AGENDA ITEM
CA10

Travel Approval Form

Department: Sheriff's Office

Event Name: 2026 Open Government Conference

Location: Austin, TX

Event Dates: 12.3.26 & 12.4.26

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

8.24.2026

Name of Attendees:

Tara Raby
Mandy Kenny

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

✅ You're Registered for the Conference

Important payment and registration details are provided below.

📋 Next Steps

Please review the information below to complete your conference preparation:

📌 **Submit your invoice to your Accounts Payable department.** The conference unit does NOT distribute invoices directly to agencies.

📌 **Review cancellation and substitution deadlines** prior to **Nov. 12, 2026.**

📌 **Download your registration confirmation** for your records.

📌 **Book hotel accommodations early,** as room availability is limited.

📌 **Monitor your email** for important conference updates as the event approaches.

Full Name	Email Address	Registrant Type	Total Charge	Reference Number	Payment Status
Tara Raby	traby@johnsoncountytx.org	Attendee	$415.00	72213417	Unpaid

Date	Transaction Type		Amount
August 10, 2026	Order Amount		$415.00
		Balance Due	**$415.00**
		Payment Method	**Purchase Order**

SESSION SELECTIONS

Selection	Quantity	Unit Price	Total
Attendee	1	$415.00	$415.00
		Total	**$415.00**

INVOICE & PAYMENT

⏰ Payment is due by **Nov. 12, 2026**

Accepted Payment Methods

- Check
- Money Order
- Purchase Order
- Interagency Transaction Voucher (ITV)
- ❌ Credit cards are not accepted

All payment vouchers must be made payable to **'The Office of the Attorney General' and include:**

- Invoice/reference numbers

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Full Name	Email Address	Registrant Type	Total Charge	Reference Number	Payment Status
Mandy Kenny	mkenny@johnsoncountytx.org	Attendee	$415.00	72213516	Unpaid

Date	Transaction Type		Amount
August 10, 2026	Order Amount		$415.00
		Balance Due	**$415.00**
		Payment Method	**Purchase Order**

SESSION SELECTIONS

Selection	Quantity	Unit Price	Total
Attendee	1	$415.00	$415.00
		Total	**$415.00**

INVOICE & PAYMENT

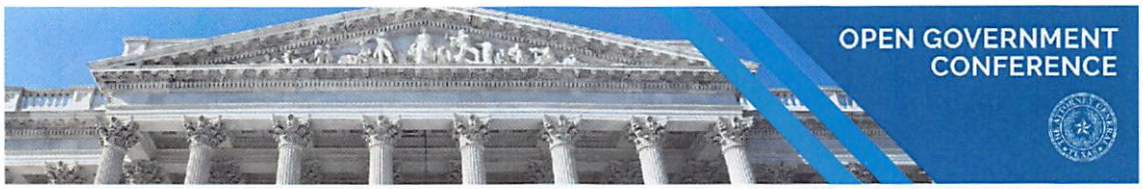
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2026 Open Government Conference

📅 **December 3-4, 2026**

📍 **AT&T Hotel & Conference Center | Austin, Texas**

ABOUT THE CONFERENCE

The Office of the Attorney General's Open Records Division and Opinion Committee host the Open Government Conference to support transparency and compliance in Texas government.

This conference is designed for members of the public, government employees and officials, media representatives, and anyone who interacts with or works with governmental bodies in Texas.

WHY ATTEND?

🤝 **Connect**
Build relationships with professionals from across Texas.

🎓 **Learn**
Gain practical tools and strategies you can apply immediately.

🌱 **Grow**
Strengthen resilience and enhance your professional impact.

Register Now

NEED ASSISTANCE?

Click **here** to send an email to the Conference Unit.

2026 Open Government Conference

🎓 CEU/CLE Credits

The Office of the Attorney General will give CEU/CLE credits from the following organizations to those who attend the conference in person.

You must sign in daily to get CEU credit. Actual credit hours are to be determined.

- **Texas County & District Clerks' Association**
- **Texas State Board of Public Accountancy**
- **Texas Municipal League**
- **Texas State Bar**
- **TCOLE**

Details such as course number, provider number, and sponsor ID will be included in the printed agendas provided at the conference.

You will be able to print your own certificate of participation after the conference.

🗓️ Agenda

Wed., Dec. 2, 2026

3:30 – 5:00 p.m. **Early Sign-in**

Thurs., Dec. 3, 2026

7:30 – 8 a.m. **Sign-in and Breakfast**

8– 8:15 a.m.	Welcome Remarks
8:15 – 9:15 a.m.	Open Meetings Act 101
9:15 - 10:15 a.m.	Public Information Act 101
10:15 – 10:30 a.m.	AM Break
10:30 – 11:15 a.m.	Legislative Update
11:15 - 12 p.m.	Records Retention
Noon – 1:30 p.m.	Lunch on Your Own
1:30 – 2:30 p.m.	Ethics
2:30 – 3:15 p.m.	Responding to Public Information Act Requests
3:15 – 3:30 p.m.	PM Break
3:30 – 4:30 p.m.	ORD Round Table Discussion
4:30- 5 p.m.	Q&A (Optional)
5 p.m.	Conference Day 1 Adjourns

Fri., Dec. 4, 2026

7:30 – 8 a.m.	Sign-in and Breakfast
8:30 – 9:30 a.m.	The Cost Rules Exam
9:30 – 10:30 am.	Redacting on Your Own
10:30 – 10:45 a.m.	AM Break
10:45 – 11:45 a.m.	After a Ruling & Practical Resources
11:45 – 1:15 p.m.	Working Lunch (TBD)
1:15 – 2:15 p.m.	a. Law Enforcement Records
	b. Common Mandatory Exceptions
2:15 – 3:15 p.m.	a. Privacy/Personnel for Law Enforcement Records
	b. Third Party Records
3:15 – 3:30 p.m.	PM Break
3:30 – 4:30 p.m.	a. Body Worn Camera Recordings
	b. Common Administrative Record Exceptions
4:30- 5 p.m.	Q&A (Optional)

5 p.m. **Conference Adjourns**

Questions? **Click here (mailto:conferences@oag.texas.gov?Subject=Questions%20-%202026%20Open%20Government%20Conference%20)** to send an email to the conference unit.

TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at) travel@johnsoncountytx.org

DATE: 08/10/2026 DEPARTMENT: Sheriff' Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

Person (s) Name Attending:

1. Tara Raby
2. Mandy Kenny
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 Open Government Conference

Hotel Name: Hilton Garden Inn Austin University Capitol District		
Hotel Address: 301 17th Street		
City: Austin	State: TX	Zip: 78701
Hotel Phone# 866-245-1701		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website:		
How many rooms needed: 2		
Date of Check In: 12.2.26	**Date of Check Out:** 12.4.26	

FOR AFTER HOURS ISSUES OR QUESTIONS PLEASE CONTACT ALISSA KROKUM @ (817) 648-8882 (TEXT OR CALL)

Revised 8.4.2026