

TRAVEL APPROVAL FORM

Department: Extension Office

Event Name: Houston Stock Show and Rodeo

Location: Houston

Event Dates: 03/14/2026-03/20/2026

Purpose: Required Continuing Education/Certification
 Job Training
 Other: Assist kids with Stock Show

Name of Attendees:

Kristen Clark

Court Decision: <small>This section to be completed by County Judge's Office</small>

1/29/2026

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:



Becky Kozera

From: Kristen B. Clark
Sent: Monday, January 12, 2026 3:58 PM
To: Becky Kozera
Subject: FW: Your reservation at Holiday Inn Express Houston - Galleria Area has been modified. #67487390 - 14 Mar 2026

Houston Livestock Show
March 14-20

This includes: Heifer show, Barrow Show, Steer Show, Livestock Judging & Ag Product ID Contest

Hotel: \$1583.71
Hotel Parking: \$28 x 6 days
Meals: 2 half days; 5 full days

From: Holiday Inn Express <HolidayInnExpress@tx.ihg.com>
Sent: Tuesday, December 30, 2025 3:58 PM
To: Kristen B. Clark <Kristen.Clark@ag.tamu.edu>
Subject: Your reservation at Holiday Inn Express Houston - Galleria Area has been modified. #67487390 - 14 Mar 2026



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ur reservation has been modified.

#67487390

11 a.m. Junior Market Lamb & Goat Auction NRG Arena – Sales Pavilion

Noon Release: Junior Breeding Heifers upon completion of breed show (must be out by 5 p.m. on 3/14)

4 p.m. Junior Market Poultry Champion Selection NRG Arena – Hall B

SATURDAY, MARCH 14

1 a.m. **Move-In:** Junior Market Barrows (must be in place at Airport Blvd by 7 a.m. and checked in by 1 p.m.)
(Wave 1 – Hampshire, Poland China, Spotted, Other Cross I)

6 a.m. **Move-In:** Open Breeding Rabbits (Must be in place and checked in by 8 a.m.)

7 a.m. – 7:45 a.m. Registration: 4-H/FFA Wildlife Habitat Contest Long Acres Ranch; Richmond, TX

8 a.m. Junior Breeding Beef Heifer Show (Wave 2)
(East – Shorthorn) (West – Limousin, Chianina)
Champion British & Continental Heifer Drive (30 minutes after the last Breed Champion is selected)

8 a.m. – 8:45 a.m. Public Speaking Contest Contestant Check-In Houston Community College – Alief Hayes Campus

8:30 a.m. 4-H/FFA Wildlife Habitat Judging Contest Long Acres Ranch; Richmond, TX
(Results & Awards upon conclusion of contest)

9 a.m. Public Speaking Contest Orientation Houston Community College – Alief Hayes Campus

9:30 a.m. Open Breeding Rabbit Show A&B NRG Arena – Hall B
Release: Open Breeding Rabbits upon completion of awards (Must be out by 8 p.m.)

Public Speaking Contest Preliminary Round Houston Community College – Alief Hayes Campus
Finalist Parking Pass Pick Up (upon the competition of finalist announcements)

11 a.m. Poultry Auction NRG Arena – Sales Pavilion

Noon: **Release:** Junior Breeding Heifers (must be out by 5 p.m.)

SUNDAY, MARCH 15

1 a.m. **Move-In:** Junior Market Steers Wave 1 (Must be in place by 6 a.m. and checked in by 11:30 a.m.)
(Breeds: ABC, Brahman, Brangus, Charolais, Maine-Anjou, Other Cross I, Santa Gertrudis, Simbrah, and Simmental)

8 a.m. Classify & Show Junior Market Barrow Show NRG Center – East Arena
(Show A: Hampshire, Poland China, Spotted)

8 a.m. – 8:45 a.m. Registration: 4-H/FFA Range & Pasture Plant ID NRG Center – TBD

9 a.m. – 9:30 a.m. Public Speaking Contest Finalist Check-In NRG Center – TBD

9 a.m. 4-H/FFA Range & Pasture Plant ID Contest Begins NRG Center – TBD

10 a.m. Public Speaking Contest Finals NRG Center – TBD
(Results & Awards upon conclusion of contest)

- 8 a.m. Junior Heifer Show (Wave 1) Continued
(East- Santa Gertrudis) (West – Grey Brahman) NRG Center – Main Arena
- Champion American Heifer Drive (30 minutes after last Breed Champion is selected)
- Junior Market Lamb and Goat Opening Ceremonies NRG Center – East Arena
- 8:30 a.m. Junior Market Lamb Show NRG Center – East Arena (East Side)
(Southdown, Finewool, Finewool Cross, Dorper)
- Junior Market Goat Show NRG Center – East Arena (West Side)
(Division I & II)
- 5 p.m. Lil' Rustlers NRG Center – Main Arena

THURSDAY, MARCH 12

- 1 a.m. **Move-In: Wave 2 Junior Breeding Heifers – British & Continental Division** (Angus, Charolais, Chianina, Hereford, Limousin, Maine-Anjou, ORB, Polled Hereford, Red Angus, Shorthorn, & Simmental); begin move-in at 1 a.m. and must be in place by 6 a.m.)
- 4 a.m. **Move-In: Junior Market Broilers** NRG Arena – Hall B
(Sift at 6 a.m., must be in place by 6 a.m.)
- 8 a.m. Junior Market Lamb Show NRG Center – East Arena (East Side)
(Medium Wool)
- Junior Market Goat Show NRG Center – East Arena (West Side)
(Divisions III & IV)
- 10 a.m. Junior Market Broiler Judging (or at completion of sift) NRG Arena – Hall B
- Disc Dogs NRG Center – Main Arena
- Noon **Release: Junior Market Goat – TACK ONLY**
- 1 p.m. Disc Dogs NRG Center – Main Arena
- 3 p.m. Disc Dogs NRG Center – Main Arena
- 5 p.m. Lil' Rustlers NRG Center – Main Arena
- 7:30 p.m. Junior Market Lamb & Goat Champion Selection NRG Center – East Arena

FRIDAY, MARCH 13

- 4 a.m. **Move-In: Junior Market Turkeys** NRG Arena – Hall B
(Sift at 6 a.m., must be in place by 6 a.m.)
- 8 a.m. British & Continental Scramble Heifer Show NRG Center – Main Arena
(Awards Presentation to follow show)
- Junior Breeding Heifer Show (Wave 2) NRG Center – Main Arena
(East – Hereford, Angus, Polled Hereford, Red Angus) (West – Charolais, Maine-Anjou, ORB, Simmental)
- NEW!** Show starts 30 minutes after the completion of the Scramble Heifer Show
- Junior Market Turkey Judging (or at completion of sift) NRG Arena – Hall B

Youth Dairy Goat Show	NRG Center – East Arena
Youth Breeding Rabbit Show Wave 2	NRG Arena – Hall B
8 a.m. – 9 a.m. Registration: 4-H/FFA Horse Judging Contest	Great Southwest Equestrian Center
9 a.m. Move-In: Tractor Tech Teams (Must be in place by 10 a.m.)	
9:30 a.m. 4-H/FFA Horse Judging Contest (Awards following conclusion contest)	Great Southwest Equestrian Center
10:00 a.m. State FFA Tractor Technician Contestant Check-in	NRG Center – Room 204
Release: Open/Youth Boer Goats and Dairy Goats (must be out by 5 p.m.)	
12 p.m. Move-In: Youth Breeding Rabbits – Wave 3	
Junior Commercial Steer Buyer Reception	NRG Arena – Sales Pavilion
1 p.m. Junior Commercial Steer Sale	NRG Arena – Sales Pavilion
4 p.m. Rabbit Judging Contest	NRG Arena – Hall B
3:15 p.m. State FFA Tractor Technician Contest (Part III) Results & Awards (following end of contest)	NRG Center – Main Arena

TUESDAY, MARCH 10

1 a.m. Move-In: Junior Market Lambs & Goats (Must be in place by 6 a.m.)	
7 a.m. Junior Commercial Steer Final Interviews	NRG Arena
8 a.m. American Scramble Heifer Show (Awards Presentation to follow show)	NRG Center – Main Arena
Junior Market Goats & Lambs Mobile Check-in (Must be checked in by 2:30 p.m.)	NRG Center – East Arena
Youth Breeding Rabbit Show (Release Youth Breeding Rabbits Wave 2, must be out by 2 p.m.)	NRG Arena – Hall B
Junior Breeding Heifers Show (Wave 1) (East – ARB, Brangus, Simbrah) (West – Beefmaster, Red Brangus, Red Brahman)	NRG Center – Main Arena
NEW! Show starts 30 minutes after the completion of the Scramble Heifer Show NO RELEASES PRIOR TO 1 P.M. for Jr. Breeding Beef Heifers (must be out by 5 p.m. on 3/11)	
Noon Junior Commercial Steer Awards Luncheon	NRG Arena – Sales Pavilion
1 p.m. Release: Junior Breeding Heifers (must be out by 5 p.m. on 3/11) (ARB, Beefmaster, Brangus, Red Brahman, Red Brangus, Simbrah)	

WEDNESDAY, MARCH 11

7 a.m. **Release:** Wave 1 Heifers (must be out by 5 p.m.)

Release: Junior Market Lamb – TACK ONLY

(Arrive directly to Gate 5; must be in place at NRG Arena by 10 a.m.)

7 a.m. **Release:** Beefmaster, Brangus, Braunvieh/Beefbuilder, Santa Gertrudis (Must be out by 2 p.m.)

7:00 a.m. – 8:00 a.m.	Registration: 4-H/FFA Meat Judging Contest	TBD
8 a.m.	Open Dairy Goat Show	NRG Center – East Arena
	Open Boer Goat Show	NRG Center – East Arena
	Youth Breeding Rabbit Show Wave 1	NRG Arena – Hall B
	Intercollegiate Meat Judging Contest Awards Breakfast	NRG Arena – Rooms 2 & 3
8 a.m. – 8:30 a.m.	Registration: Agriculture Science Fair	NRG Center – Outside Room 602
	Move-in: Sheep Dog Trials	NRG Center – Main Arena
8:30a.m.	Junior Meat Judging Contest	TBD
9 a.m.	Agriculture Science Fair Contest (Awards following conclusion of judging)	NRG Center – 600 Series Rooms
	Registration: State FFA Tractor Technician Contest	Gerald D. Young Agricultural Science Center – LD Robinson Pavilion
	Sheep Dog Trails	NRG Center – Main Arena
	State FFA Tractor Technician Contest (Parts I & II)	Gerald D. Young Agricultural Science Center – LD Robinson Pavilion
10 a.m.	Move-In: Youth Breeding Rabbits Wave 2 (Must be in place by 2 p.m.)	
	Release: Open Boer Goats and Open Dairy Goats (must be out by 5 p.m. on March 9 th)	
10:30 a.m.	Weigh and Grade Junior Commercial Steers	NRG Arena – Sales Pavilion
11 a.m.	Junior Commercial Steer Orientation	NRG Arena – Sales Pavilion
2 p.m.	Junior Meat Judging Contest Awards	Martin Foods
4:30 p.m.	Youth Dairy Goat Showmanship	NRG Center – East Arena
	Youth Boer Goat Showmanship	NRG Center – East Arena
MONDAY, MARCH 9		
1 a.m.	Move-In: Wave 1 Junior Breeding Heifers – American Division (ARB, Beefmaster, Brangus, Grey Brahman, Red Brahman, Red Brangus, Santa Gertrudis, and Simbrah); begin move-in at 1 a.m. and must be in place by 6 a.m.)	
6:30 a.m.	Junior Commercial Steer Meat ID & Interview	NRG Arena – Sales Pavilion
8 a.m.	Youth Boer Goat Show	NRG Center – East Arena

This email was sent to kristen.clark@ag.tamu.edu

You have received this email as a result of your recent transaction with Holiday Inn Express® Hotels & Resorts.

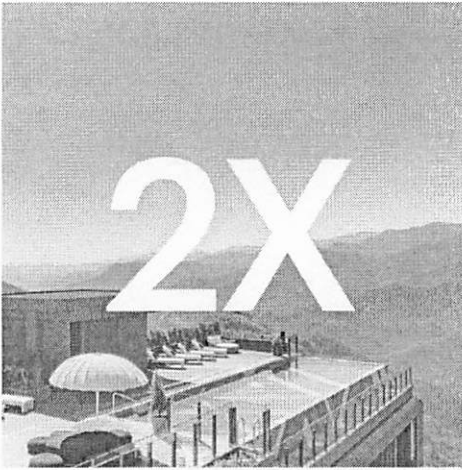
This email is for posting only. Please do not reply.

Only the reservation as entered into and confirmed by our system will be honored. Any written or printed confirmation that has been altered may be rejected by the hotel.

As exchange rates may fluctuate from the time a reservation is made until the time of arrival, the confirmed rate is guaranteed in the hotel's base currency. Your privacy is extremely important to us. Read our [Privacy Statement](#).

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Additional Hotel Information

Rate Description: Leisure rate for U.S. and Canadian active duty veterans retired military and family members with valid id. This special offer is not valid for business travel. Valid military or veteran ID is required upon check in.

Special rate for U.S. and Canadian active duty, veterans, retired military, and family members with valid id. Offer is for leisure travel only and valid military or veterans id is required upon check-in.

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.

Description of taxes and additional charges: 17% per night not included in rate effective 14 March, 2026 through 20 March, 2026.

Early departure fee: 50.00 USD

*Additional taxes and charges may apply. Other hotel-specific service charges may also apply.



Manage stay preferences

Room on higher floor, extra pillows...

[Set preferences](#)



Pet policy

Pets are welcomed. Max weight of 36kg or 80lbs. Max 2 pets per room. A non refundable pet fee of 75 USD per stay for 6 nights or less. A non refundable pet fee of 150 USD per stay for 7 or more nights.



Weapon Policy

This hotel does not allow any guns on its premises. This prohibition includes concealed and openly carried handguns.



Parking

Daily parking fee: \$28.00



Tours & Activities

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Reservation

1 Room, 2 Adults
Kristen Greer, Primary

Room details

1 King Suite High Floor Sofa Bed

Rate

Military Appreciation Leisure Rate

Summary of charges

6 nights stay 1,353.60 USD

Taxes 230.11 USD

***Total charges 1,583.71 USD**

USD/night per extra adult starting with the adult. This charge is to be paid at the hotel during check-out.

[Modify or cancel reservation](#)

Cancellation Policy: Canceling your reservation before 6:00 PM (local hotel time) on Friday, 13 March, 2026 will result in no charge. Canceling your reservation after 6:00 PM (local hotel time) on 13 March, 2026, or failing to show, will result in a charge equal to the first night's stay per room to your credit card or other guaranteed payment method. Taxes may apply. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.



Estimated points to be earned

16,243

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Complete your trip



 SIGN IN | Silver Elite

Kristen, your reservation has been modified.

Confirmation #67487390



Holiday Inn Express Houston - Galleria Area

Address: 2351 West Loop South,
Houston, Texas 77027 United States

Front Desk: 13464155900

Email: staybridgehiexpress@amliberty.com

Dates

14 Mar 2026 - 20 Mar 2026
Check in 3:00 pm / Check out 11:00 am