

# TRAVEL APPROVAL FORM

Department: JP1

Event Name: New Justice of the Peace Stage II

Location: Bee Cave, TX

Event Dates: 2/8/2026 - 2/12/2026


Purpose:  Required Continuing Education/Certification  
 Job Training  
 Other: \_\_\_\_\_

Name of Attendees:

DeeAnn Strother

\_\_\_\_\_

\_\_\_\_\_

|                                                                                                        |
|--------------------------------------------------------------------------------------------------------|
| <b>Court Decision:</b><br><small>This section to be completed by County Judge's Office</small>         |
| <br><b>2-9-2026</b> |

### Required Documents Checklist:

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

#### Overnight Travel

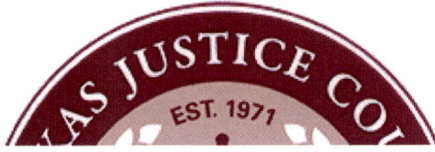
- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

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:

Dee Ann Strother



Remit to:

Texas State University  
1701 Directors Blvd  
Suite 530  
Austin, TX 78744

512-347-9927

**INVOICE**

**DeeAnn Strother** (X006936)  
226 Featherston St.  
Cleburne, TX 76033

Transaction Basket: 26385  
Date: 14/Jan/2026 1:34PM  
Page 1 of 2

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**New Justice of the Peace Stage I I**

Location: Sonesta Bee Caves

Dates: 2026-02-08 - 2026-02-12

**Conference Registrations**

Cancellation Request Deadline: Jan/25/2026 12:00 AM

**Conference Registration**

Subtotal: \$ 0.00  
Total: \$ 0.00

**Lodging Fee (Quantity: 1)**

Lodging Fee

Subtotal: \$ 400.00  
Total: \$ 400.00

**Grand Total: \$ 400.00**

DEEANN STROTHER  
226 FEATHERSTON ST.  
CLEBURNE TX 76033



Remit to:

Texas State University  
1701 Directors Blvd  
Suite 530  
Austin, TX 78744

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Date: 14/Jan/2026 1:34PM  
Page 2 of 2

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**ACCOUNT ACTIVITY:**

**On Account**

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|                                         |                         |
|-----------------------------------------|-------------------------|
| Invoice 26385-1 (Due Date: Feb/08/2026) | \$ 400.00               |
| Total On Account:                       | <u>\$ 400.00</u>        |
| <b>Total Amount Due:</b>                | <b><u>\$ 400.00</u></b> |

DEEANN STROTHER  
226 FEATHERSTON ST.  
CLEBURNE TX 76033

**DeeAnn Strother**

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**From:** Texas Justice Court Training Center <noreply@enroll.tjctc.txstate.edu>  
**Sent:** Wednesday, January 14, 2026 1:35 PM  
**To:** DeeAnn Strother  
**Subject:** New Justice of the Peace Stage I I Email Receipt  
**Attachments:** Invoice.pdf

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



DeeAnn Strother

**New Justice of the Peace Stage I I**

Date: 14 Jan 2026

Transaction Number: 26385

This is confirmation of the following registrations and purchases:

DeeAnn Strother is now registered in:

|                                                |                         |
|------------------------------------------------|-------------------------|
| Registration Option:                           | Conference Registration |
| Registration Date:                             | 14 Jan 2026             |
| Registration Fee:                              | \$0.00                  |
| Amount (including fees, discounts, and taxes): | \$0.00                  |

With the following Add-Ons:

|                |             |
|----------------|-------------|
| Add-On Option: | Lodging Fee |
|----------------|-------------|

Add-On Quantity: 1  
Add-On Fee: \$400.00  
Amount (including fees, discounts, and taxes): \$400.00

Subtotal: \$400.00

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**Grand Total:**  
**Total amount = \$400.00**

Paid by: Invoice  
Payment Status: Full Payment Outstanding

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Log in to the [conference registration site](#) to select sessions, purchase or cancel add-ons, or cancel your registration.

\*\*\*\*\*  
IMPORTANT NOTICE: PLEASE KEEP THIS RECEIPT FOR YOUR RECORDS.

If you registered by invoice, please remit payment to  
Texas Justice Court Training Center  
1701 Directors Blvd, Suite 530  
Austin, TX 78744

Checks should be made out to Texas State University.

IF YOU HAVE ANY QUESTIONS, CONTACT New Justice of the Peace Stage I I anytime by emailing [tjctcoffice@txstate.edu](mailto:tjctcoffice@txstate.edu).

\*\*\*\*\*

**DeeAnn Strother**

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**From:** Texas Justice Court Training Center <noreply@enroll.tjctc.txstate.edu>  
**Sent:** Wednesday, January 14, 2026 1:35 PM  
**To:** DeeAnn Strother  
**Subject:** New Justice of the Peace Stage I I Registration Confirmation

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



This communication serves as verification that you have been successfully registered into the New Justice of the Peace Stage I I

**DeeAnn Strother**  
226 Featherston St.  
Cleburne, TX 76033  
USA  
(817) 556-6032

DeeAnn Strother is registered in:

**New Justice of the Peace Stage I I**

|                    |                           |
|--------------------|---------------------------|
| Location:          | Sonesta Bee Caves         |
| Conference Dates:  | 08 Feb 2026 - 12 Feb 2026 |
| Registration Date: | 14 Jan 2026               |

**Conference Notes**

You are confirmed to attend the New Justice of the Peace Stage II in Austin at the Sonesta Bee Cave on February 8-12, 2026. Below is event information and details of your confirmed registration.

You may make changes to your registration in your TJCTC account two weeks prior to the event. Within two weeks, please email all changes to the Office Coordinator, Francisco Paredes, at [fjp12@txstate.edu](mailto:fjp12@txstate.edu).

## **Location/Airport Transportation/Parking**

DIRECTIONS: Individuals will be responsible for their own transportation to and from the hotel. Visit the [Sonesta Bee Cave](#) driving directions.

Address of the hotel is found below:

12525 Bee Cave Parkway  
Bee Cave, TX 78738

PARKING: TJCTC will pay for self-parking.

## **Program Details**

If you selected a hotel room, your arrival date will be February 8<sup>th</sup>. If you did not, your arrival date will be February 9<sup>th</sup>.

Registration will take place from 3:00 – 5:00 p.m. on Sunday, February 8<sup>th</sup> and also 7:00 – 8:00 a.m. on Monday, February 9<sup>th</sup>. The program will begin at 8:00 a.m. on Monday, February 9<sup>th</sup> and go until 12:00 p.m. on Thursday, February 12<sup>th</sup>. Breakfast and lunch will be provided on February 9-11<sup>th</sup> and breakfast will be provided on February 12<sup>th</sup>.

Meals are for grant-funded conference participants only. You will be on your own for dinner each night.

## **Other Helpful Information**

CANCELLATIONS: If you cancel due to illness, you will receive a full refund. Please do not attend if you feel ill.

For all other reasons, cancellations must be received 2 weeks before the date of event to receive a refund. You can cancel online through your TJCTC profile. Cancellations within 2 weeks of the event must be emailed to the Office Coordinator, Francisco Paredes, at [fjp12@txstate.edu](mailto:fjp12@txstate.edu). TJCTC will not accept cancellations over the phone. Please allow 30 days to process the refund.

NO SHOWS: In fairness to all attendees, confirmed participants who do not attend their scheduled conference or leave early are not eligible for a refund, unless they no show due to illness.

HANDOUTS: Handouts will be provided on TJCTC's website

### **Participant Type**

New Justice of the Peace

### **Package**

Conference Registration

### **Add-Ons**

Lodging Fee (1)

*Note that additional session selection and/or completing a participant questionnaire may be required To register for individual sessions or complete your participant questionnaire, please log in at [New Justice of the Peace Stage I I registration site](#) using your Texas Justice Court Training Center credentials previously sent in another email. This message has been sent to you by [noreply@enroll.tjctc.txstate.edu](mailto:noreply@enroll.tjctc.txstate.edu)*

# New Justice of the Peace Stage II Conference

*Bee Cave*

**February 8 – 14, 2026**

## **Location:**

### **Sonesta Bee Cave Austin Hill Country**

Located at 12525 Bee Cave Parkway, Bee Cave, TX

## **How to Register:**

Registration opens mid-September. TJCTC will send you an email when registration opens. Visit our New Judge education events page to sign up.

## **Cost & Payment Information**

**Registration cost:** \$0. Registration for all three stages is paid at Stage III.

**Hotel cost:** \$400 for a single room (\$100 per night for 4 nights). Judges can opt to room with another attendee for free.

## **Payment Information:**

You can pay by check, echeck, credit card, purchase order, or money order.

## **Hotel and Travel Information**

**Booking Rooms:** If you opt to stay at the hotel, TJCTC will book your reservation. There is no need to call the hotel.

**Parking:** Parking is free in the covered garage below the hotel.

**Can I bring a guest?** Yes, you are welcome to have a guest stay with you at the hotel. Please note: Only Justices of the peace can attend training and conference meals.

**Please Make Checks  
Payable to:**

Texas Justice Court  
Training Center  
1701 Directors Blvd, Ste 530  
Austin, Texas 78744

# Conference Agenda

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## Sunday, February 8th

- 3:00 - 5:00 p.m.

Travel & Registration Day for those staying at the hotel. Hotel check-in is 4:00 p.m.

## Monday, February 9th

- 7:00 - 8:00 a.m.
- 8:00 - 5:00 p.m.
- 12:00 - 1:00 p.m.

Registration & hot breakfast

### General session courses

One hour break for lunch. Hot lunch buffet served. Dinner is on your own.

## Tuesday, February 10th

- 7:00 - 8:00 a.m.
- 8:00 - 5:00 p.m.
- 12:00 - 1:00 p.m.

Hot breakfast

### General session courses

One hour break for lunch. Hot lunch buffet served. Dinner is on your own.

## Wednesday, February 11th

- 7:00 - 8:00 a.m.
- 8:00 - 5:00 p.m.
- 12:00 - 1:00 p.m.

Hot breakfast

### General session courses

One hour break for lunch. Hot lunch buffet served. Dinner is on your own.

## Thursday, February 12th

- 7:00 - 8:00 a.m.
- 8:00 - 12:00 p.m.

Hot breakfast

### General session courses

Program ends at 12:00 p.m.

Please visit our Registration page for detailed information about payment, cancellations, and more!



Or visit:

[tjctc.org/justices-of-the-peace/registration](http://tjctc.org/justices-of-the-peace/registration)