AGENDA ITEM
CA 4

Travel Approval Form

Department: Elections

Event Name: 44th Annual Election Law Seminar for County Election Officials

Location: Round Rock, Texas

Event Dates: August 9, 2026-August 13, 2026

Purpose:

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

Name of Attendees:

Joy Adams

Theresa Gonzalez

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: Joy Adams

Approved in CC on 9/11/2023

Joy Adams

Subject: Registration confirmed for 44th Annual Election Law Seminar for County Election Officials
Location: Kalahari Resorts & Conventions 3001 Kalahari Boulevard, Round Rock, Texas, 78665, USA

Start: Mon 8/10/2026 8:00 AM
End: Wed 8/12/2026 5:00 PM
Show Time As: Tentative

Recurrence: (none)

Organizer: Texas Secretary of State Elections Division

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



44th Annual Election Law Seminar for County Election Officials

Dear Theresa Gonzalez,

Your registration to attend the 44th Annual Election Law Seminar for County Election Officials is confirmed!

If you need to make any changes, use your confirmation number to manage your registration.

Confirmation Number:
KNNGC96DRZ9

Registration Summary
Theresa Gonzalez
Seminar Registration

Invoice
Print a copy of your invoice.
Include a copy with your payment.

Print Invoice

Registration Fees

A registration fee of **$375 is required by July 17, 2026**. Any fees paid by phone or postmarked after this date will be subject to a $425 late registration fee.

All fees must be paid in full prior to arrival. If you are unable to submit payment in advance, fees must be paid in full at check-in.

Mail Checks to: Office of the Texas Secretary of State
Attn: Elections Division, PO Box 12060, Austin, Texas 78711-2060

To pay by credit card: Call (800) 252-8683 (option 1, option 5). Request to speak to an EFM team member. A **2.7% process fee** will be applied to all credit card charges by the credit card company. The Secretary of State does not charge for processing fees.

Use QR Code to Check-In



Add to Calendar







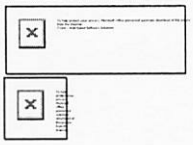


For questions or assistance with your registration, call us at (800) 252-8683 or send us an email.

See you at seminar!

Sincerely,

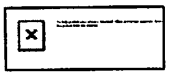
Special Projects
Elections Division
Texas Secretary of State



Joy Adams

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44th Annual Election Law Seminar for County Election Officials

Dear Joy Adams,

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If you need to make any changes, use your confirmation number to manage your registration.

Confirmation Number:
CYN77P3B5RF

Registration Summary
Joy Adams
Seminar Registration

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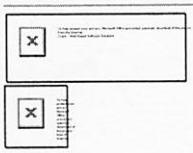


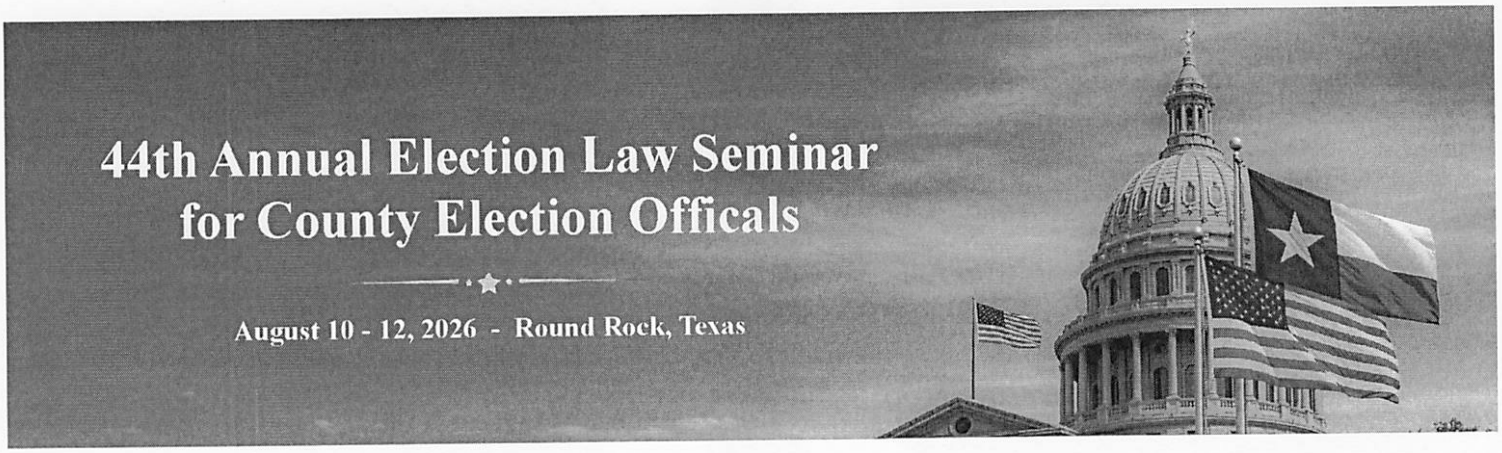
For questions or assistance with your registration, call us at (800) 252-8683 or send us an email.

See you at seminar!

Sincerely,

Special Projects
Elections Division
Texas Secretary of State





Seminar Registration

Login

The election law seminar is a three-day educational program designed for county election officials, focusing on the Texas Election Code as it relates to their election-related responsibilities.

Registration includes

Official programmed events, link
to training material, morning and afternoon snacks, lunch on day 2, access to all exhibits.

Early Bird Registration

- May 19 - July 17, 2026
- $375 per person
- Fees due July 17, 2026

- Fees paid after due date are
  subject to a $50 late fee.

Click for registration details

Early Bird Registration

May 19 - July 17, 2026

Register Now

Location & Room Reservations

Kalahari Resorts & Conventions

3001 Kalahari Boulevard
Round Rock, Texas 78665

Hotel Reservations

- May 19 - July 10, 2026
- $204 per room per night
- $30 discounted resort fee

To book a room:

1. Register online to attend
2. Book a room from your online registration confirmation page

Click for booking details

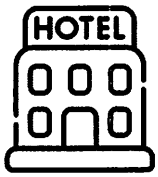
Schedule Overview

Sunday, August 9	Monday, August 10	Tuesday, August 11	Wednesday, August 12
2:00 PM - 6:00 PM Early Check-in	**7:30 AM - 5:00 PM** Check-in	**7:30 AM - 5:00 PM** Check-in	**7:30 AM - 5:00 PM** Check-in
	8:30 AM - 5:00 PM Session Topics	**8:30 AM - 5:00 PM** Session Topics	**8:30 AM - 5:00 PM** Session Topics

Times are subject to change

Texas Secretary of State

(800) 252-8683 | specialprojects@sos.texas.gov | sos.texas.gov



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytx.org)

DATE: 05/20/2026 DEPARTMENT: Elections

PERSON SENDING REQUEST: Joy Adams EXT: 1648

Person (s) Name Attending:

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

☐ LEOSE FUNDS

1. Joy Adams
2. Theresa Gonzalez
3.
4.
5.
6.

Function Attending: 44th Annual Election Law Seminar for County Election Officials

Hotel Name: Kalahari Resorts & Conventions
Hotel Address: 3001Kalahari Boulevard
City: Round Rock State: Texas Zip: 78665
Hotel Phone# 877-525-2427
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website: https://www.sos.state.tx.us/elections/law/seminars/dates.shtml
How many rooms needed: 2
Date of Check In: 8/9/26 **Date of Check Out:** 8/13/26

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.