

Travel Approval Form

Department: STOP

Event Name: 2026 Texas Gang Conference

Location: San Antonio


Event Dates: 06/28/26 - 07/03/26

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



1-12-2026

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:



Registration complete!

An email will be sent to [REDACTED]@johnsoncountytexas.org

A message from the organizer:

Thank you for registering for the 2026 Texas Gang Investigators Conference. Your registration has been received. Please look for an email with an invoice for your payment.

The Conference will be held at the Westin San Antonio North located at 9821 Colonnade Blvd, San Antonio, TX 78230. We anticipate filling fast again this year, so please use the below link to register in our group block.

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1760740573858&key=GRP&dt=true&app=resvlink&inventoryMissing=true>

2026 Texas Gang Investigators Conference

1 x General Admission

Order total: \$400.00 • Pay by check

Payment instructions: Once your registration is completed we will send you an invoice for payment. Please look for an email from our treasurer (treasurer@tgia.net). If you don't receive our email within 2 weeks, please contact treasurer@tgia.net , training@tgia.net , or secretary@tgia.net

 Sun, Jun 28, 2026 12:00 PM - Fri, Jul 3, 2026 12:00 PM CT

Add to [Google](#) • [Outlook](#) • [iCal](#) • [Yahoo](#)

 Westin San Antonio North

9821 Colonnade Blvd, San Antonio, TX

[View on map](#)

 Tracey Veale (organizer)

[5125681296](tel:5125681296) • training@tgia.net

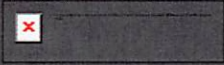
Micah Short

From: Westin Reservations <reservations@res-marriott.com>
Sent: Monday, December 8, 2025 10:49 AM
To: Purchasing
Subject: Reservation Confirmation #98939020 for The Westin San Antonio North


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




[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)



The Westin San Antonio North

 9821 Colonnade Boulevard San Antonio, Texas 78230
USA

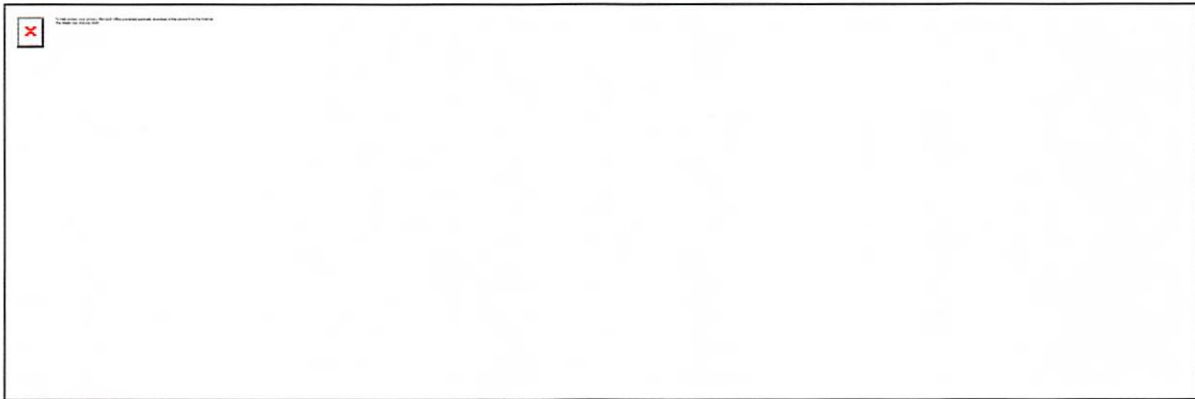
 +1-210-691-8888

Thank you for booking with us, 

Stay well at Westin Hotels & Resorts.

Sat, Jun 27, 2026 – Fri, Jul 03, 2026

Confirmation Number: 98939020



Check-In: Saturday, June 27, 2026

04:00 PM

Check-Out: Friday, July 3, 2026

12:00 PM

Number of rooms	1 Room
Guests per room	1 Adult
Guarantee Method	Credit Card Guarantee, Master Card
<hr/>	
Total for Stay (all rooms)	978.88 USD

Room 1

Room Type Guest room, 1 King

Guaranteed Requests:

None

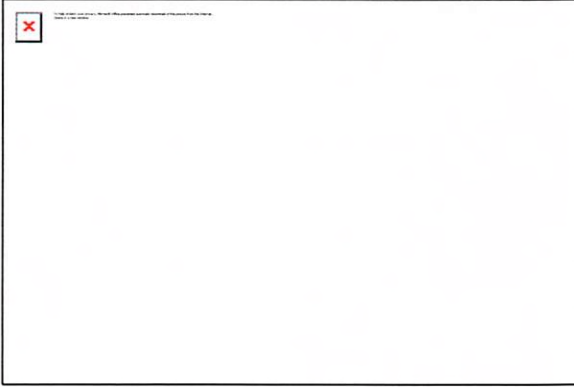
ALL REQUESTS

[Manage Stay](#)

Important Information About Your Stay



In order to prepare for your upcoming stay, we invite you to **learn more** about what to expect when you arrive and the experiences that await you.




Eat Well

Satisfying and nutritious offerings to keep you feeling your best while on the road

[Learn More](#)

So Much More Awaits

 you could earn 8,220 points on this stay as a Marriott Bonvoy® member — it's free and easy to join.

Transform your points into free nights, flights, and unrivaled experiences. Plus, access contactless check-in through the mobile app, enjoy Member Rates, and get exclusive offers.

[Join Now](#)



Summary Of Charges

Saturday, June 27, 2026 – Friday, July 3, 2026

6 Nights at 137.00 USD per night per room

Government State Rate, state government ID required

Taxes & Fees (per night per room)

Estimated Government Taxes & Fees	23.41 USD
State Cost-Recovery Fee	1.03 USD
Convention / Tourism Fee	1.71 USD

Totals

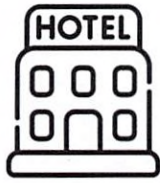
Total for Stay (all rooms) **978.88 USD**

Other Charges

On-site parking, fee: 10.00 USD daily

Rate Details & Cancellation Policy

- You may cancel your reservation for no charge before 11:59 PM local hotel time on Thursday, June 25, 2026 (2 day[s] before arrival).
- Please note that we will assess a fee of 159.95 USD if you must cancel after this deadline.
- Please be prepared to show proof of eligibility for your rate (such as a membership card, corporate or government identification card, or proof of your age).
- Please note that a change in the length or dates of your reservation may result in a rate change.



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 12/05/2025

DEPARTMENT: STOP

PERSON SENDING REQUEST: Micah Short EXT: 3700

Person (s) Name Attending:

1.	[REDACTED]
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: ~~Undercover Social Media~~ 2026 Texas Gang

Hotel Name: Westin San Antonio North		
Hotel Address: 9821 Colonnade Blvd		
City: San Antonio	State: TX	Zip: 78666
Hotel Phone# 210-691-8888		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website: https://www.tgia.net/annual-conference-2/		
How many rooms needed: 1		
Date of Check In: 6/27/20		Date of Check Out: 7/3/20

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.

Travel Approval Form

Department: STOP

Event Name: Hybrid Gangs

Location: San Marcos


Event Dates: 05/11/2026

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



1-12-2026

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:



BS Narcotics

108 E FM 2410 Ste F #182
Harker Heights, TX 76548
(254) 307-0407
bsmith@bsnarcotics.com
<https://www.bsnarcotics.com>



BILL TO

STOP Special Crimes Unit
Johnson County
PO Box 676
Cleburne, TX 76033
United States

PAYMENT DUE

Invoice Number: 9013-254-25
Date Created: 12/5/2025
Payment Method: Purchase Order
Status: Final
Payment Due: 5/11/2026
Invoice Generated: 12/5/2025 11:08

EVENT

Hybrid Gangs
San Marcos, TX on May 11, 2026 - 1 day (8 hours of training)

Attendee	Price	Discount	Total
	\$225.00		\$225.00
		SUBTOTAL	\$225.00
		BALANCE	\$225.00

24/7 INVOICE ACCESS, W9's & MORE

Invoice Creator: Micah Short (mshort@johnsoncountytexas.org)

Visit www.LEO-Network.com/invoices to instantly access the most recent version of this invoice, add a Purchase Order number, access W9's, change attendees or make a payment.

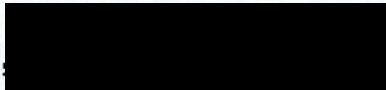
Micah Short

From: Embassy Suites by Hilton Confirmed <noreply@h6.hilton.com>
Sent: Monday, December 8, 2025 10:34 AM
To: Purchasing
Subject: Your May-10-2026 Confirmation #85782002

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




See you soon.



Your reservation for May-10-2026 has been confirmed.
Confirmation #85782002



Embassy Suites by Hilton San Marcos Hotel Conference Center

 1001 E. McCarty Lane
San Marcos TX 78666 US
[Maps & Directions>>](#)

 +15123926450



Your Room Information

Guest Name: 
Guests: 1 Adult
Rooms: 1
Room Plan: 1 KING BED NONSMOKING

Your Rate Information

GOVT ON BUSINESS

Rate per night


10-May-2026 - 11-May-2026 110.00 USD


Total for Stay per Room Rate 110.00 USD

Taxes 16.66 USD

Mandatory Charge 1.07 USD

Total price for Stay 127.73 USD

 [Modify Your Reservation >>](#)


 This message is intended only for the individual named. If you have received this in error, please notify the system manager. This message is intended only for the individual named. If you have received this in error, please notify the system manager.



Rate Rules and Cancellation Policy

- There is a credit card required for this reservation.
- If you wish to cancel, please do by 11:59 p.m. on May-09-2026, to avoid cancellation penalty equal to the first night's room and tax.
- When you check in, a hold may be placed on your card for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out. Any such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.
- If the slider is used to select a Points and Money combination, that selection is final once your stay is booked.

Additional Information

 We are a smoke-free hotel

Tax

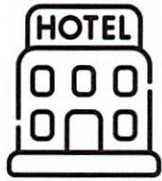
9.0% Per Room Per Night

6.0% Per Room Per Night

Mandatory Charge: 1.07 USD

Self Parking: 15.00 USD Per Night





TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 12/05/2025

DEPARTMENT: STOP

PERSON SENDING REQUEST: Micah Short EXT: 3700

Person (s) Name Attending:

1.	[REDACTED]
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: Hybrid Gangs

Hotel Name: Embassy Suites by Hilton San Marcos Hotel Conference Center
Hotel Address: 1001 E. McCarty Ln
City: San Marcos State: TX Zip: 78666
Hotel Phone# 512-392-6450
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website: https://www.hilton.com/en/p/government-military-rates/
How many rooms needed: 1
Date of Check In: 5/10/20 Date of Check Out: 5/11/20

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.

Travel Approval Form

Department: STOP

Event Name: Undercover Social Media

Location: San Marcos


Event Dates: 08/17/2026 - 08/18/2026

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



1-12-2026

Required Documents Checklist:

**** Same-Day Travel - Commissioners Court Approval is not required ****

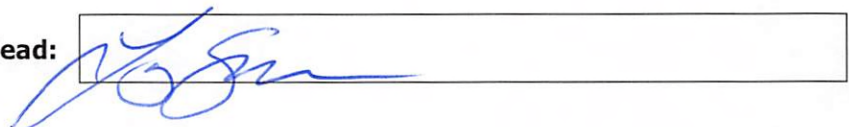
Overnight Travel

- Travel Approval Form
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- Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head:



BS Narcotics

108 E FM 2410 Ste F #182
Harker Heights, TX 76548
(254) 307-0407
bsmith@bsnarcotics.com
https://www.bsnarcotics.com



BILL TO

STOP Special Crimes Unit
Johnson County
PO Box 676
Cleburne, TX 76033
United States

PAYMENT DUE

Invoice Number: 9015-255-25
Date Created: 12/5/2025
Payment Method: Purchase Order
Status: Final
Payment Due: 8/17/2026
Invoice Generated: 12/5/2025 11:41

EVENT

Undercover Social Media
San Marcos, TX on August 17, 2026 - 2 days (16 hours of training)

Attendee	Price	Discount	Total
[REDACTED]	\$325.00		\$325.00
		SUBTOTAL	\$325.00
		BALANCE	\$325.00

24/7 INVOICE ACCESS, W9's & MORE

Invoice Creator: Micah Short (mshort@johnsoncountytexas.org)

Visit www.LEO-Network.com/invoices to instantly access the most recent version of this invoice, add a Purchase Order number, access W9's, change attendees or make a payment.

Micah Short

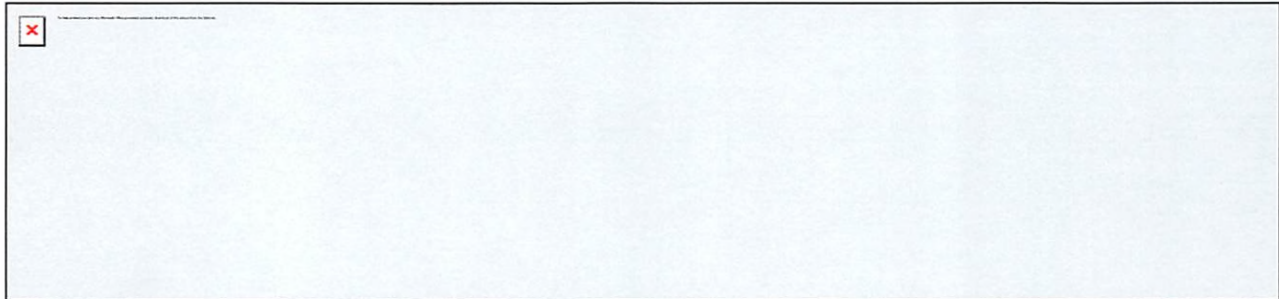
From: Embassy Suites by Hilton Confirmed <noreply@h6.hilton.com>
Sent: Monday, December 8, 2025 10:40 AM
To: Purchasing
Subject: Your Aug-16-2026 Confirmation #80286482

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




See you soon, [REDACTED]

Your reservation for Aug-16-2026 has been confirmed.
Confirmation #80286482



Embassy Suites by Hilton San Marcos Hotel Conference Center

 1001 E. McCarty Lane
San Marcos TX 78666 US
[Maps & Directions>>](#)

 +15123926450



Your Room Information

Guest Name:	[REDACTED]
Guests:	1 Adult
Rooms:	1
Room Plan:	1 KING BED NONSMOKING

Your Rate Information

BEST AVAILABLE RATE

Rate per night

16-Aug-2026 - 17-Aug-2026 177.00 USD

17-Aug-2026 - 18-Aug-2026 203.00 USD


Total for Stay per Room Rate 380.00 USD

Taxes 57.56 USD

Mandatory Charge 3.71 USD

Total price for Stay 441.27 USD

 [Modify Your Reservation >>](#)






Rate Rules and Cancellation Policy

- There is a credit card required for this reservation.
- If you wish to cancel, please do by 11:59 p.m. on Aug-15-2026, to avoid cancellation penalty equal to the first night's room and tax.
- When you check in, a hold may be placed on your card for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out. Any such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.
- If the slider is used to select a Points and Money combination, that selection is final once your stay is booked.

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Tax

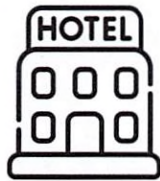
9.0% Per Room Per Night

6.0% Per Room Per Night

Mandatory Charge: 3.71 USD

Self Parking: 15.00 USD Per Night





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DATE: 12/05/2025

DEPARTMENT: STOP

PERSON SENDING REQUEST: Micah Short EXT: 3700

Person (s) Name Attending:

1.	[REDACTED]
2.	
3.	
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Hotel Address: 1001 E. McCarty Ln
City: San Marcos State: TX Zip: 78666
Hotel Phone# 512-392-6450
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website: https://www.hilton.com/en/p/government-military-rates/
How many rooms needed: 1
Date of Check In: 8/16/20 Date of Check Out: 8/18/20

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.

Travel Approval Form

Department: STOP

Event Name: Micro Labs

Location: Manvel


Event Dates: 02/10/2026 - 02/11/2026

Purpose: Required Continuing Education/Certification
 Job Training
 Other: _____

Name of Attendees:

1 Investigator
2 Investigators

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



Required Documents Checklist:

**** Same-Day Travel - Commissioners Court Approval is not required ****

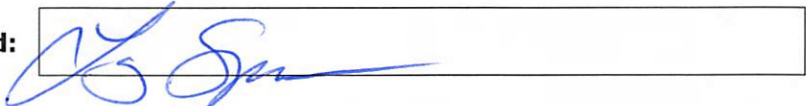
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- Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head:



Micah Short

From: Midwest Counterdrug Training Center <info@counterdrugtraining.com>
Sent: Friday, December 5, 2025 3:02 PM
To: Micah Short
Subject: Event Confirmation for [REDACTED] - Micro Labs: Fentanyl, One Pot, BHO, and Synthetic Hazards and Handling

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

Micro Labs: Fentanyl, One Pot, BHO, and Synthetic Hazards and Handling

2/10/2026 - 2/11/2026

8:00 AM - 4:30 PM

Manvel Police Department

6605 North Masters St

Manvel, TX 77578

[Add to Calendar](#)

Dear [REDACTED]

This email confirms your registration for the above referenced event.

If you are found to be ineligible for this course, you will be contacted by our staff. Space is always limited in our classes - if you are not going to attend, click the "cancel button" at the bottom of this email and your registration will be canceled and someone else will be assigned your slot. We drop anyone from our training program who "no shows" without canceling.

This course does not have any tuition or registration fees.

- For courses on Camp Dodge: If you requested lodging on the registration form, a room has automatically been reserved for you. Lodging Instructions will be sent out a week before class begins.

- For In Person courses, a welcome letter with directions, equipment to bring (if needed) and general instructions will be emailed to you the week before class begins.

- For Distance Learning courses, a welcome letter including the Zoom details will be emailed to you the week before class begins. Course materials will also be mailed out for all Distance Learning courses.

If you have any questions or concerns please do not hesitate to contact us.

**Thank you,
Midwest Counterdrug Training Center
Phone: 800-803-6532
info@counterdrugtraining.com
www.counterdrugtraining.com**

To remove yourself from this mailing list, click [here](#).

If the above link does not work, cut and paste the following link into your browser:

https://new.counterdrugtraining.com//DECancel.aspx?t=EventBuilderCustomList&a=1&xa=ZmY0ZmQ5OGEtNzI5NS00OGY1LWExODgtODYwODZhNzcyZW4&f=GUID

Micah Short

From: Midwest Counterdrug Training Center <info@counterdrugtraining.com>
Sent: Friday, December 5, 2025 3:01 PM
To: Micah Short
Subject: Event Confirmation for [REDACTED] - Micro Labs: Fentanyl, One Pot, BHO, and Synthetic Hazards and Handling

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Micro Labs: Fentanyl, One Pot, BHO, and Synthetic Hazards and Handling

2/10/2026 - 2/11/2026

8:00 AM - 4:30 PM

Manvel Police Department

6605 North Masters St

Manvel, TX 77578

[Add to Calendar](#)

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info@counterdrugtraining.com
www.counterdrugtraining.com**

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https://new.counterdrugtraining.com//DECancel.aspx?t=EventBuilderCustomList&a=1&xa=ZmY0ZmQ5OGEtNzI5NS00OGY1LWExODgtODYwODZhNzcyZW44&f=GUID



MIDWEST COUNTERDRUG TRAINING CENTER

Toll Free: (800) 803-6532 | Phone: (515) 252-4756 | Email: info@counterdrugtraining.com

MICRO LABS: FENTANYL, ONE POT, BHO AND SYNTHETIC HAZARDS AND HANDLING

10-11 February 2026

Manvel Police Department
6605 North Masters St
Manvel, TX 77578

POC: James McClain EMAIL: jmclain@houstonhidta.net

REGISTRATION

Registration is restricted to local, tribal, state, federal, and military law enforcement officers.

THERE IS NO COST TO ATTEND THIS COURSE.

COURSE DESCRIPTION

This course introduces law enforcement officers to the chemistry of domestic micro drug labs to better understand the processes and the hazards associated with these labs.

This course shall cover safety practices, including the use of various engineering, administrative and personal protective equipment (PPE) hazard controls, to protect law enforcement who handle, sample and dismantle these drug labs.



TOPICS INCLUDED

- National, state and local policy and trends update
- Methamphetamine production
- Toxicology
- Chemical and physical hazards
- Personal Protective Equipment (PPE) and respiratory protection
- Air monitoring
- Chemistry of each process
- Assessment and dismantling procedures
- Safety procedures
- Sample and waste packaging and transportation
- Live demonstration of drug production for one of the following: One-Pot meth, BHO, or Fentanyl

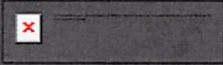
Micah Short

From: Courtyard By Marriott Reservations <reservations@res-marriott.com>
Sent: Monday, December 8, 2025 10:09 AM
To: Purchasing
Subject: Reservation Confirmation #98843716 for Courtyard by Marriott Houston Pearland


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



[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)



Courtyard by Marriott Houston Pearland

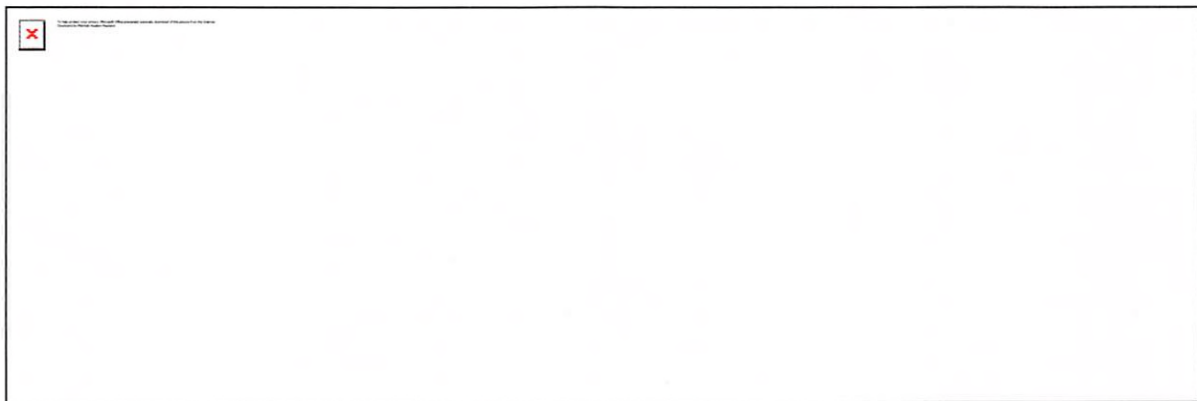
 11200 Broadway St, Ste. 2000 Pearland, Texas 77584  +1-713-413-0500
USA

Thank you for booking with us, 

Pursue your Passion

Mon, Feb 09, 2026 – Wed, Feb 11, 2026

Confirmation Number: 98843716



Check-In: Monday, February 9, 2026

03:00 PM

Check-Out: Wednesday, February 11, 2026

12:00 PM

Number of rooms	1 Room
Guests per room	1 Adult
Guarantee Method	Credit Card Guarantee, Master Card
<hr/>	
Total for Stay (all rooms)	415.84 USD

Room 1

Room Type Guest room, 1 King, Sofa bed

[UPGRADE ROOM](#)

Guaranteed Requests:

None

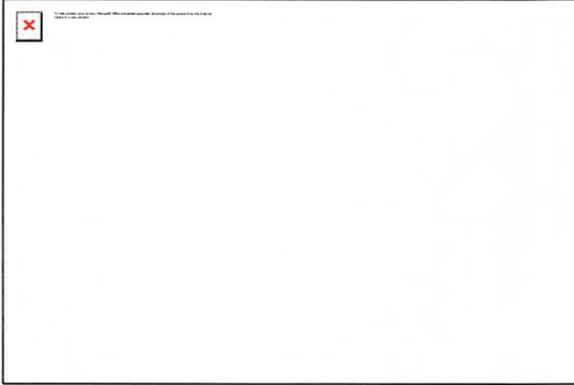
[ALL REQUESTS](#)

[Manage Stay](#)

Important Information About Your Stay



In order to prepare for your upcoming stay, we invite you to **learn more** about what to expect when you arrive and the experiences that await you.

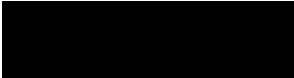


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[Shop Now](#)

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 you could earn 3,680 points on this stay as a Marriott Bonvoy® member — it's free and easy to join.

Transform your points into free nights, flights, and unrivaled experiences. Plus, access contactless check-in through the mobile app, enjoy Member Rates, and get exclusive offers.

[Join Now](#)



Summary Of Charges

Monday, February 9, 2026 – Tuesday, February 10, 2026

1 Night at 169.00 USD per night per room

Flexible Rate

Tuesday, February 10, 2026 – Wednesday, February 11, 2026

1 Night at 199.00 USD per night per room

Flexible Rate

Taxes & Fees (per night per room)

Estimated Government Taxes & Fees 23.92 USD

Totals

Total for Stay (all rooms) 415.84 USD

Other Charges

Complimentary on-site parking

Rate Details & Cancellation Policy

Micah Short

From: Courtyard By Marriott Reservations <reservations@res-marriott.com>
Sent: Monday, December 8, 2025 10:12 AM
To: Purchasing
Subject: Reservation Confirmation #98849082 for Courtyard by Marriott Houston Pearland

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




[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)



Courtyard by Marriott Houston Pearland

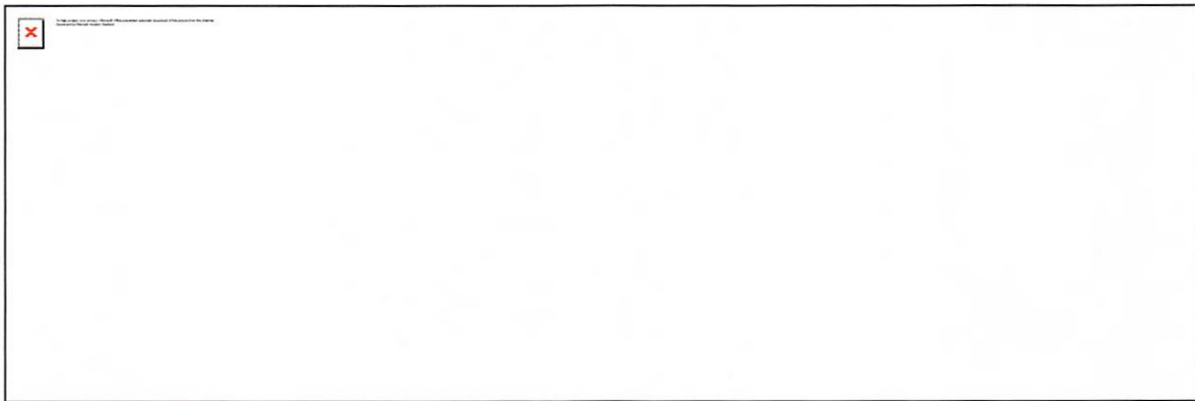
 11200 Broadway St, Ste. 2000 Pearland, Texas 77584  +1-713-413-0500
USA

Thank you for booking with us, 

Pursue your Passion

Mon, Feb 09, 2026 – Wed, Feb 11, 2026

Confirmation Number: 98849082



Check-In: Monday, February 9, 2026

03:00 PM

Check-Out: Wednesday, February 11, 2026

12:00 PM

Number of rooms	1 Room
Guests per room	1 Adult
Guarantee Method	Credit Card Guarantee, Master Card

Total for Stay (all rooms) 415.84 USD

Room 1

Room Type Guest room, 1 King, Sofa bed

[UPGRADE ROOM](#)

Guaranteed Requests:

None

[ALL REQUESTS](#)

[Manage Stay](#)

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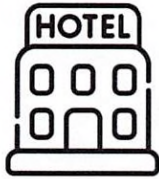
Totals

Total for Stay (all rooms) 415.84 USD

Other Charges

Complimentary on-site parking

Rate Details & Cancellation Policy



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 12/05/2025

DEPARTMENT: STOP

PERSON SENDING REQUEST: Micah Short EXT: 3700

Person (s) Name Attending:

1.	[REDACTED]
2.	[REDACTED]
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: Micro Lab

Hotel Name: Courtyard by Marriott Houston Pearland
Hotel Address: 11200 Broadway St
City: Pearland State: TX Zip: 78666
Hotel Phone# 713-413-0500
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website: https://new.counterdrugtraining.com/EBForms.aspx?EBID=8045&E
How many rooms needed: <u>2</u>
Date of Check In: <u>2/9/20</u> Date of Check Out: <u>2/11/20</u>

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.