

# Travel Approval Form

Department: STOP

Event Name: TAPEIT 2026

Location: San Marcos

Event Dates: 10/19/2026 - 10/23/26

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

**Name of Attendees:**

1 Investigator \_\_\_\_\_

2 Office Personnel \_\_\_\_\_

Court Decision: <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

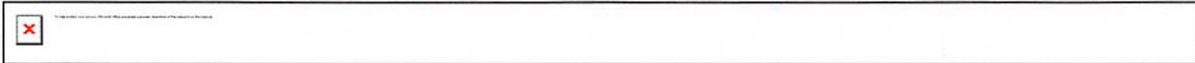
Signature of Elected Official/Department Head:



Approved in CC on 9/11/2023

**Subject:** Registration Confirmed - TAPEIT 2026 ANNUAL CONFERENCE  
**Location:** Embassy Suites by Hilton San Marcos Hotel Conference Center 1001 E McCarty Ln, San Marcos, Texas, 78666, USA  
**Start:** Mon 10/19/2026 5:00 PM  
**End:** Fri 10/23/2026 1:00 PM  
**Show Time As:** Tentative  
**Recurrence:** (none)  
**Meeting Status:** Not yet responded  
**Organizer:** TAPEIT Board

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Investigator

This is your registration confirmation for TAPEIT 2026 ANNUAL CONFERENCE. If you need to make any changes, use your confirmation number to [manage your registration](#).

Confirmation number: [REDACTED]

Number in party: 1

**Group Confirmation Number:** [REDACTED]  
**Group Registrant 0** ([REDACTED]) Investigator  
Confirmation Number: [REDACTED]

Investigator							
Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
06-May-2026 9:41 AM	052026-	Offline	Basic	Admission	\$350.00	\$0.00	\$350.00
CST	0141	Charge	Certification	Item			
					<b>Amt Ordered</b>	<b>Amt Paid</b>	<b>Amt Due</b>
					<b>Total</b>	\$350.00	\$0.00 \$350.00

TAPEIT  
Crystal Hale  
PO Box 3  
Peaster, Texas 76485

# Registration Invoice

May 5, 2026

Sold To: [REDACTED] Office Personnel

PO Box 676

Cleburne, TX, 76033

Event Name: **TAPEIT 2026 ANNUAL CONFERENCE**

Date (s): October 19, 2026 - October 23, 2026

Location: Embassy Suites by Hilton San  
Marcos Hotel Conference Center

**Invoice**

**Order**

**Invoice Date**

May 5, 2026 / 2:44 PM CST

Item	Price	Quantity	Amount
Intermediate Certification	\$350.00	1	\$350.00
		<b>Subtotal:</b>	\$350.00
		<b>Tax:</b>	\$0.00
		<b>Order Total:</b>	<b>\$350.00</b>

Purchase Total: \$350.00

Payment Received: \$0.00

Amount Due: \$350.00

**All invoices must be paid no later than October 9, 2026**

TAPEIT  
Crystal Hale  
PO Box 3  
Wheeler, Texas 76485

# Registration Invoice

May 5, 2026

Sold To: [REDACTED] Office Personnel

P.O. Box 676

Cleburne, TX, 76033

Event Name: **TAPEIT 2026 ANNUAL CONFERENCE**

Date (s): October 19, 2026 - October 23, 2026

Location: Embassy Suites by Hilton San  
Marcos Hotel Conference Center

Invoice

Order

Invoice Date

May 5, 2026 / 2:48 PM CST

Item	Price	Quantity	Amount
Advanced Certification	\$350.00	1	\$350.00
<b>Subtotal:</b>			\$350.00
<b>Tax:</b>			\$0.00
<b>Order Total:</b>			<b>\$350.00</b>

Purchase Total: \$350.00

Payment Received: \$0.00

Amount Due: \$350.00

**All invoices must be paid no later than October 9, 2026**

# 2026 Conference Schedule

San Marcos Convention

Center

October 19<sup>th</sup> - October 23<sup>rd</sup>, 2026

*Monday*

12:00 pm - 2:00 pm Train the Trainer

If you are instructing a certification class,  
please be present at train the trainer

4:30 pm - 6:30 pm Early Registration

*Tuesday*

7:00 AM - 8:00 AM REGISTRATION

8:00 AM - 8:30 AM GENERAL SESSION

8:30 AM - 10:00 AM SPEAKER TBD

BREAK @ 10:00 AM

10:30 AM - 12:00 PM SPEAKER TBD

12:00 PM - 1:00 LUNCH ON YOUR OWN

1:00 PM - 4:00 PM SPEAKER TBD

4:00 PM - 5:00 PM AWARDS CEREMONY

6:00 PM - 8:00 PM SOCIAL NIGHT (DINNER PROVIDED)

8:00 PM - 11:00 PM DJ AND DANCE

*Wednesday*

8:00 AM - 10:00 AM BREAKOUT SESSIONS A

- ARTIFICIAL INTELLIGENCE
- COURTROOM TESTIMONY
- CRIME SCENE MANAGEMENT
- PROPERTY & EVIDENCE  
ROOM ORGANIZATION
- AUDITS/INVENTORIES

10:00 AM - 12:00 PM BREAKOUT SESSIONS B

- DPS CRIME LABORATORY
- LAWS
- CASE STUDY
- ARTIFICIAL INTELLIGENCE
- CRIME SCENE MANAGEMENT

12:00 PM - 1:00 PM LUNCH PROVIDED

1:00 PM - 3:00 PM BREAKOUT SESSIONS C

- COURTROOM TESTIMONY
- PROPERTY & EVIDENCE  
ROOM ORGANIZATION
- AUDITS/INVENTORIES
- DPS CRIME LABORATORY
- CASE STUDY
- LAWS

3:00 PM - 5:00 PM BREAKOUT SESSIONS D

- ARTIFICIAL INTELLIGENCE
- LAWS
- CRIME SCENE MANAGEMENT
- COURTROOM TESTIMONY
- CASE STUDY

EVENING ON YOUR OWN

---

*Thursday*

8:00 AM - 12:00 PM CERTIFICATION COURSES

12:00 PM - 1:00 PM LUNCH PROVIDED

1:00 PM - 5:00 PM CERTIFICATION COURSES

7:00 PM - 10:00 PM BINGO

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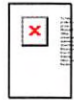
*Friday*

9:00 AM - 10:00 AM TAPEIT GENERAL BOARD MEETING

10:00 AM - 12:00 PM SPEAKER TBD

**From:** Embassy Suites by Hilton Confirmed <noreply@h6.hilton.com>  
**Sent:** Wednesday, May 6, 2026 10:42 AM  
**To:** Purchasing  
**Subject:** Your Oct-19-2026 Confirmation # [REDACTED]

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



Hello [REDACTED] Investigator

[Join now](#) →


**See you soon,** [REDACTED] Investigator

Your reservation for Oct-19-2026 has been confirmed.

Confirmation # [REDACTED]



## Embassy Suites by Hilton San Marcos Hotel Conference Center

 1001 E. McCarty Lane  
San Marcos TX 78666 US

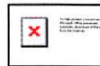
[Maps & Directions>>](#)

 +15123926450

Monday

**Oct 19**

Check In: 4:00 PM



**4**

Nights

Friday

**Oct 23**

Check Out: 11:00 AM



[Add to Calendar \(iOS/Outlook\)](#)




[Add to Calendar \(Other\)](#)


## Your Room Information

**Guest Name:**  Investigator  
**Guests:** 1 Adult  
**Rooms:** 1  
**Room Plan:** 1 KING BED NONSMOKING  
**Your Rate Information** TX Association of Pro

**Rate per night**  
19-Oct-2026 - 23-Oct-2026 179.00 USD  
**Total for Stay per Room Rate** 716.00 USD  
**Taxes** 108.45 USD  
**Mandatory Charge** 6.98 USD

**Total price for Stay** 831.43 USD

 [Modify Your Reservation >>](#)


 There was an error in your reservation. Please contact the hotel to resolve the issue.



### 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 Oct-17-2026, 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.

### Additional Information

 We are a smoke-free hotel

## Tax

9.0% Per Room Per Night

6.0% Per Room Per Night

**Mandatory Charge: 6.98 USD**

**Self Parking: 15.00 USD 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.

### Welcome Bonus Terms & Conditions

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.

Offer is valid for any eligible stays booked directly with Hilton through Hilton-approved booking channels and completed within six months ("Promotion Period"), beginning the day, the participant enrolls in Hilton Honors, at any hotel or resort in the Hilton Portfolio All stays must be completed in the 6 months following enrollment date to earn Bonus Points.

Hilton Honors™ participants must complete up to two (2) paid stays during the Promotional Period to obtain Hilton Honors™ Bonus Points. The first stay within the Promotional Period will earn 1,000 Bonus Points. The second stay within the Promotional Period will earn 2,000 Bonus Points. If a guest completes just (1) eligible stay, they will receive 1,000 Hilton Honors™ Bonus Points. Any stays with a checkout date after the Promotional Period end date will not count towards earning Bonus Points.

Hilton reserves the right to decline any application at any time for any reason. Hilton may require additional validation in its complete discretion and this may take an additional 5 -7-business days.

This offer may be terminated without notice. Bonus Points do not count toward elite tier qualification. Please allow six to eight weeks from completion of your stay for Bonus Points to appear in your Hilton Honors account. A 'stay' is defined as the total number of consecutive nights spent at the same hotel, whether or not a guest checks out and checks back in again. Offer is not valid for groups and cannot be combined with other select offers. In-Room Internet Access, Fitness Center/Health Club Access and Bottled Water benefits may not be complimentary at properties with a resort charge. Space-available upgrades only available at select brands. Elite status benefits are subject to availability and vary by brand. For more information, please visit [HiltonHonors.com](https://www.HiltonHonors.com).

Hilton Honors(TM) membership, including the earning and redemption of Points, is subject to Hilton Honors [Terms and Conditions](#).

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.

This message and any attachments may contain confidential information. If it has been sent to you in error or if you have questions regarding your reservation, please contact Hilton Reservations and Customer Care [by phone](#) or [chat with us](#). You can also visit our [Help Center](#) for additional questions.

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R03\_B02\_NMK\_OTR\_V33\_MULTIBR\_H03\_EN

Office Personnel

**From:** Embassy Suites by Hilton Confirmed <noreply@h6.hilton.com>  
**Sent:** Tuesday, May 5, 2026 3:46 PM  
**To:** Purchasing  
**Subject:** Your Oct-19-2026 Confirmation # [REDACTED]

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Use care when opening links or attachments. Report suspicious emails.**



Hello [REDACTED], Office Personnel

[Join now](#) →

**See you soon,** [REDACTED] Office Personnel

Your reservation for Oct-19-2026 has been confirmed.

Confirmation # [REDACTED]



## Embassy Suites by Hilton San Marcos Hotel Conference Center

1001 E. McCarty Lane  
San Marcos TX 78666 US

[Maps & Directions>>](#)

+15123926450

Monday

**Oct 19**

Check In: 4:00 PM



**4**

Nights

Friday

**Oct 23**

Check Out: 11:00 AM

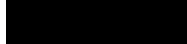


[Add to Calendar \(iOS/Outlook\)](#)



[Add to Calendar \(Other\)](#)

## Your Room Information

**Guest Name:**  Office Personnel  
**Guests:** 1 Adult  
**Rooms:** 1  
**Room Plan:** 1 KING BED NONSMOKING


**Your Rate Information** TX Association of Pro


**Rate per night**  
19-Oct-2026 - 23-Oct-2026 179.00 USD

**Total for Stay per Room Rate** 716.00 USD

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**Mandatory Charge** 6.98 USD

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 [Modify Your Reservation >>](#)


 Using a credit card to book a reservation is subject to a credit card authorization fee. This fee is not refundable and is applied to the card at the time of booking. For more information, please contact your credit card issuer.



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## Tax

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**Mandatory Charge: 6.98 USD**

**Self Parking: 15.00 USD Per Night**

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Office Personnel

**From:** Embassy Suites by Hilton Confirmed <noreply@h6.hilton.com>  
**Sent:** Tuesday, May 5, 2026 3:50 PM  
**To:** Purchasing  
**Subject:** Your Oct-19-2026 Confirmation # [REDACTED]

**CAUTION: This email originated from outside of the Johnson County email system.  
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Hello [REDACTED] Office Personnel


[Join now →](#)

**See you soon,** [REDACTED] Office Personnel  
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Confirmation # [REDACTED]



## Embassy Suites by Hilton San Marcos Hotel Conference Center

 1001 E. McCarty Lane  
San Marcos TX 78666 US  
[Maps & Directions>>](#)

 +15123926450

Monday

**Oct 19**

Check In: 4:00 PM



**4**

Nights

Friday

**Oct 23**

Check Out: 11:00 AM



[Add to Calendar \(iOS/Outlook\)](#)




[Add to Calendar \(Other\)](#)

## Your Room Information

**Guest Name:** [Redacted] Office Personnel  
**Guests:** 1 Adult  
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**Room Plan:** 1 KING BED NONSMOKING  
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 [Modify Your Reservation >>](#)


 [Redacted error message]

 [Redacted error message]

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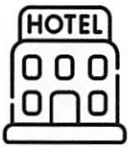
This email advertisement was delivered to [pur@johnsoncountytva.org](mailto:pur@johnsoncountytva.org). Click here to [unsubscribe](#). Unsubscribing from all marketing emails will prevent you from receiving news, offers and information from us. You can continue to check your account by logging into your profile, [contacting by phone](#) or [chatting with us](#). You can also visit our [Help Center](#) for additional questions.

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# TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at [pur@johnsoncountytexas.org](mailto:pur@johnsoncountytexas.org))

DATE: 05/06/2026

DEPARTMENT: STOP

PERSON SENDING REQUEST: [REDACTED] Office Personnel EXT: 3700

Person (s) Name Attending:

1. [REDACTED] Investigator
2.
3.
4.
5.
6.

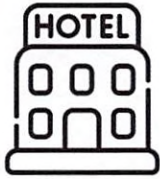
*\*If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:*

LEOSE FUNDS

Function Attending: TAPEIT 2026

Hotel Name: Embassy Suites by Hilton San Marcos
Hotel Address: 1001 E. McCarty Lane
City: San Marcos                      State: TX                      Zip: 78666
Hotel Phone# 512-392-6450
Special Requirements:
Conference Hotel Block Code: <a href="https://www.hilton.com/en/attend-my-event/snmeses-94y-6b6759b3">https://www.hilton.com/en/attend-my-event/snmeses-94y-6b6759b3</a>
Conference/Training Website: <a href="https://www.tapeit.net/">https://www.tapeit.net/</a>
How many rooms needed: 1
<b>Date of Check In:</b> 10/19/20 <b>Date of Check Out:</b> 10/23/20

**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.**



# TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at [pur@johnsoncountytexas.org](mailto:pur@johnsoncountytexas.org))

DATE: 05/05/2026

DEPARTMENT: \_\_\_\_\_

PERSON SENDING REQUEST: [REDACTED] Office Personnel EXT: 3700

Person (s) Name Attending:

1. [REDACTED] Office Personnel
2. [REDACTED] Office Personnel
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: TAPEIT 2026

Hotel Name: Embassy Suites by Hilton San Marcos
Hotel Address: 1001 E. McCarty Lane
City: San Marcos                      State: TX                      Zip: 78666
Hotel Phone# 512-392-6450
Special Requirements:
Conference Hotel Block Code: <a href="https://www.hilton.com/en/attend-my-event/snmeses-94y-6b6759b3">https://www.hilton.com/en/attend-my-event/snmeses-94y-6b6759b3</a>
Conference/Training Website: <a href="https://www.tapeit.net/">https://www.tapeit.net/</a>
How many rooms needed: 2
Date of Check In: 10/19/26                      Date of Check Out: <del>10/25/26</del> <u>10/23/26</u>

**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.