

# TRAVEL APPROVAL FORM

**Department:** Indigent Health Care

**Event Name:** 2026 Regional Training Workshop

**Location:** 4224 Cobbs Dr., Waco TX 76710

**Event Dates:** 08/26-08/27/2026

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

**Name of Attendees:**

Jodi Herzog \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Court Decision:</b> <small>This section to be completed by County Judge's Office</small>
 <b>5.26.2026</b>

## 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:**

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# IHS

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Dear Jodi,

Thank you for registering for the 2026 Regional Training Workshop in **Waco!** We're excited to have you join us.

This email confirms your registration for the following session:

**Location:** Texas A&M Agrilife Extension  
4224 Cobbs Dr., Waco, TX 76710

**Dates:** August 26-27, 2026

**Host:** McLennan County

As a reminder, this is a two-day workshop held from **9:00 AM to 4:00 PM each day**, with breakfast served starting at **8:30 AM**.

During the workshop, we will cover:

- **Day 1:** Client Management and Case Work
- **Day 2:** Bill and Vendor Management and Financial Reporting

Breakfast, lunch, drinks, and snacks will be provided at no cost to you.

If you have any questions prior to the workshop or need to make changes to your registration, please don't hesitate to reach out.

We look forward to seeing you!

Sincerely,  
**IHS Team**

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