AGENDA ITEM
A 3

TRAVEL APPROVAL FORM

Department: Extension Office

Event Name: Johnson County 4-H DC Trip

Location: Washington DC

Event Dates: 06/19/2026 - 06/23/2026

Purpose:

- ☐ Required Continuing Education/Certification
- ☐ Job Training
- ☑ Other: _____

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

Johnson County ★ APPROVED ★ Commissioners Court

6.08.2026

Name of Attendees:

Kristen Clark

Cassandra Mavis

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: Kristen Clark

Approved in CC on 9/11/2023

Kristen Clark and Cassie Mavis will serve as guides and chaperones for the Johnson County 4-H trip to Washington DC. Every 2 years, Johnson County 4-H takes a group of high school students to the capital city to learn about our nation's history and see important landmarks. This trip both serve as a valuable lesson in citizenship and an excellent cultural experience for our youth members. This trip has taken place for over 25 years with Johnson County Extension Agents leading groups through the city. This year, we are taking a group of 7 youth and 5 parents.

2026 Washington D.C. Trip Schedule (tentative)

Friday, June 19

6:30 a.m.	Meet at DFW Airport Check In Area
8:56 a.m.	Depart DFW Airport – Flight AA1177
12:58 p.m.	Arrive at Reagan International Airport, Depart for hotel via Metro
2:00 p.m.	Arrive & leave bags at Hilton Garden Inn Crystal City
2:30 p.m.	Lunch in Crystal City
3:30 p.m.	Smithsonian Museums – American History, Natural History
7:00 p.m.	Dinner on your own in Crystal City

Saturday, June 20

8:30 a.m.	Breakfast @ Hotel and leave by 9 a.m.
10:15 a.m.	Holocaust Museum (10:30 a.m. tickets)
12:30 p.m.	Lunch at Museum Cafe
1:00 p.m.	Air & Space Museum
4:00 p.m.	Washington National Cathedral
6:45 p.m.	Dinner & DC Souvenir shopping
7:30 p.m.	Monuments by Moonlight Tour

Sunday, June 21

7:15 a.m.	Breakfast @ Hotel and Leave by 7:45 a.m.
8:30 a.m.	Arlington National Cemetery Tour
12:00	Lunch at Bullfeathers on the Hill
1:50 p.m.	Capitol Tour
3:45 p.m.	Library of Congress
6:30 p.m.	Dinner (Location TBD)

Monday, June 22

6:15 a.m.	Breakfast @ Hotel and Leave by 6:45 a.m.
8:30 a.m.	River Cruise to Mt. Vernon
10:00 a.m.	Mt. Vernon Estate & lunch
1:00 p.m.	Depart Mt. Vernon
3:00 p.m.	Ford's Theater
4:15 p.m.	Archives
5:45 p.m.	National Portrait Gallery
7:00 p.m.	Friendship Archway & Dinner in Chinatown

Tuesday, June 23

7:00 a.m.	Breakfast @ Hotel and leave by 7:30 a.m.
8:00 a.m.	White House photos, White House Visitor's Center, Old Post Office Bell Tower
12:30 p.m.	Lunch in Crystal City
2:00 p.m.	Travel to Reagan International Airport
5:12 p.m.	Depart Reagan International Airport – Flight #AA1414
7:47 p.m.	Arrive at Dallas Love Field Airport

Hilton Garden Inn Reagan National Airport

2020 Richmond Highway, Arlington, VA 22202
Phone: (703) 892-1050

Account:	Johnson County4-H	**Event Dates:**	**June 19, 2026 - June 23, 2026**
Post As:	Johnson County4-H	**Contact:**	Kristen Clark
Address:		**Phone:**	(817) 556-6370
		E-mail:	kristen.clark@ag.tamu.edu
Master Account #:		**Sales Manager:**	Joaquin Ama
Method of Payment:			

Friday, June 19, 2026

Guestrooms

Qty	Name	Value	Ex. Total	Combined Tax	Service Charge	Inc. Total
7	STANDARD DOUBLE BEDDED QUEEN (S)	$193.00	$1,351.00	$192.52	$0.00	$1,543.52
Daily Total						
			Ex. Total	**Combined Tax**	**Service Charge**	**Inc. Total**
		Guestrooms	$1,351.00	$192.52	$0.00	$1,543.52

Saturday, June 20, 2026

Guestrooms

Qty	Name	Value	Ex. Total	Combined Tax	Service Charge	Inc. Total
7	STANDARD DOUBLE BEDDED QUEEN (S)	$193.00	$1,351.00	$192.52	$0.00	$1,543.52
Daily Total						
			Ex. Total	**Combined Tax**	**Service Charge**	**Inc. Total**
		Guestrooms	$1,351.00	$192.52	$0.00	$1,543.52

Sunday, June 21, 2026

Guestrooms

Qty	Name	Value	Ex. Total	Combined Tax	Service Charge	Inc. Total
7	STANDARD DOUBLE BEDDED QUEEN (S)	$193.00	$1,351.00	$192.52	$0.00	$1,543.52
Daily Total						
			Ex. Total	**Combined Tax**	**Service Charge**	**Inc. Total**
		Guestrooms	$1,351.00	$192.52	$0.00	$1,543.52

Customer Approval _____ Date _____

Hilton Garden Inn Reagan National Airport

2020 Richmond Highway, Arlington, VA 22202
Phone: (703) 892-1050

Monday, June 22, 2026

Guestrooms

Qty	Name	Value	Ex. Total	Combined Tax	Service Charge	Inc. Total
7	STANDARD DOUBLE BEDDED QUEEN (S)	$193.00	$1,351.00	$192.52	$0.00	$1,543.52
Daily Total						

	Ex. Total	Combined Tax	Service Charge	Inc. Total
Guestrooms	$1,351.00	$192.52	$0.00	$1,543.52

Summary All Charges

	Ex. Total	Combined Tax	Service Charge	Inc. Total
Guestrooms	$5,404.00	$770.08	$0.00	$6,174.08
Events	$0.00	$0.00	$0.00	$0.00
Subtotal	$5,404.00	$770.08	$0.00	$6,174.08
Less Deposit				$0.00
Grand Total				**$6,174.08**

$6,174.08 / 7 rooms

= $882.01 for 1 room
shared by both agents

Customer Approval Date

Expence Estimate	Cost
Hotel (one hotel room to share)	$882.01
Flight (Kristen Clark)	$455.43
Flight (Cassandra Mavis)	$464.03
Airport Parking	$160.00
Meals for Kristen Clark for 6 Days	$283.50
Meals for Cassandra Mavis for 6 Days	$283.50
Metro Passes for 2	$121.50
	$2,649.97

Kristen B. Clark

From: noreply@groups.aa.com
Sent: Thursday, May 21, 2026 3:22 PM
To: Kristen B. Clark
Subject: Ticketed Statement 730831 19Jun26 JOHNSON COUNTY FOUR H [Team] American Airlines Groups

American Airlines

oneworld

Group Ticketed Statement

Group booking details

Agency	5555555 AA User Group
Booked by	Kristen Clark
Group travel reference	730831
Group name	JOHNSON COUNTY FOUR H
Group size	14
Main PNR	GNMAXM
Booking confirmation date	Thursday 21-May-2026
Terms & Conditions	Meeting Planner 1.x Terms and Conditions (D/NA)

PNR GNMAXM

Status	Ticketed
Created	Thursday 21-May-2026 08:56:29

First name	Last name	Ticket date	Ticket number	Fare-USD	Tax + Carrier Charges	Ticket Total
BRETT	BALL	Thursday 21-May-2026	001-2344781855 (ORIG)	$395.00	$60.43	$455.43

FOP	FOP Amount
XXXXXXXXX8636	$455.43
Total	**$455.43**

First name	Last name	Ticket date	Ticket number	Fare-USD	Tax + Carrier Charges	Ticket Total
KRISTEN	CLARK	Thursday 21-May-2026	001-2344781063 (ORIG)	$395.00	$60.43	$455.43

FOP	FOP Amount
XXXXXXXXX8635	$455.43
Total	**$455.43**

First name	Last name	Ticket date	Ticket number	Fare-USD	Tax + Carrier Charges	Ticket Total
LINCOLN	EAKES	Thursday 21-May-2026	001-2344781058 (ORIG)	$395.00	$60.43	$455.43

FOP	FOP Amount
XXXXXXXXX8630	$455.43
Total	**$455.43**

First name	Last name	Ticket date	Ticket number	Fare-USD	Tax + Carrier Charges	Ticket Total
WILLIAM	EAKES	Thursday 21-May-2026	001-2344781465 (ORIG)	$395.00	$60.43	$455.43

FOP	FOP Amount
XXXXXXXXX8654	$455.43
Total	**$455.43**

Created	Thursday 21-May-2026 12:21:56
Group name	JOHNSON COUNTY FOUR H
Group size	1
Named	1

Itinerary

Flight	Departure	Date	Time	Terminal	Arrival	Date	Time	Terminal	Cabin	Airline
AA1177	Dallas/Fort Worth Intl, TX, US (DFW)	19Jun26	08:56	NOT PRE-DETERMINED	R Reagan Nat, Washington, DC, US (DCA)	19Jun26	12:58	2	Economy	American Airlines Equipment: (738) Baggage (Adult) 0 PC
AA1414	R Reagan Nat, Washington, DC, US (DCA)	23Jun26	17:12	NOT PRE-DETERMINED	Dallas/Fort Worth Intl, TX, US (DFW)	23Jun26	19:47	2	Economy	American Airlines Equipment: (738) Baggage (Adult) 0 PC

Ticket Breakdown

First name	Last name	Ticket date	Ticket number	Fare-USD	Tax + Carrier Charges	Ticket Total
CASSANDRA	MAVIS	Thursday 21-May-2026	001-2344781890 (ORIG)	$403.00	$61.03	$464.03

FOP	FOP Amount
XXXXXXXX8658	$464.03
Total	**$464.03**

Park at DFW

Terminal Parking

Most convenient on-Airport parking close to your gate

Parking Information Terminal Map

> **Terminal C's south section of the parking garage is closed for construction as of 9/14/24. Central and north sections remain open.**

Terminal Benefits

- Convenient parking directly next to all five DFW terminals
- Closest to gate
- Parking guidance system in garages A, D and E
- Contactless payment options (no cash payment accepted)
- Prebooked Parking Available (*Not Valid for DFW Airport Valet)
- ADA spaces available on Levels 1 and 3 for direct terminal access
- For more ADA parking information, please visit the Accessibility page

Why Prebook Parking

- Save up to 50% off when you prebook
- Promotional offers that provide deeper discounts
- Take advantage of the convenience of booking in advance

Daily Rates

Time	Daily Rate
0 - 8 mins	$9.00
8 - 30 mins	$2.00
30 mins - 2 hrs	$3.00
2 - 4 hrs	$10.00
4 - 6 hrs	$12.00
6 - 24 hrs	$32.00

Metro Rail stations, and at the Commuter stores or retail outlets.

Available passes

Passes provide unlimited Metro Rail and Metro Bus travel, and cover the first $2.25 of fare on Metro Bus Express Routes.

Metro Rail and Metro Bus Passes	
1-Day Unlimited Pass	$13.50
3-Day Unlimited Pass	$33.75
7-Day Unlimited Pass	$60.75
7-Day Short Trip Pass	$40.50
Monthly Unlimited Pass	$72.00 - $216.00

Regional Bus Pass

Metro Rail and Metro Bus passes do not cover bus fare on regional transit partners; add a 7-Day Regional Bus Pass to enjoy the convenience of unlimited rides on ART, CUE, DASH, Fairfax Connector, TheBus, or Ride On

Regional Bus Pass	
7-Day Pass	$13.50 (Reduced fare* $6.75)