AGENDA ITEM
CA 7

Travel Approval Form

Department: Precinct 3

Event Name: TACERA 2026

Location: Waco, Texas

Event Dates: October 20, 2026 to October 22, 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

6.22.2026

Name of Attendees:

Sean Ratliff	no itenerary available
Scott Lyles	no itenerary available

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: Sean Ratliff

Approved in CC on 9/11/2023

2026 Texas Association of County Engineers & Road Administrators (TACERA) Conference Registration Form

Tuesday – Thursday, October 20, 2026 thru October 22, 2026
Conference Location – Waco Convention Center
100 Washington Ave, Waco, TX 76701

Cost to Attend Full Conference

☐ $175 (Member) ☑ $250 (Non-Member)

Name: Sean Ratliff

Title: Precinct Supervisor

County or Business: Johnson County

Address: 10420 EFM 917

City / State / Zip: Alvarado, Texas 76009

Telephone Number: 817-790-5333 E-mail: pct3@johnsoncountytx.org

Please make checks payable to: ***TACERA***

Send check and completed Registration Form to: **TACERA P.O. Box 185276, Fort Worth, TX 76181-0276**

Questions, call: **(512) 260-1376 Robert Berndt, Executive Secretary tacera1@yahoo.com**

Credit Card payments: **www.tacera1.org under Events**

Refunds: **No Refunds after August 28, 2026 at 5pm (CST)**

Hotel Accommodations (Both Hotels will offer FREE Breakfast to TACERA Attendees)

TACERA has negotiated a special group rate of only $164.73/night. To make your reservations and get this special rate, simply call the ***Hilton Waco*** (254-754-8484) and give the representative our Group Name (TACERA 2026) and/or the Hilton Code 910. You may also use the following Booking Link: (https://www.hilton.com/en/attend-my-event/actwhhf-910-60950b2d6e81-496a-b23e-6e9ed6de820a) (Copy & Paste Link)

TACERA has negotiated a special group rate of only $139/night. To make your reservations and get this special rate, simply call the ***Courtyard Waco*** (254-752-8686) and give the representative our Group Name (TACERA 2026) and/or the Courtyard Code TXCN. You may also use the following Booking Link: (https://www.marriott.com/event-reservations/reservationlink.mi?id=1776360354503&key=GRP&app=resvlink&_branch_match_id=1583126143007155386&_branch_referrer=H4sIAAAAAAAAA8soKSkottLXTywo0MtNLCrKzC8p0UvOz9UvSi3OyczLtgdK2ALZZSCOWmaKraG5uZmxmYGxqYmpgbFadmqlrXtQgFpdUWpaKlB3Xnp8UlF%2BeXFqka1zRlF%2BbioA62ixf2AAAAA%3D) (Copy & Paste Link)

These group rates will be available until September 1, 2026 or until the room block is sold out, whichever comes first. Don't delay, make your reservations NOW!

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Conference Location – Waco Convention Center
100 Washington Ave, Waco, TX 76701

Cost to Attend Full Conference

☐ $175 (Member) ☑ $250 (Non-Member)

Name: Scott Lyles

Title: Assistant Precinct Supervisor

County or Business: Johnson County

Address: 10420 EFM 917

City / State / Zip: Alvarado, Texas 76009

Telephone Number: 817-790-5333 E-mail: pct3@johnsoncountytx.org

Please make checks payable to: ***TACERA***

Send check and completed Registration Form to: **TACERA**
P.O. Box 185276, Fort Worth, TX 76181-0276

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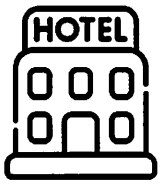
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TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytx.org)

DATE: 06/02/2026 DEPARTMENT: Precinct 3

PERSON SENDING REQUEST: Linda Ownbey EXT: 1430

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. Sean Ratliff Precinct Supervisor
2. Scott Lyles Assistant Precinct Supervisor
3.
4.
5.
6.

Function Attending: TACERA Conference

Hotel Name: Hilton Waco		
Hotel Address: 113 University Dr		
City: Waco	State: Texas	Zip: 76071
Hotel Phone# (254) 754-8484		
Special Requirements:		
Conference Hotel Block Code: 910		
Conference/Training Website: TACERA 2026		
How many rooms needed: 2		
Date of Check In: 10/19/26	**Date of Check Out:** 10/22/26	

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.

Linda Ownbey

From: Hilton Hotels & Resorts Confirmed <noreply@h6.hilton.com>
Sent: Tuesday, June 2, 2026 8:49 AM
To: Purchasing
Subject: Your Oct-19-2026 Confirmation #3477137734

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

Hello Sean,

Join now →

See you soon, Sean Ratliff

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

Confirmation #3477137734

Hilton Waco

113 South University Parks Drive
Waco TX 76701-2241 US
Maps & Directions>>

+12547548484

Monday		Thursday
Oct 19	3	**Oct 22**
Check In: 4:00 PM	Nights	Check Out: 11:00 AM

Add to Calendar (iOS/Outlook)

Add to Calendar (Other)

Your Room Information

Guest Name:	Sean Ratliff
Guests:	1 Adult
Rooms:	1
Room Plan:	1 KING DELUXE ROOM W/ SOFA
Your Rate Information	TACERA 2026

Rate per night	
19-Oct-2026 - 22-Oct-2026	159.00 USD
Total for Stay per Room Rate	**477.00 USD**
Total taxes and government charges	88.25 USD
Mandatory Charge	2.88 USD
Total price for Stay	**568.13 USD**

Modify Your Reservation >>

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

Linda Ownbey

From: Hilton Hotels & Resorts Confirmed <noreply@h6.hilton.com>
Sent: Tuesday, June 2, 2026 8:50 AM
To: Purchasing
Subject: Your Oct-19-2026 Confirmation #3472695761

CAUTION: This email originated from outside of the Johnson County email system.
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Hello Scott,

Join now →

See you soon, Scott Lyles

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

Confirmation #3472695761

Hilton Waco

113 South University Parks Drive
Waco TX 76701-2241 US
Maps & Directions>>

+12547548484

Monday		Thursday
Oct 19	3 Nights	**Oct 22**
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