

Travel Approval Form

Department: District Clerk

Event Name: 2026 CDCAT Winter Conference

Location: San Marcus, Texas

Event Dates: 02/10/26 - 02/13/26

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

Name of Attendees:

Kaylee Hill Marya Garren

Alision Farquhar Shannon Flores

Jennifer Vassar _____

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



11/24/2025

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:





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

Registration will open **Wednesday, Oct. 29**, at 9 a.m. You must register for the conference to obtain hotel reservation information. Elected clerks will be allowed to register first to secure rooms before staff members.

The room block will be audited, and the hotel will release any duplicate rooms or rooms that are not in the name of the elected official.

Join the County and District Clerks' Association of Texas at its 2026 Winter Conference, scheduled for Feb. 10-13 at the Embassy Suites by Hilton San Marcos Hotel Conference Center.

County clerks, district clerks and combination clerks can earn continuing education credits to help fulfill their annual CE requirements. An integral part of this meeting will be the opportunity to network with your fellow clerks and exchange ideas that are helpful to you and your county. Conference sessions and speakers will offer comprehensive information on popular topics, upcoming changes that affect you directly, and areas of high interest in the clerk profession.

Don't miss this opportunity to learn from exceptional speakers!

Registration Fees

Full conference registration includes all education sessions, meals and breaks.

DESCRIPTION	Early Registration by Jan. 10	Registration After Jan. 10
Clerk/Deputy Registration	\$250	\$275
Retired Clerk Package	\$100	\$100
Corporate Attendee	\$500	\$500
One-Day Registration	\$100	\$100

Payment Information

Please make checks payable to the **Texas Association of Counties**.

Mail checks to:

CDCAT Annual Winter Conference

c/o Texas Association of Counties

P.O. Box 2711

San Antonio, TX 78299

[facebook.com/TexasCounties](https://www.facebook.com/TexasCounties))

 (<https://www.instagram.com/texascounties/>)

 (<https://twitter.com/TexasCounties>)

 (<http://www.linkedin.com/compa>)



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Registration

AGENDA

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

occurs first. After Jan. 10, all rooms are subject to availability and a price increase.

Any reservation not canceled 72 hours before arrival will be subject to a one-night room and tax cancellation fee.

Parking:

Self-parking: \$5/night

Valet: \$15/day

Check-in: 4 p.m.

Checkout: 11 a.m.

Overflow Hotels

Overflow hotels listed below do not have room block agreements. Rates may vary with hotels listed below.

Holiday Inn Express

900 Barnes Dr.

San Marcos, TX 78666

(512) 392-6355

0.5 mile from Embassy Suites

Courtyard by Marriott San Marcos

625 Commercial Loop

San Marcos, TX 78666

(512) 359-7550

1.8 miles from Embassy Suites

Homewood Suites by Hilton San Marcos

451 Barnes Dr.

San Marcos, TX 78666

(512) 667-7011

1.1 miles from Embassy Suites

Residence Inn by Marriott San Marcos

625 Commercial Loop, Building 2

San Marcos, TX 78666
(512) 812-0044
2 miles from Embassy Suites

Holiday Inn San Marcos Convention Center

105 Bintu Dr.
San Marcos, TX 78666
(512) 805-1000
4 miles from Embassy Suites

Please note: As in years past, CDCAT anticipates that the room block will fill quickly. In the event the block becomes full, a waitlist will be kept on a first-come, first-served basis. To be placed on the waitlist, contact Amy Lawson. You will be contacted when a room becomes available.

Host Hotel Room Cancellations

If you need to cancel a room reservation, please do not cancel directly with the hotel. Contact [Amy Lawson](#) to cancel your host hotel reservation. This will help move fellow attendees off the waitlist. We kindly request that you not post your reservation on the CDCAT group email list (Mobilize) because that would hinder waitlist management.

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[\(https://twitter.com/TexasCounties\)](https://twitter.com/TexasCounties)



[in\(http://www.linkedin.com/compa](http://www.linkedin.com/compa)



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AGENDA

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





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AGENDA

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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AGENDA

Friday, February 13

8 - 11 a.m.: Information Desk Open



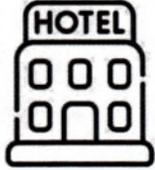
Location: Registration Desk

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



10 - 11 a.m.: JCIT Standards





TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 11/10/2025

DEPARTMENT: District Clerk

PERSON SENDING REQUEST: Kaylee Hill EXT: 1147

Person (s) Name Attending:

1. Kaylee Hill
2. Marya Garren
3. Alison Farquhar
4. Shannon Flores
5. Jennifer Vassar
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 CDCAT Winter Conference

Hotel Name: Embassy Suites San Marcus Hotel and Spa Conference Center		
Hotel Address: 1001 E McCarty Ln.		
City: San Marcus	State: Texas	Zip: 78666
Hotel Phone# 800-456-5974		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website: https://www.county.org/education-and-events/calendar-of-events/20		
How many rooms needed: 5		
Date of Check In: 2/10/26		Date of Check Out: 2/13/26

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.



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HOTEL

ROOM BLOCK FULL

You must register for the conference to obtain hotel reservation information.

Elected clerks can register and secure one room first. We will audit the hotel room block and release any extra rooms not under a clerk's name or if they have multiple rooms.

View the [step-by-step guide to reserve rooms](#)

Embassy Suites by Hilton San Marcos Hotel Conference Center
1001 E. McCarty Ln.
San Marcos, TX 78666
(512) 392-6450

The conference rate is \$169 single/doubles per night, plus tax. Hotel reservations must be made by Jan. 10 or before the group room block is sold out, whichever