AGENDA ITEM
CA10

TRAVEL APPROVAL FORM

Department: JP 2

Event Name: Texas Court Clerks Association Annual Co

Location: Round Rock

Event Dates: October 11, 2026 - October 14, 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:

Nikki Ashley
Caitlin Morphew

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: Nikki Ashley

Approved in CC on 9/11/2023

Back

INVOICE #19529

Balance due: $350.00

FOR MEMBERSHIP DUES / CONFERENCE REGISTRATION FEES: Make Check Payable to "Texas Court Clerks Association" and Mail to:
Texas Court Clerks Association
Attn: Malia Elkins, Treasurer
920 Estates Drive
Woodway, TX 76712

FOR CERTIFICATION EXAMS FEES: Make Check Payable to "TCCA Certification Program" and Mail to:
Texas Court Clerks Association
Certification Program
c/o Pat Riffel
1600 Whitaker Dr
Friendswood, TX 77546

PAY WITH CARD

Download PDF

INVOICE DETAILS

Balance due **$350.00**

Amount $350.00

Invoice # 19529

Date June 03, 2026

Origin Event registration
2026 TCCA Annual Conference - DELEGATE REGISTRATION (Embassy Suites by Hilton Round Rock 270 Bass Pro Dr., Round Rock, Texas 78665)

Invoiced to Nikki Ashley, Johnson County
nashley@johnsoncountytx.org

Item	Amount
Registration for "2026 TCCA Annual Conference - DELEGATE REGISTRATION" (October 11, 2026 8:00 AM - October 14, 2026 12:00 PM, Embassy Suites by Hilton Round Rock 270 Bass Pro Dr., Round Rock, Texas 78665), TCCA Member ($350)	$350.00
Invoice total	$350.00

INVOICE #19535

Balance due: $350.00

FOR MEMBERSHIP DUES / CONFERENCE REGISTRATION FEES: Make Check Payable to "Texas Court Clerks Association" and Mail to:
Texas Court Clerks Association
Attn: Malia Elkins, Treasurer
920 Estates Drive
Woodway, TX 76712

FOR CERTIFICATION EXAMS FEES: Make Check Payable to "TCCA Certification Program" and Mail to:
Texas Court Clerks Association
Certification Program
c/o Pat Riffel
1600 Whitaker Dr
Friendswood, TX 77546

PAY WITH CARD

Download PDF

INVOICE DETAILS

Balance due $350.00

Amount $350.00

Invoice # 19535

Date June 03, 2026

Origin Event registration
2026 TCCA Annual Conference - DELEGATE REGISTRATION (Embassy Suites by Hilton Round Rock 270 Bass Pro Dr., Round Rock, Texas 78665)

Invoiced to Caitlin Morphew, Johnson County Justice of the Peace Precinct 2
cmorphew@johnsoncountytx.org

Item	Amount
Registration for "2026 TCCA Annual Conference - DELEGATE REGISTRATION" (October 11, 2026 8:00 AM - October 14, 2026 12:00 PM, Embassy Suites by Hilton Round Rock 270 Bass Pro Dr., Round Rock, Texas 78665), TCCA Member ($350)	$350.00
Invoice total	$350.00

Wednesday, October 30, 2024

6:00 am	-	8:00 am	Delegate Breakfast - Included with Hotel Stay	Atrium
7:30 am	-	8:00 am	Classroom Check-In *	Longhorn/Holstein/Highlands Ballroom
8:00 am	-	10:00 am	**Speaker: Randy Fox**	Longhorn/Holstein/Highlands Ballroom
10:00 am	-	10:30 am	Hotel Check-out & Break	
10:30 am	-	11:45 am	**Speaker: Shayla Rivera**	Longhorn/Holstein/Highlands Ballroom
11:30 am	-	12:00 pm	Closing Remarks	Longhorn/Holstein/Highlands Ballroom

**Attendance Mandatory:* *Delegate must complete electronic check-in form to receive conference certificate at these designated times and any other time(s) as may be announced during conference proceedings. No partial education credit allowed.*

2026 TCCA Annual Conference Event Map

EMBASSY SUITES BY HILTON Round Rock

Total for stay: $524.40

Payment 4657 Feb 2029

Guarantee policy

There is a Credit Card required for this reservation.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

Cancellation policy

Free cancellation before 11:59 PM local hotel time on 08 Oct 2026.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

Totals listed here are estimated based on current taxes, government charges and exchange rates (if applicable) and do not include additional fees/charges that may be incurred during your stay.

Optional services for an additional charge

Self parking

Complimentary

Pets

Pets allowed, $75.00 non-refundable fee, $75(1-4n),$125(5+n)2petsMax,dog/cat only

Conference Agenda PDF

Sunday, October 11, 2026

7:45 am	-	8:45 am	Certification Exam Registration ***(Please bring photo ID)***	Highlands
9:00 am	-	1:00 pm	Certification Exam Testing - Casual Dress	Highlands
			Special Instructions - Pencil & ID Only - No Cell Phones	
4:00 pm	-	5:00 pm	Delegate Conference Registration	Pre-Function Gallery
5:00 pm	-	5:30 pm	Conference Welcome Event	Longhorn/Holstein/Highlands Ballroom
5:30 pm	-		Dinner on Your Own	

Monday, October 12, 2026

6:00 am	-	8:00 am	Delegate Breakfast - Included with Hotel Stay	Atrium
8:00 am	-	8:30 am	Late Delegate Conference Registration	Pre-Function Gallery
7:30 am	-	8:30 am	Classroom Check-In*	Longhorn/Holstein/Highlands Ballroom
8:30 am	-	9:30 am	Opening Ceremony	Longhorn/Holstein/Highlands Ballroom
			Jennifer Bozorgnia, TCCA President	
9:30 am	-	9:45 am	Top Sponsor - Opening Remarks	Longhorn/Holstein/Highlands Ballroom
9:45 am	-	10:00 am	Break	
10:05 am	-	11:30 am	**Speaker: Randy Fox**	Longhorn/Holstein/Highlands Ballroom

11:30 am	-	12:30 pm	Lunch	Atrium
12:30 pm	-	1:05 pm	Exhibitor Introductions	Longhorn/Holstein/Highlands Ballroom
1:10 pm	-	2:05 pm	(Group A) attends Exhibitor Expo and Food Break *	Angus/Hereford Ballroom
			(Group B) attends Breakout Session * - **Speaker: Rob Bennett** State Judicial Commission "Robes Gone Wild - Everything a Clerk needs to know about the Judicial Commission"	Longhorn/Holstein/Highlands Ballroom
2:05 pm	-	3:00 pm	(Group B) attends Exhibitor Expo and Food Break *	Angus/Hereford Ballroom
			(Group A) attends Breakout Session * - **Speaker: Rob Bennett** State Judicial Commission "Robes Gone Wild - Everything a Clerk needs to know about the Judicial Commission"	Longhorn/Holstein/Highlands Ballroom
3:00 pm	-	4:30 pm	**Speaker: Dave Carey** "The Ways We Choose"	Longhorn/Holstein/Highlands Ballroom
4:30 pm	-	5:00 pm	End of Day Announcements / Door Prizes	Longhorn/Holstein/Highlands Ballroom
5:00 pm			Dinner on your own	

Tuesday, October 13, 2026

6:00 am	-	8:00 am	Delegate Breakfast - Included with Hotel Stay	Atrium

7:30 am	-	8:00 am	Classroom Check-In*	Longhorn/Holstein/Highlands Ballroom
8:00 am	-	10:30 am	**Speaker: Andy Masters** "Government Leadership Lessons from Hollywood" Interactive Workshop	Longhorn/Holstein/Highlands Ballroom
10:30 am	-	11:00 am	Break with Exhibitors (Food Break)	Angus/Hereford Ballroom
11:00 am	-	12:15 pm	**Speaker: Andy Masters** "Government Leadership Lessons from Hollywood" Interactive Workshop (continued)	Longhorn/Holstein/Highlands Ballroom
12:15 pm	-	1:45 pm	Lunch	Atrium
1:45 pm	-	2:30 pm	**TCCA Awards Ceremony & Level III Pinning Ceremony** * *with Awards Ceremony & Level III Pinning Ceremony*	Longhorn/Holstein/Highlands Ballroom
2:30 pm	-	2:45 pm	Break	
2:45 pm	-	4:45 pm	**Annual Business Meeting** *	Longhorn/Holstein/Highlands Ballroom
			Immediately Following Business Meeting - Regional Pictures, Board Pictures	
4:45 pm	-	5:00 pm	End of Day Announcements / Door Prizes	Longhorn/Holstein/Highlands Ballroom
5:30 pm	-	9:00 pm	TCCA Spotlight Event: To be announced	Angus/Hereford Ballroom
9:00 pm			Dinner on Your Own	

Help us improve. Would you be willing to answer a few questions about your booking experience?

Confirmation number: 93938315

We sent the details to n••••3@outlook.com.

Hotel Information

Embassy Suites by Hilton Round Rock

270 Bass Pro Drive
Round Rock, Texas 78665 USA
+1 512-308-3883

Stay Information

11 OCT SUN – **14** OCT WED

Check-in: 3 pm
Check-out: 11 am

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

1 room for 1 adult

1 King Bed Studio Suite - Texas Court Clerks

Total room charge	$456.00
Total taxes and government charges	$68.40
Total for stay:	**$524.40**

Payment 6442 Jul 2030

Guest information

Nikki Ashley

Hilton Honors#: 2796704712

Guarantee policy

There is a Credit Card required for this reservation.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

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At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

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Totals listed here are estimated based on current taxes, government charges and exchange rates (if applicable) and do not include additional fees/charges that may be incurred during your stay.

Optional services for an additional charge

Self parking

Complimentary

Pets

Pets allowed, $75.00 non-refundable fee, $75(1-4n),$125(5+n)2petsMax,dog/cat only

You're all set, Mary Caitlin!

Confirmation number: 90832043

We sent the details to c••••d@gmail.com.

Hotel Information

Embassy Suites by Hilton Round Rock

270 Bass Pro Drive
Round Rock, Texas 78665 USA
+1 512-308-3883

Stay Information

11 OCT SUN — **14** OCT WED

Check-in: 3 pm
Check-out: 11 am

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

Guest information

Mary Caitlin Morphew

Hilton Honors#: 2796732358
Room 1 additional guest: Tristan Morphew

1 room for 1 adult
1 King Bed Studio Suite - Texas Court Clerks

Total room charge	$456.00
Total taxes and government charges	$68.40