AGENDA ITEM
CA13

Travel Approval Form

Department: Sheriff's Office

Event Name: 2026 ALERRT Conference

Location: Round Rock, TX

Event Dates: 11.16.26 - 11.19.26

Purpose:

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

Name of Attendees:

Lanny Boone

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:

Approved in CC on 9/11/2023

Johnson County Sheriff's Office
Training Request

Name: Lanny Boone
Rank: Sgt Date: 06/02/26
Course Name: 2026 Alerrt Confrence
Course Date: Nov 16th to Nov 19th

Course Tuition: $275 Hotel Cost: $465

Per Diem: ~~$600~~ 220.05 Total Cost: ~~$800~~ 960.05

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

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

Host Agency: Alerrt Center Texas State University
Host Address: 601 University Drive
Host City: San Marcos
Host State: Texas
Host Zip Code: 78666
Host Phone: 512-245-1668

Hotel: Kalahari
Hotel Address: 3001 Kalahari Blvd
Hotel City: Round Rock
Hotel State: Texas
Hotel Zip Code: 78665
Hotel Phone: 512-392-6450

Hotel Check In Date: Nov 16th
Hotel Check Out Date: Nov 19th

Approvals

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

Sergeant: _____ _____ Approved
_____ Disapproved Initials _____ Date _____
Justification (Required): _____

Lieutenant: Kevin Beaty ✓ Approved
_____ Disapproved Initials KG Date 6-3-26
Comments: Sgt Boone is the lead ALERRT Instructor.

Captain: BA ✓ Approved
_____ Disapproved Initials BA Date 06/05/2026
Comments: _____

Chief: _____ _____ Approved
_____ Disapproved Initials _____ Date _____
Comments: _____

Invoice #16736

Conference
2026 ALERRT Conference

Dates
Nov 16 - 19, 2026

Registration Date
06-03-2026

Student	Course Name	Course Date	Status	Price
Lanny Boone				
	Registration/Breakouts	Nov 16 - 19, 2026 - Full Day	Unpaid	$275.00

Total $275.00

Payment Options

Checks can be made payable to **ALERRT Center at Texas State University** and sent to:

ALERRT Conference Registration
601 University Drive
San Marcos, TX 78666

CREDIT CARD
You may pay by credit card online at our secure Texas State University credit card web page. Once the purchase has been confirmed, you will receive an email to confirm payment, along with any pertinent course information.

2026 SCHEDULE AT A GLANCE

***Schedule information, times, and details are still subject to change.**

SUNDAY, NOVEMBER 15
5:00 – 7:00pm – Pre-Conference Attendee Check-In

MONDAY, NOVEMBER 16
6:00 am – 5:00 pm – Conference Attendee Check-In
8:00 am – 5:00 pm – Offsite Training Certification Classes (*Paid Reserved Attendance*)
8:00 am – 12:00 pm – Onsite Training Certification Classes Part I (*Paid Reserved Attendance*)

12:00 pm – 1:00 pm Lunch Break
1:00 pm – 5:00 pm – Onsite Training Certification Classes Part II (*Paid Reserved Attendance*)
2:00 pm – 5:00 pm – Vendor Check-In and Setup
5:00-7:00pm – Welcome Reception for Attendees & Vendors

TUESDAY, NOVEMBER 17
7:00 am – 5:00 pm – Conference Attendee Check-In
7:00 am – 8:00 am – Vendor Check-In and Setup cont.
8:00 am – 5:00 pm – Vendor Show
8:30 am – 10:00 am – Opening Ceremonies
10:00 am – 11:00 am – Exhibitor Networking Break
11:00 am – 1:00 pm – Lunch Break
1:00 pm – 4:00 pm – Keynote & Closing Remarks

WEDNESDAY, NOVEMBER 18
7:00 am – 5:00 pm – Conference Attendee Check-In
8:00 am – 5:00 pm – Vendor Show
8:00 am – 10:00 am – Session I
10:00 am – 10:30 am – Break
10:30 am – 12:30 pm – Session II
12:30 am – 2:00 pm – Lunch Break
2:00 pm – 4:00 pm – Session III
4:15 pm – Raffle (in Vendor Show)
6:00 pm – 9:00 pm – Networking Event

THURSDAY, NOVEMBER 19
8:00 am – 10:00 am – Session I
10:00 am – 10:30 am – Break
10:30 am – 12:30 pm – Session II
12:30 am – 2:00 pm – Lunch Break
2:00 pm – 4:00 pm – Session III

TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytx.org)

DATE: 06/05/2026 DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

Person (s) Name Attending:

1. Lanny Boone
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: 2026 ALERRT Conference

Hotel Name: Kalahari
Hotel Address: 3001 Kalahari Blvd
City: Round Rock State: TX Zip: 78665
Hotel Phone# 877-525-2427
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website:
How many rooms needed: 1
Date of Check In: 11/16/26 **Date of Check Out:** 11/19/26

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.

Tara Raby

From: Kalahari Resort and Convention Center - Round Rock <info@cvent.com>
Sent: Friday, June 5, 2026 9:28 AM
To: Purchasing
Subject: Kalahari Resort and Convention Center - Round Rock Reservation Confirmation

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

RESERVATION CONFIRMATION



Kalahari.
RESORTS & CONVENTIONS
ROUND ROCK, TX

2026 ALERRT Conference ~ Nov 15, 2026 - Nov 20, 2026 ~ TX Kalahari Resorts and Conventions

Dear Lanny Boone,

We are pleased to we have received your information for your reservation at the TX Kalahari Resorts and Conventions. Our team is looking forward to your arrival as part of the 2026 ALERRT Conference. Please note, your reservation confirmation email will be sent within the next 48 hours.

Should your travel plans change and you need to make changes to your reservations, please click here or call 1-877-525-2427.

We look forward to welcoming you to the TX Kalahari Resorts and Conventions.

- The Staff of the TX Kalahari Resorts and Conventions

Reservation Details

Online Confirmation:	J08FTFLO
Date Booked:	Jun 5, 2026
Reservation Name:	Lanny Boone
Arrival Date:	Nov 16, 2026
Departure Date:	Nov 19, 2026
Room Type:	Double Queen Sofa
Number of Rooms:	1
Number of Guests:	1
Night by Night Rate:	**Date** **Guests** **Status** **Rate** Nov 16, 2026 1 Confirmed 135.00 Nov 17, 2026 1 Confirmed 135.00 Nov 18, 2026 1 Confirmed 135.00 **Additional Guest Rate** Second Guest 0.00 Third Guest 0.00 Fourth Guest 0.00 Fifth Guest 50.00
Total Charge:	405.00
Tax Disclosure:	Please note the following taxes are not included into rates: • 6% State Tax Per Night. • 9% City Tax Per Night.
Add-Ons:	
Cancel Policy:	Reservations canceled 72 hours or more prior to the date of arrival receive a refund of the deposit, minus a $30 cancellation fee. Reservations canceled within 72 hours of the date of arrival forfeit the entire deposit of the first night's room and tax.