AGENDA ITEM
CA12

Travel Approval Form

Department: Sheriff's Office - Jail

Event Name: Personal Defense Spray Instructor Course

Location: Bryan, Texas

Event Dates: October 8-9, 2026

Purpose:

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

Name of Attendees:

Sydney Wilson

Nathaniel Echols

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

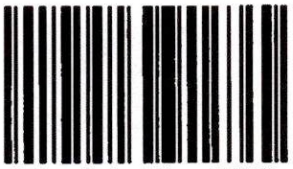
TEXAS A&M ENGINEERING
TEEX
EXTENSION SERVICE

Language:
English

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Confirmation

TEEX continually looks for ways to improve its customer's experiences. We would like to know your recent experience of the TEEX registration process.
This survey will take two minutes of your time and could lead to better experiences for you in the future.



Sydney Taylor Wilson (TEEXID: 2019711)

Date:	08/27/2026
Trace Number:	TC1787846544891

Participant Information

Action Required:

There are additional requirements that must be completed prior to your enrollment in this class. You are not enrolled until you have uploaded the required documentation and/or been verified/screened by a TEEX employee. You will be notified by TEEX once your registration application has been approved and you are able to complete your registration.

If you have questions, please review the Course Registration FAQs [https://teex.org/resources/course-registration-faqs/] or contact the TEEX representative listed on the course description.

Class Name / Class ID:	Personal Defense Spray Instructor / LS-LET700-60	
	October 9, 2026 / Class Start Time: 8:00 AM CST (Class Fee = $350.00)	
	TEEX-LAW	
	RELLIS Campus,1500 4th Street, Bldg 7751	
	Bryan, Texas 77807	
TEEX ID:	2019711 / Sydney Wilson	
	Receipt #: N1787846544903	$0.00
	Total Payment:	$0.00
	Balance Due:	$350.00

To complete the registration process, you must have the following prerequisite:

- Proof of enrollment or course completion: Basic Instructor Development (teex.org/class/let565 [https://teex.org/class/let565]) or TCOLE #1014 course equivalent

If you are claiming a course equivalent, you must upload the document to your TEEX student portal within 48 hours of registration. If you completed the course requirement with TEEX, a TEEX employee will verify that you completed the course and received a passing grade. If you are enrolled in the course requirement, but not yet completed, you must complete the course prior to attendance.

After your eligibility has been approved, you will be notified by email to pay your course fees. You have 48 hours to submit payment or email the Purchase Order (PO)/Letter of Authorization (LOA). Failure to complete either step in the process will result in you being withdrawn from the class.

Please check the TEEX website at: teex.org/class/lat700 [https://teex.org/class/lat700] for the Course Completion and Attendance Requirements. Make sure to bring everything that is listed to prevent being dismissed from the course. A student who arrives to class without these items may be dismissed without a refund. The TEEX refund policy is available for further viewing at: teex.org/policies/refunds [https://teex.org/policies/refunds] . If you are uncertain, you can email law@teex.tamu.edu or call (979) 845-6677.

If you have questions regarding this registration, please call (979) 845-6677 or email LAW@teex.tamu.edu.

In the event TEEX cancels a class, all participants will be notified.

This course requires the participant to provide a photo identification on the first day of class. See the Participant Handbook [https://teex.org/participant-handbook/] for approved forms of identification and additional guidelines.

Participant Policies [https://teex.org/policies] including, but not limited to, Transfer, Cancellation, and Release of Liability.

TEEX is committed to providing equitable access to all training. If you need disability accommodations, please visit Disability-Accomodations [https://teex.org/disability-accommodations/] . Participants are encouraged to request accommodations as early as possible.

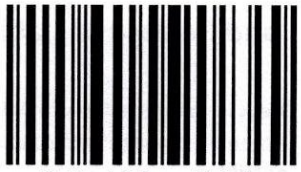
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Language: English

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Nathaniel Bryant Echols
(TEEXID: 1892282)

Date:	08/31/2026
Trace Number:	TC1788171472574

Participant Information

Action Required:

There are additional requirements that must be completed prior to your enrollment in this class. You are not enrolled until you have uploaded the required documentation and/or been verified/screened by a TEEX employee. You will be notified by TEEX once your registration application has been approved and you are able to complete your registration.

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	TEEX-LAW	
	RELLIS Campus,1500 4th Street, Bldg 7751	
	Bryan, Texas 77807	
TEEX ID:	1892282 / Nathaniel Echols	
	Receipt #: N1788171472597	$0.00
	Total Payment:	$0.00
	Balance Due:	$350.00

To complete the registration process, you must have the following prerequisite:

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TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at) travel@johnsoncountytx.org

DATE: 8/31/2026 DEPARTMENT: Jail

PERSON SENDING REQUEST: Kristen Lesley EXT: 3602

Person (s) Name Attending:

1. Sydney Wilson
2. Nathaniel Echols
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: Personal Defense Spray Instructor Course

Hotel Name: The LaSalle Hotel		
Hotel Address: 120 S. Main St.		
City: Bryan	State: Texas	Zip: 77803
Hotel Phone# 979-261-0309		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website:		
How many rooms needed: 2		
Date of Check In: October 8, 2026	**Date of Check Out:** October 9, 2026	

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

Revised 8.4.2026