AGENDA ITEM
CA11

Travel Approval Form

Department: Juvenile Services

Event Name: Overnight Placement Visits

Location: Taft, Corpus Christi and Victoria

Event Dates:

Purpose:

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

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

Johnson County
APPROVED
Commissioners Court

9.14.2026

Name of Attendees:

Kacie Hand

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

Ellen Peveto

From: Steve G. Gant
Sent: Friday, August 28, 2026 3:13 PM
To: Ellen Peveto
Subject: Fw: Corpus Visit

Please work on getting Kacie set up for October visit to Corpus.

Steve Gant
Director/Chief Juvenile Probation Officer
Johnson County Juvenile Services
1102 East Kilpatrick, Suite C
Cleburne, Texas 76031
Phone: 817-556-6880
steveg@johnsoncountytx.org

From: Mandy Whitworth <mandyw@johnsoncountytx.org>
Sent: Friday, August 28, 2026 2:35 PM
To: Brian Staples <bstaples@johnsoncountytx.org>; Steve G. Gant <SteveG@johnsoncountytx.org>
Subject: RE: Corpus Visit

I'm including Steve in this email thread.

Ellen is about to go on vacation and we might need her assistance getting this set up prior to her leaving.

Thank you,
Mandy Whitworth
Assistant Director
Johnson County Juvenile Services
JJAEP Program Administrator
mandyw@johnsoncountytx.org
(817) 556-6880 ext. 3801

From: Brian Staples <bstaples@johnsoncountytx.org>
Sent: Friday, August 28, 2026 2:31 PM
To: Mandy Whitworth <mandyw@johnsoncountytx.org>
Subject: Fw: Corpus Visit

Do you want to go ahead and ask Steve or wait until out meeting next week to bring this up? She has 3 kids all right next to one another down there. Last time she went was in July.

From: Kacie Hand <khand@johnsoncountytx.org>
Sent: Friday, August 28, 2026 14:19
To: Brian Staples <bstaples@johnsoncountytx.org>
Subject: Corpus Visit

Hey I am wanting to go stay in Corpus Christi for my 3 month placement visit on October 16th-17.

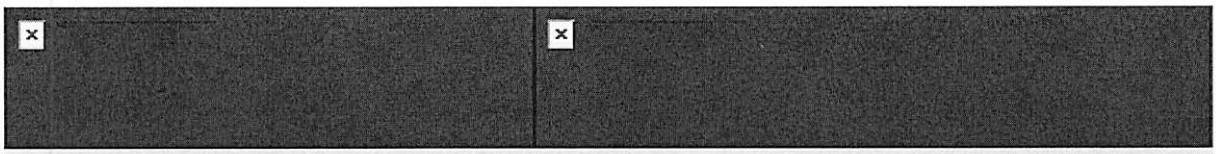
Kacie Hand
Juvenile Probation Officer/ICT Officer
Johnson County Juvenile Services
1102 East Kilpatrick, Suite C
Cleburne, Texas 76031
Phone: 817-556-6880 EXT. 1464
Fax: 817-556-6877

Ellen Peveto

From: Holiday Inn Express <HolidayInnExpress@tx.ihg.com>
Sent: Friday, August 28, 2026 4:11 PM
To: Purchasing Travel
Subject: Your reservation at Holiday Inn Express Corpus Christi - Beachfront is confirmed. # 41694618 - 16 Oct 2026

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

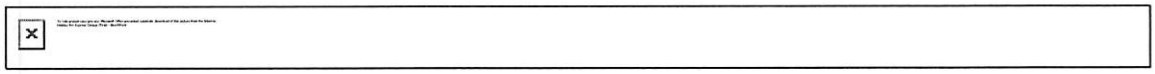
Web Version



Join IHG One Rewards for free today. **SIGN UP ›**

Kacie, your reservation is confirmed!

Confirmation #41694618



Holiday Inn Express Corpus Christi - Beachfront

Address:	**1102 S Shoreline Boulevard,** **Corpus Christi, TX 78401 United States**
Front Desk:	**13612573040**
Email:	**crpprhix@gmail.com**

Dates

16 Oct 2026 - 17 Oct 2026
Check in 4:00 pm / Check out 11:00 am

Reservation

1 Room, 1 Adult
Kacie Hand, Primary

Room details	1 King Standard
Rate	Best Flexible Rate

Summary of charges

1 night stay	149.00 USD
Taxes	25.33 USD
***Total charges**	**174.33 USD**

Modify or cancel reservation

Rate description: BEST AVAILABLE RATE
Take advantage of our best and least restrictive publicly available rate. Changes to your reservation are usually acceptable, but always check the hotel's cancellation policy before booking for cancellation fees that may apply depending upon arrival date and hotel selected.

Description of taxes and additional charges: 17% per night not included in rate effective 16 October, 2026 through 17 October, 2026.

Any add-on selections will appear as a separate charge on your hotel invoice. Only room upgrade charges will be combined with the room rate. All other purchases will be invoiced separately at the hotel.

Cancellations & other policies: See Additional Hotel Information section below.

Estimated points to be earned **1,490**

Not a member? **Sign Up**

TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at) travel@johnsoncountytx.org

DATE: August 28, 2026 DEPARTMENT: Juvenile Services

PERSON SENDING REQUEST: Ellen Peveto EXT: 1460

Person (s) Name Attending:

1. Kacie Hand
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: Overnight Juvenile Placement Visit

Hotel Name: Holiday Inn Express		
Hotel Address: 1102 S. Shoreline Blvd. Bldg. 1		
City: Corpus Christi	State: TX	Zip: 78401
Hotel Phone# 361-257-3040		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website: https://www.ihg.com/holidayinnexpress/hotels/us/en/corpus-christi/cr		
How many rooms needed: 1		
Date of Check In: 10/16/26	**Date of Check Out:** 10/17/26	

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

Revised 8.4.2026

AUG 2 8 2026