 a.m. - 1 p.m.: Lunch on Your Own ⌵
- 1 - 2 p.m.: Breakout Session - District Clerks: Restitution ⌵

*Speaker: Patti Henry, District Clerk, Chambers County*
- 1 - 2 p.m.: Breakout Sessions - County Clerks: Open Meetings Act ⌵

Attendees will divide into groups based on their office: County Clerk and District Clerk.
- 2 - 3 p.m.: Breakout Session - District Clerks: Supreme Court Mandates - "When Did That Happen" ⌵

*Speakers: Laura Hinojosa, District Clerk, Hidalgo County  
Stacey Kemp, County Clerk, Collin County*
- 2 - 3 p.m.: Breakout Sessions - County Clerks: Sovereign Citizen ⌵

Attendees will divide into groups based on their office: County Clerk and District Clerk.
- 3 - 3:30 p.m.: Break ⌵
- 3:30 - 4:30 p.m.: Breakout Session - District Clerks: Sovereign Citizen ⌵

Attendees will divide into groups based on their office: County Clerk and District Clerk.
- 3:30 - 4:30 p.m.: Breakout Sessions - County Clerks: Supreme Court Mandates - "When Did That Happen" ⌵

*Speakers: Laura Hinojosa, District Clerk, Hidalgo County  
Stacey Kemp, County Clerk, Collin County*
- 6 - 10 p.m.: Banquet: Tailgate ⌵



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San Marcos, TX 78666

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Contact Us

Registration

OVERVIEW HOTEL AGENDA CONTINUING EDUCATION CANCELLATION SPONSORSHIP AND VENDORS

## Friday, February 13

8 - 11 a.m.: Information Desk Open

Location: Registration Desk

9 - 10 a.m.: Public Information Act Bulk Data

10 - 11 a.m.: JCIT Standards



# You're all set, Sarah!

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## Confirmation number: 85125529

We sent the details to s\*\*\*\*e@

### Hotel Information



#### Embassy Suites by Hilton San Marcos Hotel Conference Center

1001 E. McCarty Lane  
San Marcos, Texas 78666 USA  
+1 512-392-6450

### Stay Information

**9** FEB MON — **13** FEB FRI

Check-in: 4 pm  
Check-out: 11 am

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

### Guest information

**Sarah George**

Hilton Honors#:

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### 1 room for 1 adult

#### 1 King Bed Nonsmoking - The Hilton Sale

#### Honors

Total room charge	\$1,020.80
Total fees	\$9.95
Total taxes	\$154.61

**Total for stay: \$1,185.36**

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Payment

### Guarantee policy

There is a Credit Card required for this reservation.

If you use 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 your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

## **Cancellation policy**

Free cancellation before 11:59 PM local hotel time on 19 Jan 2026.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

Totals listed here are estimated based on current taxes and exchange rates (if applicable) and do not include additional fees/charges that may be incurred during your stay.

## **Optional services for an additional charge**

### **Self parking**

\$15.00 / night

### **Pets**

Pets allowed, \$75.00 non-refundable fee, \$75(1-4n), \$125(5+n)2petsMax, dog/cat only

# You're all set, April!

## Confirmation number: 81323063

We sent the details to a\*\*\*\*g@

### Hotel Information



#### Embassy Suites by Hilton San Marcos Hotel Conference Center

1001 E. McCarty Lane  
San Marcos, Texas 78666 USA  
+1 512-392-6450

### Stay Information

**9** FEB MON — **13** FEB FRI

Check-in: 4 pm  
Check-out: 11 am

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

**1 room for 1 adult**  
**2 Queen Beds Nonsmoking - Tac County District**

Total room charge	\$676.00
Total fees	\$6.59
Total taxes	\$102.39

**Total for stay: \$784.98**

Payment

### Guarantee policy

There is a Credit Card required for this reservation.

### Guest information

**April Long**

Hilton Honors#:

If you use 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 your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

## **Cancellation policy**

Free cancellation before 11:59 PM local hotel time on 07 Feb 2026.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

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