AGENDA ITEM
CA 3

Travel Approval Form

Department: District Clerk

Event Name: 2026 TAC Legislative Conference

Location: Austin, Texas

Event Dates: 08/26/26 - 08/28/26

Purpose:

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

Name of Attendees:

Will F. Keeton

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

Johnson County ★ APPROVED ★ Commissioners Court

6.08.2026

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: Will F. Keeton

Approved in CC on 9/11/2023

Registration Fees

Registration Type	Early Bird	After Aug. 6
In-person county official or staff	$275	$350
In-person county official or staff half-day fee (Wednesday and Friday only)	$75	$125
In-person county official or staff single-day fee (Thursday only)	$205	$255
In-person government/non-member (half day, single day or full attendance)	$330	$380
In-person corporate (half day, single day or full attendance)	$480	$530
In-person guest fee	$100	$100
Virtual registration	$200	$275
All access pass (in-person and virtual access/county official or staff only)	$375	$450

NOTE: All attendees (in person and online) must register by July 11 to receive conference giveaway.

Payment: Please make checks payable to Texas Association of Counties.

2026 TAC Legislative Conference

August 26, 2026 - August 28, 2026 **multi-day**

10:00 AM - 10:30 AM

Fairmont Austin Hotel
101 Red River St.
Austin, TX 78701

Contact Deanna Auert or Rachel Kucera at (800) 456-5974.

Contact Us

Registration

AGENDA

Wednesday, Aug. 26

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

Level 5 Foyer

8 a.m. - 2 p.m.: TAC Board of Directors Breakfast, Meeting and Lunch

Noon - 2 p.m.: Meet and Greet with Exhibitors

Congressional Ballroom, Level 3

Noon - 2 p.m.: Access Event Platform and Information Desk

(live online only)

2 - 4:30 p.m.: Opening General Session

4:30 - 6 p.m.: Exhibit Hall Welcome Reception

Congressional Ballroom, Level 3

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AGENDA

Thursday, Aug. 27

7 a.m. - 4:30 p.m.: Registration and Information Desk Hours

Level 5 Foyer

7 - 7:50 a.m.: Morning Coffee and Continental Breakfast

Palm Park, Level 7

7 - 8 a.m.: Access Event Platform and Information Desk

(live online only)

8 - 9:05 a.m.: Legislative Discussion Sessions (1-5)

9 a.m. - 3 p.m.: Exhibit Hall Hours

Congressional Ballroom, Level 3
Open during lunch, noon-1:30 p.m.

9:05 - 9:30 a.m.: Break With Exhibitors

Congressional Ballroom, Level 3

9:30 - 10:35 a.m.: Legislative Discussion Sessions (repeat 1-5)

10:35 - 10:55 a.m.: Break With Exhibitors

Congressional Ballroom, Level 3

10:55 a.m. - noon: Legislative Discussion Sessions (repeat 6-10)

Noon - 1:30 p.m.: Networking Lunch

Palm Park, Level

1:30 - 2:35 p.m.: Legislative Discussion Sessions (repeat 6-10)

2:35 - 3 p.m.: Ice Cream Social Break With Exhibitors

Congressional Ballroom, Level 3

3 - 4:30 p.m.: Meeting of County Affiliate Organizations

Affiliate organizations host a 1.5-hour meeting to discuss legislative issues or association business during the conference. These meetings will not be livestreamed. For more information, please contact your TAC Legislative Consultant or affiliate representative.

4:30 - 6 p.m.: Legislative Reception

This social event is open to all registered attendees and is an opportunity to celebrate all county officials who have volunteered their time and expertise to advocate on behalf of counties. Thank you for your efforts!

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AGENDA

Friday, Aug. 28

8 - 10:30 a.m.: Registration and Information Desk

Level 5 Foyer

8 - 9 a.m.: Access Event Platform and Information Desk

(live online only)

8:30 - 9 a.m.: Breakfast

Manchester Ballroom, Level 5

9 - 10:30 a.m.: Closing General Session

Manchester Ballroom, Level 5

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10:00 AM - 10:30 AM

Fairmont Austin Hotel
101 Red River St.
Austin, TX 78701

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Registration

HOTEL

Fairmont Austin
101 Red River St.
Austin, TX 78701
(512) 600-2000

Room rate: $225 single/double, plus applicable tax
Check-in: 3 p.m. | Checkout: Noon

Important notes:

- Your registration confirmation email will include a link to reserve your hotel room*. Emails will be sent to the address on your registration form.
- Conference registration is required to reserve a room in the hotel conference block. The hotel will not accept call-in reservations.
- Reservations made without conference registration are subject to cancellation or higher room rate.
- Book before Aug. 6 or before the room block is full; after that, rates and availability are not guaranteed.
- Please contact the hotel directly to cancel reservations.

- **PLEASE NOTE:** If the credit card used for your reservation will not be present at check-in, you will need to fill out a credit card authorization form at least 72 hours before arrival. Contact the hotel directly to receive the form, (512) 600-2000.

*The Fairmont Austin offers the conference rate for three days before Aug. 26 and three days after Aug. 28.

Parking at Fairmont Austin

(Prices shown include a 25% discount for attendees; prices subject to change.)

	Valet Parking	Self-Parking
0-3 Hours	$36; $10 per hour after	$18.75; $7.50 per hour after
Daily – Overnight	$68	$41.25
Oversized vehicles	$75	

Internet Access at Fairmont Austin

Wi-Fi will be available in conference meeting spaces. A password will be provided at the event.

High-speed internet access in guest rooms and all areas of the hotel is complimentary for members of Accor's Live Limitless loyalty program. Membership is free!

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TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytx.org)

DATE: 05/20/2026 DEPARTMENT: District Clerk

PERSON SENDING REQUEST: Kaylee Hill EXT: 1147

Person (s) Name Attending:

1. Will F. Keeton
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: 2026 TAC Legislative Conference

Hotel Name: Fairmont Austin Hotel		
Hotel Address: 101 Red River Street		
City: Austin	State: Texas	Zip: 78701
Hotel Phone#		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website: https://www.county.org/education-and-events/calendar-of-events/20		
How many rooms needed: 1		
Date of Check In: 8/26/26	**Date of Check Out:** 8/28/26	

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.

Revised 2.12.2024