AGENDA ITEM
CA 5

Travel Approval Form

Department: Sheriff's Office

Event Name: TAPEIT Property & Evidence Training

Location: San Marcos, TX

Event Dates: 10.19.26 - 10.23.26

Purpose:

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

Name of Attendees:

Nathan Lee

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



6.22.2026

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:

Approved in CC on 9/11/2023

TAPEIT
Crystal Hale
PO Box 3
Peaster, Texas 76485

Registration Invoice

June 1, 2026

062026-0360

Sold To: Nathan Lee

1102 E Kilpatrick

Cleburne, TX, 76031

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**
062026-0360	MXNMN8VCW5T	June 1, 2026 / 2:45 PM CST

Item	Price	Quantity	Amount
Basic Certification	$350.00	1	$350.00
		Subtotal:	$350.00
		Tax:	$0.00
		Order Total:	**$350.00**

Purchase Total: $350.00

Payment Received: $0.00

Amount Due: $350.00

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

Johnson County Sheriff's Office
Training Request

Name: Nathan Lee
Rank: _____ Date: 04/21/2026
Course Name: TAPEIT Property and Evidence Training
Course Date: Oct. 19 23, 2026

Course Tuition: $350 Hotel Cost: 831.43

Per Diem: 340 Total Cost: $1,521.43

Is Course TCOLE Accredited? Y ~~N~~
Will training be reported by Host? ~~Y~~ N

This Training / Seminar is necessary for the following reasons:
X Required continuing education
X Improve work performance
X Job training
X Required certification

Host Agency: TAPEIT
Host Address: PO Box 3
Host City: Peaster
Host State: TX
Host Zip Code: 76485
Host Phone: (682)300 5688

Hotel: City of San Marcos Conference Center
Hotel Address: 1001 East McCarty Lane
Hotel City: San Marcos
Hotel State: TX
Hotel Zip Code: 78666
Hotel Phone: (512) 392 6450

Hotel Check In Date: October 19th, 2026
Hotel Check Out Date: October 23rd, 2026

Approvals

Training Coordinator: Dr. Anna Goodloe, PhD Budget Available: Y N
CC Agenda Submitted: Y N N/A

Supervisor: ~~Sergeant:~~ #2072 ✓ Approved
_____ Disapproved Initials _____ Date _____

Justification (Required): Required Property Tech Training

Lieutenant: _____ _____ Approved
_____ Disapproved Initials _____ Date _____
Comments: _____

Captain: _____ ✓ Approved
_____ Disapproved Initials DR Date 5-27-26
Comments: _____

Chief: _____ ✓ Approved
_____ Disapproved Initials M Date 5-27-26
Comments: _____

2026 Conference Schedule

San Marcos Convention Center

October 19th - October 23rd, 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
112:00 PM - 1:00 PM LUNCH PROVIDED
1:00 PM - 5:00 PM CERTIFICATION COURSES

7:00 PM - 10:00 PM BINGO

Friday

9:00 AM - 10:00 AM TAPEIT GENERAL BOARD MEETING
10:00 AM - 12:00 PM SPEAKER TBD

TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytx.org)

DATE: 06/01/2026 DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

Person (s) Name Attending:

1. Nathan Lee
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 Property and Evidence Training

Hotel Name: Embassy Suites by Hilton San Marcos Hotel Conference Center		
Hotel Address: 1001 E McCarty Lane		
City: San Marcos	State: TX	Zip: 76485
Hotel Phone# 866-246-4144		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website:		
How many rooms needed: 1		
Date of Check In: 10/19/26	**Date of Check Out:** 10/23/26	

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.