

# TRAVEL APPROVAL FORM

Department: JP1

Event Name: New Justice of the Peace Stage III

Location: Round Rock, TX

Event Dates: 3/22/2026 - 3/25/2026

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


Name of Attendees:

DeeAnn Strother \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



**2-9-2026**

## 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:

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: 26386  
Date: 14/Jan/2026 1:47PM  
Page 1 of 1

**New Justice of the Peace Stage III**

Location: Hyatt Place Round Rock  
Dates: 2026-03-22 - 2026-03-25

**Conference Registrations**

Cancellation Request Deadline: Mar/08/2026 12:00 AM

<b>Conference Registration</b>	\$ 300.00
	Subtotal: <u>\$ 300.00</u>
	Total: <u>\$ 300.00</u>

<b>Lodging Fee (Quantity: 1)</b>	
Lodging Fee	\$ 300.00
	Subtotal: <u>\$ 300.00</u>
	Total: <u>\$ 300.00</u>

**Grand Total: \$ 600.00**

**ACCOUNT ACTIVITY:**

**On Account**

Invoice 26386-1 (Due Date: Mar/02/2026)	\$ 600.00
	Total On Account: <u>\$ 600.00</u>
	<b>Total Amount Due: <u>\$ 600.00</u></b>

DEEANN STROTHER  
226 FEATHERSTON ST.  
CLEBURNE TX 76033

# New Justice of the Peace Stage II Conference

## Round Rock

**March 22 – 25, 2026**

### **Location:**

#### **Hyatt Place Austin/Round Rock**

Located at 420 Sundance Pkwy, Round Rock, TX 78681

### **How to Register:**

Registration opens in early 2026. TJCTC will send you an email when registration opens. Visit our New Judge education events page to sign up.

### **Cost & Payment Information**

**Registration cost:** \$300 (This is the registration fee for all three new judge stages. Includes a \$180 registration fee and a \$120 overhead assessment)

**Hotel cost:** \$300 for a single room (\$100 per night for 3 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, March 22<sup>nd</sup>

- 3:00 – 5:00 p.m.

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

## Monday, March 23<sup>rd</sup>

- 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, March 24<sup>th</sup>

- 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, March 25<sup>th</sup>

- 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)

## DeeAnn Strother

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**From:** Texas Justice Court Training Center <noreply@enroll.tjctc.txstate.edu>  
**Sent:** Wednesday, January 14, 2026 1:48 PM  
**To:** DeeAnn Strother  
**Subject:** New Justice of the Peace Stage III 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 III

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

DeeAnn Strother is registered in:

### **New Justice of the Peace Stage III**

Location: Hyatt Place Round Rock  
Conference Dates: 22 Mar 2026 - 25 Mar 2026  
Registration Date: 14 Jan 2026

### **Conference Notes**

You are confirmed to attend the New Justice of the Peace Stage III in Round Rock at the Hyatt Place Round Rock on March 22 – 25, 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 [Hyatt Place Round Rock](#) driving directions.

Address of the hotel is found below:

420 Sundance Parkway  
Round Rock, TX 78681

PARKING: Parking at the hotel is complimentary

## Program Details

If you selected a hotel room, your arrival date will be March 22<sup>nd</sup>. If you did not, your arrival date will be March 23<sup>rd</sup>.

Registration will take place from 3:00 – 5:00 p.m. on Sunday, March 22<sup>nd</sup> and also 7:00 – 8:00 a.m. on Monday, March 23<sup>rd</sup> from 7:00 – 8:00 a.m. The program will begin at 8:00 a.m. on Monday, March 23<sup>rd</sup> and go until 12:00 p.m. on Wednesday, March 25<sup>th</sup>. Please note: This program is a day shorter than Stages I and II. Breakfast and lunch will be provided on March 23<sup>rd</sup> and 24<sup>th</sup> and breakfast will be provided on March 25<sup>th</sup>.

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

## Hotel Reservations

If you opted for a hotel room, TJCTC will book your hotel room night for 3 nights from Sunday, March 22<sup>nd</sup> to Wednesday, March 25<sup>th</sup>. TJCTC will book your hotel room reservation two weeks prior to the event. **DO NOT CONTACT THE HOTEL TO BOOK YOUR RESERVATION.** For any reservation-related questions (additional room nights, change in room type, etc.), please contact the Office Coordinator, Francisco Paredes, at [fjp12@txstate.edu](mailto:fjp12@txstate.edu). Requests for additional room nights outside the conference dates are based upon availability and on your own for all charges. The contracted group rate is not guaranteed.

The room rate will be \$100.00 per night, payable to Texas State University. You can pay this along with your registration fee as listed on your invoice. You will be responsible for any and all charges on extra nights outside of the conference dates.

Hotel check-in time is 4:00 p.m. and check-out is at 11:00 a.m. All guests arriving before 4:00 p.m. will be accommodated as guestrooms become available. Luggage storage can be arranged for those arriving early when rooms are unavailable, and for guests attending functions on departure day.

## 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 III 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.tjtc.txstate.edu*

## DeeAnn Strother

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**From:** Texas Justice Court Training Center <noreply@enroll.tjctc.txstate.edu>  
**Sent:** Wednesday, January 14, 2026 1:48 PM  
**To:** DeeAnn Strother  
**Subject:** New Justice of the Peace Stage III 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 III**

Date: 14 Jan 2026

Transaction Number: 26386

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:	\$300.00
Amount (including fees, discounts, and taxes):	\$300.00

With the following Add-Ons:

Add-On Option:	Lodging Fee
Add-On Quantity:	1
Add-On Fee:	\$300.00
Amount (including fees, discounts, and taxes):	\$300.00

Subtotal:	\$600.00
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**Grand Total:**  
**Total amount = \$600.00**

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 III anytime by emailing [tjctcoffice@txstate.edu](mailto:tjctcoffice@txstate.edu).

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