

Travel Approval Form

Department: Sheriff's Office

Event Name: Texas IAAI Arson & Fire Investigator Seminar

Location: San Marcos, TX

Event Dates: 03/29-26 - 04/03/26


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

Name of Attendees:

James McClanahan _____

Derrick Middleton _____

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



1/29/2026

Required Documents Checklist:

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

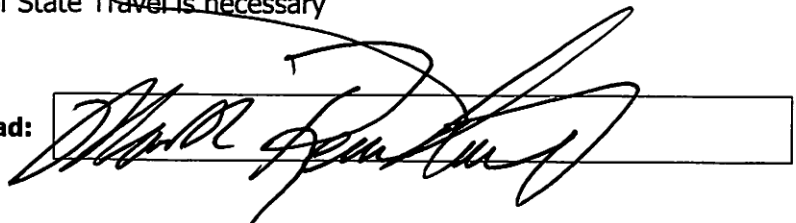
Overnight Travel

- 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:





Extension Program - [TEEX.org/Extension](https://teex.org/extension)

Texas IAAI Fire & Arson Investigators Seminar

TEEX Course Name

TAD 512-03

Class Dates

3/30/2026 8:00 AM to 4/3/2026 12:00 PM

Location

Embassy Suites San Marcos, TX,
1001 E McCarty Lane
San Marcos, Texas 78666

TEEX Representative

Tommy Jacobs

Registration Link

<https://tinyurl.com/bdfavdtu>

Cost : \$350.00

Scan the QR code on
your smartphone to go
to the Registration
Link.



Questions? TEEXextension@teex.tamu.edu

Texas A&M Engineering
Extension Service

PO Box 40006
College Station, TX 77845

979-321-7137



Johnson County Sheriff's Office
Training Request

Name: James McClanahan
Rank: Detective/Fire & Arson Investigator Date: 1/8/2026
Course Name: Texas IAAI Arson & Fire Investigator Seminar
Course Date: March 30-April 3, 2026

Course Tuition: \$350 Hotel Cost: _____
Per Diem: _____ Total Cost: _____

Is Course TCOLE Accredited? Y N
Will training be reported by Host? Y N

This Training / Seminar is necessary for the following reasons:
 Required continuing education Job training
 Improve work performance Required certification

Host Agency: Texas A&M Engineering (TEEX)
Host Address: 200 Technology Way
Host City: College Station
Host State: Texas
Host Zip Code: 77845
Host Phone: (979) 458-6805

Hotel: Embassy Suites Hotel
Hotel Address: 1001 E McCarty Ln
Hotel City: San Marcos
Hotel State: Texas
Hotel Zip Code: 78666
Hotel Phone: (512) 392-6450

March 29th
Hotel Check In Date: ~~March 30, 2026~~
Hotel Check Out Date: April 3, 2026

Approvals

Training Coordinator: Dr. Anna Goodloe, PhD Budget Available: Y N
CC Agenda Submitted: Y N N/A

Sergeant: *Jay Kuff* Approved
 Disapproved Initials *J.K.* Date *1/8/26*

Justification (Required): This seminar is necessary to maintain required annual continuing education in fire investigation

Lieutenant: _____ Approved
 Disapproved Initials _____ Date _____

Comments: _____

_____ Captain: *[Signature]* Approved
 Disapproved Initials *[Signature]* Date *1-8-26*

Comments: _____

_____ Chief: *[Signature]* Approved
 Disapproved Initials *[Signature]* Date *1-8-26*

Comments: _____

Johnson County Sheriff's Office
Training Request

Name: Derrick Middleton
Rank: Detective/Fire & Arson Investigator Date: 1/8/2026
Course Name: Texas IAAI Arson & Fire Investigator Seminar
Course Date: March 30th-April 3rd, 2026

Course Tuition: \$350 Hotel Cost: _____

Per Diem: _____ Total Cost: _____

Is Course TCOLE Accredited? Y N
Will training be reported by Host? Y N

This Training / Seminar is necessary for the following reasons:

Required continuing education Job training
 Improve work performance Required certification

Host Agency: Texas A&M Engineering (TEEX)
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Hotel Check In Date: March 29, 2026

Hotel Check Out Date: April 3, 2026

Approvals

Training Coordinator: Dr. Anna Goodloe, PhD Budget Available: Y N
CC Agenda Submitted: Y N N/A

Sergeant: Approved
_____ Disapproved Initials _____ Date _____

Justification (Required): _____
This seminar is necessary to maintain required annual continuing education in fire investigation

Lieutenant: _____ Approved
_____ Disapproved Initials _____ Date _____

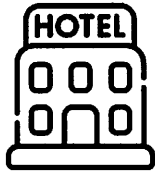
Comments: _____

Captain: Approved
_____ Disapproved Initials DR Date 1-8-26

Comments: _____

Chief: Approved
_____ Disapproved Initials Date 1-8-26

Comments: _____



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 01/08/2026

DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

Person (s) Name Attending:

1. James McClanahan
2. Derrick Middleton
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: Texas IAAI Arson & Fire Investigator Seminar

Hotel Name: Embassy Suites Hotel		
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:		
How many rooms needed: 2		
Date of Check In: 3/29/26		Date of Check Out: 4/3/26

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.