AGENDA ITEM
CA15

Travel Approval Form

Department: JP1

Event Name: New Court Personnel Conference

Location: San Marcos, TX

Event Dates: 8/18/2026 - 8/20/2026

Purpose:

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

Name of Attendees:

Gyneen Boudreaux

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:

Remit to:

Texas State University
1701 Directors Blvd
Suite 530
Austin, TX 78744

512-347-9927

INVOICE

Gyneen Boudreaux (X007077)
226 Featherston Street
Cleburne, TX 76033

Transaction Basket: 28700
Date: 18/May/2026 10:48AM

New Court Personnel - San Marcos

Location: Embassy Suites San Marcos
Dates: 2026-08-18 - 2026-08-20

Conference Registrations

Cancellation Request Deadline: Aug/04/2026 12:00 AM

Conference Registration	$ 150.00
Subtotal:	$ 150.00
Total:	$ 150.00
Grand Total:	**$ 150.00**

ACCOUNT ACTIVITY:

On Account

Invoice 28700-1 (Due Date: Jul/28/2026)	$ 150.00
Total On Account:	$ 150.00
Total Amount Due:	**$ 150.00**

GYNEEN BOUDREAUX
226 FEATHERSTON STREET
CLEBURNE TX 76033

New Court Personnel Conference *San Marcos*

August 18 - 20, 2026

*Conference agenda coming soon!
Sample of agenda for a different session is attached for referen

Location:

Embassy Suites San Marcos
Located at 1001 E. McCarty Ln, San Marcos, TX 78666

How to Register:
Registration opens October 14th for all court personnel. Programs fill quickly. Visit our education events page that day to sign up.

Cost & Payment Information

Registration cost: $150. This cost includes a $90 registration fee and a $60 overhead assessment.

Hotel cost: $200 for a single room ($100 per night for 2 nights)
*Please note: The night before the conference is not included. If you need a room, email Darby after you have registered at d_s520@txstate.edu for availability.

Payment Information:
You can pay by check, echeck, credit card, purchase order, or money order.

Please Make Checks Payable to:

Texas Justice Court Training Center
1701 Directors Blvd, Ste 530
Austin, Texas 78744

Please visit our Registration page for detailed information about payment, cancellations, and more!

Or visit:
tjctc.org/court-personnel/registration

Experienced Court Personnel 16-Hour Conference

San Marcos

Gyneen will attend this session in AUGUST.

~~**April 14 - 16, 2026**~~

(TJCTC has not listed this agenda under the week's event, so this is included for context BW)

Location:

Embassy Suites San Marcos
Located at 1001 E. McCarty Ln, San Marcos, TX 78666

How to Register:
Registration opens October 14th for all court personnel. Programs fill quickly. Visit our education events page that day to sign up.

Cost & Payment Information

Registration cost: $150. This cost includes a $90 registration fee and a $60 overhead assessment.

Hotel cost: $200 for a single room ($100 per night for 2 nights)
*Please note: The night before the conference is not included. If you need a room, email Darby after you have registered at d_s520@txstate.edu for availability.

Payment Information:
You can pay by check, echeck, credit card, purchase order, or money order.

Please Make Checks Payable to:

Texas Justice Court Training Center
1701 Directors Blvd, Ste 530
Austin, Texas 78744

Please visit our Registration page for detailed information about payment, cancellations, and more!

Or visit:
tjctc.org/court-personnel/registration

Conference Agenda

Tuesday, April 14th

- 11:00 - 12:45 p.m.

  Travel & Registration Day for those staying at the hotel. Hotel check-in is 4:00 p.m.

  No meals served this day.

- 12:45 - 1:00 p.m.

  General session:
  Welcome & Intro

- 1:00 - 3:00 p.m.

  General session:
  The People's Court: Engaging with the Community

- 3:00 - 5:00 p.m.

  Breakout sessions (select 1):
  - *Animal Law: Dangerous, Dogs, Cruelly Treated Animals, and More*
  - *Evictions Update*
  - *Juvenile Criminal - Advanced Topics*

  Dinner is on your own

Wednesday, April 15th

- 7:00 - 8:00 a.m.

  Continental breakfast served
  (Pastries, fruit, coffee)

- 8:00 - 10:00 a.m.

  Breakout sessions (select 1):
  - *Spanish Terms and Court Interpreters/Language Barriers*
  - *Tricky Pre-Judgment Civil Procedure Scenarios*
  - *Pre-Judgment Criminal Procedure Scenarios*

- 8:00 - 10:00 a.m.

  Breakout sessions (select 1):
  - *ODL Hot Topics*
  - *The Clerk Side of Civil Trials*
  - *Mental Health Topics for Clerks*

Conference Agenda cont.

- 12:00 - 1:00 p.m. — **Hot lunch buffet served**

- 1:00 - 3:00 p.m. — **Breakout sessions (select 1):**
  - *Court Management and Technology Roundtable*
  - *Receivers*
  - *The Clerk Side of Criminal Trials*

- 3:00 - 5:00 p.m. — **Breakout sessions (select 1):**
  - *Texas Truancy*
  - *Civil Writs Jeopardy*
  - *Post-Judgment Criminal Procedure Scenarios*

Dinner is on your own

Thursday, April 16th

- 7:00 - 8:00 a.m. — **Hot Breakfast Buffet served**

- 8:00 - 10:00 a.m. — **General session:**
  Conflict Resoltuion and De-escalation Panel

- 10:00 - 12:00 p.m. — **General session:**
  Teambuilding Activities

Program ends at 12:00 p.m.

Brandy Wood

From: Kristin Slauson
Sent: Monday, June 8, 2026 9:38 AM
To: Brandy Wood
Subject: RE: Hotel Request - Boudreaux, Gyneen - New Court Personnel Conference (San Marcos, TX)
Attachments: Your Aug-17-2026 Confirmation #83609644

Please see attached hotel confirmation for the Embassy Suites San Marcus.
Per our phone conversation if you would like to change the reservation to another hotel because of the price, please let me know.
The overall price of the reservation is $ 1,175.15

From: Brandy Wood <bwood@johnsoncountytx.org>
Sent: Monday, June 8, 2026 9:01 AM
To: Purchasing <PUR@johnsoncountytx.org>
Subject: Hotel Request - Boudreaux, Gyneen - New Court Personnel Conference (San Marcos, TX)
Importance: High

Please see attached for the hotel request form for Gyneen Boudreaux's training in August.

Gyneen is currently on a waiting list to have a room provided for her by TJCTC on 8/18/2026-8/20/2026, but she will also need to arrive one night early on 8/17/2026 to be ready for classes on 8/18/2026. (TJCTC will not cover that extra night.)

Since there is no guarantee that TJCTC will be able to provide a room for her in any capacity, we need to secure the room separately until that changes.

Since there is a waiting list, there is no booking link to be used. I have included a link with the hotel's search results for the dates needed. The rooms are going FAST so please reserve as soon as possible. If there are any issues, please let me know.

https://www.guestreservations.com/embassy-suites-by-hilton-san-marcos-hotel-conference-center/booking?checkIn=08%2F17%2F2026&checkOut=08%2F20%2F2026&rooms=1&adults%5B1%5D=1&children%5B1%5D=0&currency=USD

Best Regards,

Brandy Wood
Chief Justice Court Clerk / Administrator, JP1
Certified Master Justice Court Clerk
Johnson County
226 Featherston Street
Cleburne, TX 76033

Phone: (817) 556-6032
Fax: (817) 556-6198

Brandy Wood

From: Embassy Suites by Hilton Confirmed <noreply@h6.hilton.com>
Sent: Monday, June 8, 2026 9:27 AM
To: Purchasing
Subject: Your Aug-17-2026 Confirmation #83609644

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

Hilton
FOR THE STAY

Hello Gyneen,

Join now →

See you soon, Gyneen Boudreaux

Your reservation for Aug-17-2026 has been confirmed.

Confirmation #83609644



Embassy Suites by Hilton San Marcos Hotel Conference Center

1001 E. McCarty Lane
San Marcos TX 78666 US
Maps & Directions>>

+15123926450

Monday
Aug 17
Check In: 4:00 PM

3
Nights

Thursday
Aug 20
Check Out: 11:00 AM

Add to calendar (iOS/Outlook) Add to calendar (Other)

Your Room Information

Guest Name:	Gyneen Boudreaux
Guests:	1 Adult
Rooms:	1
Room Plan:	1 KING SUITE-PURE WELLNESS
Your Rate Information	LV0 AVAILABLE RATE

Rate per night	
17-Aug-2026 - 19-Aug-2026	344.00 USD
19-Aug-2026 - 20-Aug-2026	324.00 USD
Total for Stay per Room Rate	**1,012.00 USD**
Total taxes and government charges	153.28 USD
Mandatory Charge	9.87 USD
Total price for Stay	**1,175.15 USD**

Modify Your Reservation >>

Brandy Wood

From: Brandy Wood
Sent: Monday, June 8, 2026 9:01 AM
To: Purchasing
Subject: Hotel Request - Boudreaux, Gyneen - New Court Personnel Conference (San Marcos, TX)
Attachments: Hotel Request.pdf

Importance: High

Please see attached for the hotel request form for Gyneen Boudreaux's training in August.

Gyneen is currently on a waiting list to have a room provided for her by TJCTC on 8/18/2026-8/20/2026, but she will also need to arrive one night early on 8/17/2026 to be ready for classes on 8/18/2026. (TJCTC will not cover that extra night.)

Since there is no guarantee that TJCTC will be able to provide a room for her in any capacity, we need to secure the room separately until that changes.

Since there is a waiting list, there is no booking link to be used. I have included a link with the hotel's search results for the dates needed. The rooms are going FAST so please reserve as soon as possible. If there are any issues, please let me know.

https://www.guestreservations.com/embassy-suites-by-hilton-san-marcos-hotel-conference-center/booking?checkIn=08%2F17%2F2026&checkOut=08%2F20%2F2026&rooms=1&adults%5B1%5D=1&children%5B1%5D=0&currency=USD

Best Regards,

Brandy Wood
Chief Justice Court Clerk / Administrator, JP1
Certified Master Justice Court Clerk
Johnson County
226 Featherston Street
Cleburne, TX 76033

Phone: (817) 556-6032
Fax: (817) 556-6198



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytx.org)

DATE: 06/08/2026 DEPARTMENT: JP1

PERSON SENDING REQUEST: Brandy Wood EXT: 1511

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. Gyneen Boudreaux
2.
3.
4.
5.
6.

Function Attending: New Court Personnel Conference

Hotel Name: Embassy Suites		
Hotel Address: 1001 Marty Lane		
City: San Marcos	State: TX	Zip: 78666
Hotel Phone# 833-312-9834		
Special Requirements:		
Conference Hotel Block Code: (on waiting list)		
Conference/Training Website: https://www.tjctc.org/court-personnel/education-events.html		
How many rooms needed: 1		
Date of Check In: 8/17/20	**Date of Check Out:** 8/20/20	

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.

Revised 2.12.2024