AGENDA ITEM CA12

Travel Approval Form

Department: Juvenile Services

Event Name: Overnight Placement Visits

Location: Taft, Corpus Christi and Victoria

Event Dates: July 17-18, 2026

Purpose:

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

Name of Attendees:

Kacie Hand

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

Johnson County ★ APPROVED ★ Commissioners Court

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: Steve Hart

Approved in CC on 9/11/2023

Ellen Peveto

From: Kacie Hand
Sent: Thursday, June 4, 2026 3:54 PM
To: Ellen Peveto
Cc: Steve G. Gant
Subject: RE: Hotel Request Kacie Hand-July 18-19, 2026 Corpus

Ellen I completely told Steve the wrong dates!! IF it is not a huge deal can we change the reservation to the 17th-18th
July 18th-19th is a Saturday/Sunday.

Kacie Hand
Juvenile Probation Officer/ICT Officer
Johnson County Juvenile Services
1102 East Kilpatrick, Suite C
Cleburne, Texas 76031
Phone: 817-556-6880 EXT. 1464
Fax: 817-556-6877

From: Ellen Peveto <epeveto@johnsoncountytx.org>
Sent: Monday, June 1, 2026 1:14 PM
To: Kacie Hand <khand@johnsoncountytx.org>
Subject: FW: Hotel Request Kacie Hand-July 18-19, 2026 Corpus

From: Kristin Slauson <kslauson@johnsoncountytx.org>
Sent: Monday, June 1, 2026 1:12 PM
To: Ellen Peveto <epeveto@johnsoncountytx.org>
Subject: RE: Hotel Request Kacie Hand-July 18-19, 2026 Corpus

Please see attached hotel confirmation.

From: Ellen Peveto <epeveto@johnsoncountytx.org>
Sent: Monday, June 1, 2026 11:56 AM
To: Kristin Slauson <kslauson@johnsoncountytx.org>
Subject: Hotel Request Kacie Hand-July 18-19, 2026 Corpus

Kristin,

Another Placement Visit to the coast. I will be sending this to CC for the next deadline.

Thank you,
Ellen Peveto
Johnson County Juvenile Services
Office Manager

Outlook

Sat for CC

Placement Hotel

From Kacie Hand <khand@johnsoncountytx.org>
Date Thu 5/7/2026 10:09 AM
To Steve G. Gant <SteveG@johnsoncountytx.org>

Hey I am planning on going to the coast July 18th and would like to stay the night and come back on the 19th.

Kacie Hand
Juvenile Probation Officer/ICT Officer
Johnson County Juvenile Services
1102 East Kilpatrick, Suite C
Cleburne, Texas 76031
Phone: 817-556-6880 EXT. 1464
Fax: 817-556-6877

JUN 0 1 2026

TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytx.org)

DATE: 06/01/2026 DEPARTMENT: Juvenile Services

PERSON SENDING REQUEST: Ellen Peveto EXT: 1460

Person (s) Name Attending:

1. Kacie Hand
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: Placement visits-Shoreline, Nueces, Victoria (3)

Hotel Name: Holiday Inn Corpus Christi Downtown Marina by IHG
Hotel Address: 707 North Shoreline Blvd.
City: Corpus Christi State: Texas Zip: 78401
Hotel Phone# 361-882-1700
Special Requirements: N/A
Conference Hotel Block Code: N/A
Conference/Training Website: N/A
How many rooms needed: 1
Date of Check In: ~~7/18~~ 17/26 **Date of Check Out:** ~~7/19~~ 18/26

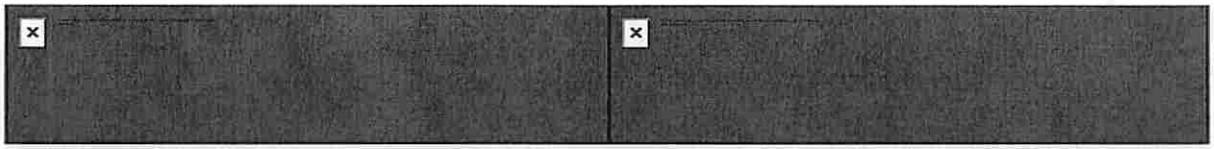
NOTE: When the Purchasing Department reserves the hotel room, payment will be processed and paid for on the travel credit card. ALL Travel PO's MUST be in place prior to travel. The hotel receipt will need to be receipted on your PO upon return. If the traveler does not obtain a hotel receipt upon check out, it's the travelers responsibility to call the hotel and obtain a copy for receipting.

Ellen Peveto

From: Holiday Inn Hotels & Resorts <HolidayInn@tx.ihg.com>
Sent: Thursday, June 4, 2026 4:12 PM
To: Purchasing
Subject: Your reservation at Holiday Inn Corpus Christi Downtown Marina has been modified. # 65266920 - 17 Jul 2026

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

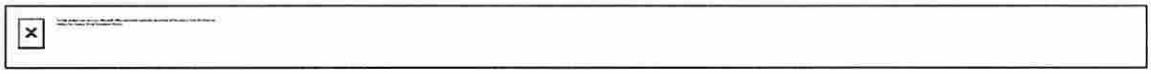
Web Version



Join IHG One Rewards for free today. **SIGN UP >**

Kacie, your reservation has been modified.

Confirmation #65266920



Holiday Inn Corpus Christi Downtown Marina

Address:	**707 North Shoreline Boulevard,** **Corpus Christi, TX 78401 United States**
Front Desk:	**13618821700**
Email:	**fdclerk@himarina.com**

Dates

17 Jul 2026 - 18 Jul 2026
Check in 4:00 pm / Check out 11:00 am

Reservation

1 Room, 1 Adult
Kacie Hand, Primary

Room details	1 King Bed Standard Bay View
Rate	Best Flexible Member Exclusive Rate

Summary of charges

1 night stay	189.05 USD
Taxes	32.71 USD
***Total charges**	**221.76 USD**

Modify or cancel reservation

Cancellation Policy: Canceling your reservation before 4:00 PM (local hotel time) on Thursday, 16 July, 2026 will result in no charge. Canceling your reservation after 4:00 PM (local hotel time) on 16 July, 2026, or failing to show, will result in a charge of 1 night per room to your credit card or other guaranteed payment method. Taxes may apply. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.

Estimated points to be earned **1,891**

Not a member? **Sign Up**

Complete your trip

Manage stay requests
Room on higher floor, extra pillows...
Set preferences

Pet policy



Holiday Inn Corpus Christi Downtown Marina By IHG

707 North Shoreline Boulevard, Corpus Christi, TX, 78401, US

361-882-1700

Check-in:
Mon, Jun 1

Check-out:
Tue, Jun 2

Rooms:
1

Adults
2

Kids
0

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