AGENDA ITEM
CA 7

TRAVEL APPROVAL FORM

Department: District Attorney

Event Name: Award Ceremony

Location: Austin, Texas

Event Dates: 6/26/26

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

7.13.2026

Name of Attendees:

Jason Buchanan
William Reilly

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: Dana Heath

Approved in CC on 9/11/2023

https://tspb.texas.gov/plan/events/tcapcal.html

SPB About Plan Your Visit Properties Services Search

Texas Capitol Events

TEXAS AMERICA 250

Today June 2026

SUN	MON	TUE	WED	THU	FRI
31	Jun 1	2	3 7am American Heart Association Texas Ac 10:30am American Heart Association Pub	4	5 2pm Gold Award Recognition Ceremony a
7 6pm Citizens for Life March	8 7am Texas State University CPM Summer 8am Texas State University CPM Summer	9 8am Senate Chiefs of Staff Meeting 12pm Office of Rep. Mike Schofield	10 9am Texas Boys State 9:45am Texas Boys State	11 10am New Leadership Texas Day at the C	12 8am Close Up Foundation: Texas Youth St 12pm Office of Rep. Cole Hefner 7pm Music Under The Star 2026
14 9am Warrant Officer Candidate School Cc	15 7:30am Texas FFA Foundation LEAD Exper	16	8:30am		19 7pm Music Under The Star 2026
21 9am Yoga at The Capitol 5pm International Day of Yoga 2026 hoste	22 8am Office of Sen. Bob Hall 8am Office of Sen. Bob Hall	23 8am Office of Sen. Bob Hall 8am Office of Sen. Bob Hall 9am Legislative Lunch and Learn Hosted	8am Off 8am Offi 11am Lunch, Learn and Give Back to the C	9am Employers for Childcare Lunch and L	26 8am Office of Sen. Bob Hall 8am Office of Sen. Bob Hall 8am Law Enforcement Achievement Awar 7pm Music Under The Star 2026
28	29 7am Texas 4-H Advocacy Academy	30 6am Texas State Board of Dental Examine 7am Texas 4-H Advocacy Academy	Jul 1 7am Texas 4-H Advocacy Academy	2	3

Law Enforcement Achievement Awards

Friday, June 26 · 8:00am – 3:00pm

Legislative Conference Center

More details Copy to my calendar

Events shown in time zone: (GMT-05:00) Central Time - Chicago

Kallie Tribble

From: Paula Reid
Sent: Tuesday, June 23, 2026 3:33 PM
To: Kallie Tribble; Kristin Slauson
Cc: County Judge; CCAgenda
Subject: RE: Hotel

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Kallie:

Submit your travel request for the two investigators for the 7/13 agenda.
Judge Boedeker is aware the travel will occur before it is approved in court.
You can use this email as part of your backup documents to your request.

Thank you,
Paula Reid

From: Kallie Tribble <ktribble@johnsoncountytx.org>
Sent: Tuesday, June 23, 2026 2:46 PM
To: Kristin Slauson <kslauson@johnsoncountytx.org>
Cc: County Judge <CJO@johnsoncountytx.org>
Subject: FW: Hotel

Good afternoon,

Steve gave the okay to use funds for a hotel stay this Thursday. What do I need to do about the travel approval and making hotel reservations?

One of our investigators is getting an award on Friday at the Capital. One of our other investigators was going to go as well.

Respectfully,

Kallie Tribble
Legal Secretary
Johnson County District Attorney
204 S. Buffalo Ave., Suite 209
Cleburne, TX 76033
Phone: 817-556-6800 Ext: 1104

Fax: 817-556-6816

From: Michelle Hofstetter <mhofstetter@johnsoncountytx.org>
Sent: Tuesday, June 23, 2026 2:43 PM
To: Kallie Tribble <ktribble@johnsoncountytx.org>
Subject: RE: Hotel

Kallie,

Steve gave the okay on this. Please use 54100 – Dues, Conferences, and Training. Thank you!

Regards,

Michelle Hofstetter
Accounts Payable Clerk

Johnson County Auditor's Office
2 N. Main Street #321
x1623

From: Kallie Tribble <ktribble@johnsoncountytx.org>
Sent: Tuesday, June 23, 2026 1:06 PM
To: Michelle Hofstetter <mhofstetter@johnsoncountytx.org>
Subject: Hotel

Michelle,

One of our investigators is getting an award on Friday at the Capital. One of our other investigators was going to go as well. They were asking if we could pay for their hotel room.
Would we be able to do that and if so what account?

Respectfully,

Kallie Tribble
Legal Secretary
Johnson County District Attorney
204 S. Buffalo Ave., Suite 209
Cleburne, TX 76033
Phone: 817-556-6800 Ext: 1104
Fax: 817-556-6816



Feedback

Hotel Indigo Austin Downtown - University

810 Red River Street, Austin, Texas 78701 United States

★★★★☆ 4.2 1,887 reviews

OVERVIEW FOOD AND DRINK AMENITIES AND ACTIVITIES

1 Pool(s) Entertainment Fitness center

IHG HOTELS & RESORTS

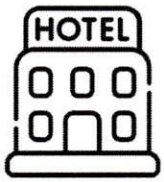
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CONTINUE

MANAGE PREFERENCES

OPT-OUT



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytx.org)

DATE: 06/23/2026 DEPARTMENT: District Attorney

PERSON SENDING REQUEST: Kallie Tribble EXT: 1104

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. Jason Buchanan
2. William Reilly
3.
4.
5.
6.

Function Attending: Awards Ceremony at the Capital

Hotel Name: Hotel Indigo Austin Downtown		
Hotel Address: 810 Red River St.		
City: Austin	State: Texas	Zip: 78701
Hotel Phone# 512-481-1000		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website:		
How many rooms needed: 2		
Date of Check In: 6/25/26	**Date of Check Out:** 6/26/26	

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.