

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



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.

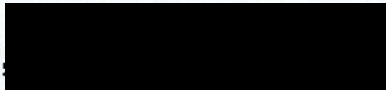
Micah Short

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 was sent to you because you have a reservation at this hotel. If you have any questions, please contact the hotel directly.



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

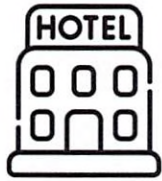
9.0% Per Room Per Night

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.