AGENDA ITEM CA 5

Travel Approval Form

Department: STOP

Event Name: Gangs and the Transitional Drug Threat Class

Location: Greenville, TX

Event Dates: 9/11/2026

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

Name of Attendees:

1 Investigator

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

Johnson County ★ APPROVED ★ Commissioners Court

9.14.2026

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

Micah Short

From:
Sent: Friday, July 31, 2026 9:41 AM
To: Micah Short
Subject: Fw: Class #26301 - Registration Successful

From: do_not_reply@spcollege.edu <do_not_reply@spcollege.edu>
Sent: Friday, July 31, 2026 9:40 AM
To:
Subject: Class #26301 - Registration Successful

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

Hi

Congratulations! You have successfully registered for the following class. At this time, you are only REGISTERED to attend the class. You will receive a second email once you have been approved to attend the class.

Class: 26301 - Gangs and the Transnational Drug Threat -TREN DE ARAGUA
Date: 9/11/2026
Hours: 8.00
Location: Greenville TX 75041
Contact: Jerry McClain
Phone: 281-808-5929

Please keep in mind that the approval process is not always immediate. Your request to attend the class may be approved, denied, or, you may be placed on a waiting list.

In all cases, the host has the final say on whom will attend the class. If you are approved by the host to attend the class, you will receive a separate email at the time of approval. If the start date of the class is drawing near and you have not yet received approval to attend, please contact the host listed above.

As a reminder, your student profile can be accessed with the following credentials:

For all other questions related to the class, please contact the person listed above.

Sincerely,

Center for Public Safety Innovation
St. Petersburg College
cpsi.spcollege.edu

Micah Short

From:
Sent: Wednesday, August 19, 2026 12:00 PM
To: Micah Short
Subject: Fw: Class #26301 - Approval Notice

Get Outlook for iOS

From: do_not_reply@spcollege.edu <do_not_reply@spcollege.edu>
Sent: Wednesday, August 19, 2026 11:58
To:
Subject: Class #26301 - Approval Notice

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

Hi

Congratulations! You have been approved to attend the following class:

Class: 26301 - Gangs and the Transnational Drug Threat -TREN DE ARAGUA
Date: 9/11/2026
Hours: 8.00
Location: Greenville TX 75041
Contact: Jerry McClain
Phone: 281-808-5929

As a reminder, your student profile can be accessed with the following credentials:

Once the class has completed and the agency has marked you as having completed the class, you will need to access your profile in order to evaluate the class. Only after you have evaluated the class will you be able to print your certificate for the class.

Please remember that you have a limited time to evaluate the class in order to print your certificate. However, once the class has been evaluated, your certificate will be available to print, and reprint, as many times as needed at any point in the future.

For any questions related to the class, please contact the person listed above.

We thank you for attending our class and hope that you look to us in the future for your educational needs!

Sincerely,

Micah Short

From: Hampton by Hilton <noreply@h6.hilton.com>
Sent: Wednesday, August 19, 2026 4:34 PM
To: Purchasing Travel
Subject: Your Sep-10-2026 Confirmation #93866537

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

Hello Bryan,

Join now →

See you soon,

Your reservation for Thursday Sep 10, 2026 has been confirmed.

Confirmation # 93866537

Hampton Inn & Suites Greenville

3001 Kari Lane, Greenville, TX, 75402
US

+19034579200

View your stay in app

Add to calendar (iOS/Outlook)

Add to calendar (Other)

Thursday		Friday
Sep 10	1	**Sep 11**
Check In: 3:00 PM	Night	Check Out: 11:00 AM

View booking details

Your Room Summary:

Guest Name	
Guests	1 Adult
Rooms	1
Room Plan	2 QUEEN BEDS NONSMOKING
Rate Type	LV0 AVAILABLE RATE

Your Rate Information

Rate per night	
Sep-10-2026 - Sep-11-2026	159.00 USD
Total for Stay per Room Rate	**159.00 USD**
Additional charges	
Total taxes and government charges	20.67 USD
13.0% Per RoomPer Night	
Mandatory charge	0.80 USD
Total price for Stay	**180.47 USD**

Modify Your Reservation →

Rate Rules and Cancellation Policy

- There is a credit card required for this reservation.

TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at) travel@johnsoncountytx.org

DATE: 08/19/2026 DEPARTMENT: STOP

PERSON SENDING REQUEST: Micah Short EXT: 3700

Person (s) Name Attending:

1.
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: Gangs and the Transitional Drug Threat Class

Hotel Name: Hampton Inn & Suites Greenville		
Hotel Address: 3001 Kari Lane		
City: Greenville	State: TX	Zip: 75402
Hotel Phone# 903-457-9200		
Special Requirements:		
Conference Hotel Block Code: na		
Conference/Training Website: na		
How many rooms needed: 1		
Date of Check In: 09/10/2026	**Date of Check Out:** 09/11/2026	

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

Revised 8.4.2026