

# TRAVEL APPROVAL FORM

Department: Purchasing

Event Name: 2026 ISM Summer Session

Location: South Padre Blvd

Event Dates: 6.24.26 - 6.26.26

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

**Name of Attendees:**

Libby Chandler \_\_\_\_\_

Kristin Slauson \_\_\_\_\_

\_\_\_\_\_

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



**2-23-2026**

**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:





## Summer Session 2026

A Public Purchasing Seminar

June 24 - 26

Hilton Garden Inn Beach Resort

7010 Padre Blvd

South Padre Island, TX 78597

**Designed for Public Purchasing Professionals with special emphasis on the latest developments that are essential in public purchasing.**



**[\(https://ismrgv.org/ss-registration/\)](https://ismrgv.org/ss-registration/)**

### Host Hotel Information:

Hilton Garden Inn Beach Resort

Phone: 956-761-8700

For reservations use the following link: [Summer Session 2026 Reservation Link](#)

[\(https://www.hilton.com/en/attend-my-event/brospgi-ismr-7a503e47-a3c4-4cea-a792-727ab25dff5c/\)](https://www.hilton.com/en/attend-my-event/brospgi-ismr-7a503e47-a3c4-4cea-a792-727ab25dff5c/). All

instructional sessions will be held at the Hilton Garden Inn, South Padre Island.

Persons planning to attend should make guest room reservations with the Hilton Garden Inn

**Standard Room Rate: \$219.00** (room rate includes breakfast for 2)

**Partial Ocean View Room Rate: \$229.00** (room rate includes breakfast for 2)

Please note this is the main host hotel.

### Other Host Hotels:

## **Sand Rose Beach Front Resort**

Phone 1-956-772-7000

**Group Code:** Summer Session

**Room Rate: \$200.00 per room Please note:** Sand Rose was formerly La Quinta Inn and is situated adjacent to the Hilton Garden Inn.

**For reservations:** Call hotel directly and provide GROUP CODE: **Summer Session**

### **Important Link:**

[Class Schedule \(https://ismrgv.org/class-schedule-ss/\)](https://ismrgv.org/class-schedule-ss/)

[List of Speakers \(https://ismrgv.org/summer-session-speakers/\)](https://ismrgv.org/summer-session-speakers/)

[Calendar of Events \(https://ismrgv.org/calendar-of-events-summer-session/\)](https://ismrgv.org/calendar-of-events-summer-session/)

## **WHO SHOULD TAKE THIS SEMINAR AND WHY.....**

This seminar will have class topics that emphasize cost savings to government entities. It is designed for persons having administrative responsibilities in the area of purchasing, especially applicable to all areas of the public sector including counties, municipalities, council of governments, state agencies, governmental funded non-profit organizations, and other special governmental districts.

This seminar is intended to highlight the latest developments that are essential in the purchasing management of our government institutions; be abreast of the current popular purchasing methods, the new rules and regulations, and the methods of evaluation to handle the modern taxpayer's attitudes, particularly in periods of economic skepticism.

This seminar is designed for directors of finance, directors of purchasing, purchasing clerks, buyers, risk managers, elected officials, and anyone interested in learning more about the purchasing profession, This program is applicable to all areas of the governmental sector.

This seminar is divided into three sections. General sessions will be held on Wednesday, June 24 and Friday, June 26 Participants will select to attend the class of his/her choice on Thursday, June 25.

## **CERTIFICATION | Continuing Education Credit Hours**

I. Participants who successfully complete this program will receive sixteen (16) hours of continuing education.

They may be applied toward the **ISM C.P.S.M and/or A.P.P** program requirements. ISM's consent to provide a program number for this educational event is not an endorsement of this program or its content by ISM.

II. **Texas State Board of Accountancy (CPA's):** Participants will earn 16 continuous professional education (CPE) hours, certified.

III. **Texas Association of School Business Officials (TASBO)**– Certified TASBO member may qualify for continuous education credit for hours attended.

IV. This seminar Continuing Education hours may also be applied to **CPPB** Certification Program and **NIGP** Certification Program.

**Check-In/Onsite Registration** – June 24 – 11:00a.m. – 1:00 p.m.

June 24 9:00a.m. – 5:00p.m. Program Schedule

June 25 8:00a.m. – 5:00p.m. Program Schedule

June 26 8:00a.m. – 12:00p.m. Program Schedule



[\(https://ismrgv.org/ss-registration/\)](https://ismrgv.org/ss-registration/)

#### **TUITION AND FEES (A 16-hour course)**

**\$450.00 Per Person**

**\$425.00 Per Person for ISM, NIGP, TxPPA Members & CPA's**

*Call us for group savings.*

**Important Note: ISM-RGV has recently updated banking information, if processing payments via ACH please contact us for current information.**

#### **LOCATION & TRANSPORTATION**

Airline service is available to the Rio Grande Valley/South Padre Island International Airport in Brownsville (United Airlines and American Airlines) and the RGV International Airport in Harlingen, Texas (Southwest Airlines and other various airlines).

Ground Transportation from the two airports to and from South Padre Island is available to all seminar participants.

- a. Valley Metro provides transportation from the Brownsville/South Padre Island International Airport to South Padre Island for the fare of **\$1.00 (one dollar) per one-way trip**. Please call 1-800-574-8322 for more information.
- b. Valley Transit Company can provide transportation from the Harlingen International Airport. Please call them for rates at their toll free number 1-866-934-6882. Lower rates are available for a group of two people or more.
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#### **SPOUSES PROGRAM**

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**Interested in becoming a Sponsor? [Click Here \(https://ismrgv.org/ss-sponsorship/\)](https://ismrgv.org/ss-sponsorship/)**

## **Future Seminars**

### **Summer Session 2027**

June 23, 24, 25, 2027

### **Timeline 2026**

September 23, 24, 25, 2026

### **FOR MORE INFORMATION YOU MAY CONTACT:**

Adrian Garcia Ph. (956) 266-2606

E-Mail: [office@ismrgv.org](mailto:office@ismrgv.org) (<mailto:office@ismrgv.org>)

Danielle Bates Ph. (956) 241-1619

E-mail: [danielle@ismrgv.org](mailto:danielle@ismrgv.org) (<mailto:danielle@ismrgv.org>)

Melonie Perry Ph. 1-512-483-7127

E-mail: [melonie.perry@tasb.org](mailto:melonie.perry@tasb.org) (<mailto:melonie.perry@tasb.org>)

**Kristin Slauson**

---

**From:** Institute for Supply Management-RGV <office@ismrgv.org>  
**Sent:** Friday, January 16, 2026 9:03 AM  
**To:** Libby Chandler  
**Cc:** Purchasing; office@ismrgv.org  
**Subject:** Summer Session 2026 Registration Invoice and Confirmation

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

Thank you for registering for Summer Session 2026!

INVOICE

INVOICE No.: SS26-2894

TO: Johnson County Purchaing  
Attn: Accounts Payable  
411 Marti Dr  
Cleburne, TX 76033

FOR: Registration Fee Libby Chandler, Office Administrator to attend : A Public Purchasing Seminar, June 24, 25, 26, 2026

Amount:

Payment Method: PO Number PO 26-0202

If you entered a Credit Card as payment please allow 7-10 business days for it to process. This email will serve as your receipt or you may fill in the receipt template found in the Forms section of the ISM-RGV website.

For more information please contact:

Adrian Garcia

[office@ismrgv.org](mailto:office@ismrgv.org) or

(956) 266-2606

ISM - RIO GRANDE VALLEY

2108 Central Blvd.

Brownsville, TX 78520

<http://www.ismrgv.org>

E-Mail: [office@ismrgv.org](mailto:office@ismrgv.org)

CANCELLATION POLICY: Full refund if cancellation is made 5 days prior to seminar. NO SHOWS  
WILL BE BILLED

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Sent from [Institute for Supply Management - Rio Grande Valley](#)



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Danielle Bates Ph. (956) 241-1619

E-mail: [danielle@ismrgv.org](mailto:danielle@ismrgv.org) (<mailto:danielle@ismrgv.org>)

Melonie Perry Ph. 1-512-483-7127

E-mail: [melonie.perry@tasb.org](mailto:melonie.perry@tasb.org) (<mailto:melonie.perry@tasb.org>)

## Kristin Slauson

---

**From:** Institute for Supply Management-RGV <office@ismrgv.org>  
**Sent:** Friday, January 16, 2026 9:01 AM  
**To:** Kristin Slauson  
**Cc:** Purchasing; office@ismrgv.org  
**Subject:** Summer Session 2026 Registration Invoice and Confirmation

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

Thank you for registering for Summer Session 2026!

INVOICE

INVOICE No.: SS26-2893

TO: Johnson County Purchasing  
Attn: Accounts Payable  
411 Marti Dr  
Cleburne, TX 76033

FOR: Registration Fee Kristin Slauson, Buyer to attend : A Public Purchasing Seminar, June 24, 25, 26, 2026

Amount:  
Payment Method: PO Number PO 26-0202

If you entered a Credit Card as payment please allow 7-10 business days for it to process. This email will serve as your receipt or you may fill in the receipt template found in the Forms section of the ISM-RGV website.

For more information please contact:

Adrian Garcia

[office@ismrgv.org](mailto:office@ismrgv.org) or

(956) 266-2606

ISM - RIO GRANDE VALLEY

2108 Central Blvd.

Brownsville, TX 78520

<http://www.ismrgv.org>

E-Mail: [office@ismrgv.org](mailto:office@ismrgv.org)

CANCELLATION POLICY: Full refund if cancellation is made 5 days prior to seminar. NO SHOWS  
WILL BE BILLED

---

Sent from [Institute for Supply Management - Rio Grande Valley](#)

**Libby Chandler**

---

**From:** Hilton Garden Inn Confirmed <noreply@h6.hilton.com>  
**Sent:** Thursday, January 15, 2026 3:28 PM  
**To:** Purchasing  
**Subject:** Your Jun-23-2026 Confirmation #3401442286

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



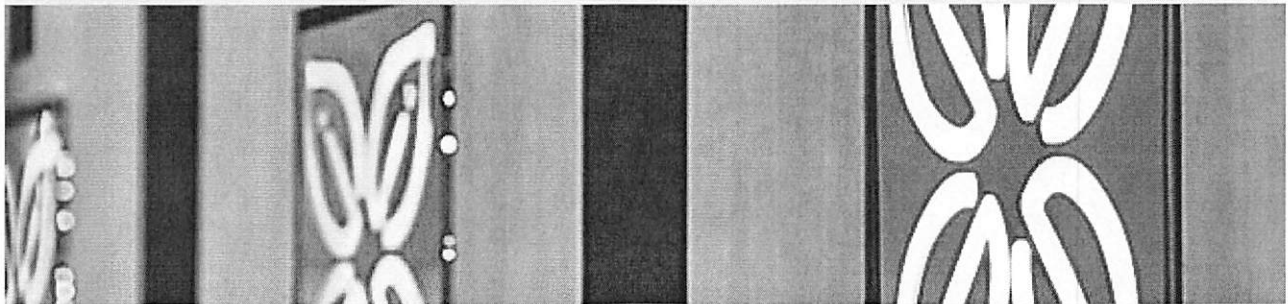
Hello LIBBY,

[Join now →](#)


## See you soon, LIBBY CHANDLER

Your reservation for Jun-23-2026 has been confirmed.

Confirmation #3401442286



### Hilton Garden Inn South Padre Island Beachfront

 7010 Padre Boulevard  
South Padre Island TX 78597 US  
[Maps & Directions>>](#)

 +19567618700

Tuesday



Friday

**Jun 23**

**3**

**Jun 26**

Check In: 4:00 PM

Nights

Check Out: 11:00 AM

 [Add to Calendar \(iOS/Outlook\)](#)

 [Add to Calendar \(Other\)](#)

## Your Room Information

<b>Guest Name:</b>	LIBBY CHANDLER
<b>Guests:</b>	1 Adult
<b>Rooms:</b>	1
<b>Room Plan:</b>	2 QUEEN BEDS
<b>Your Rate Information</b>	ISM RGV Summer 2026

<b>Rate per night</b>	
23-Jun-2026 - 26-Jun-2026	219.00 USD
<b>Total for Stay per Room Rate</b>	<b>657.00 USD</b>
<b>Taxes</b>	111.69 USD

<b>Total price for Stay</b>	<b>768.69 USD</b>
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 [Modify Your Reservation >>](#)

## Relax faster with the Hilton Honors app

Join Hilton Honors and skip the front desk when you use our app to check in, choose your room, and unlock your door with Digital Key.

[join now](#)



### 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 Jun-22-2026, 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

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### Tax

8.5% Per Room Per Night  
6.0% Per Room Per Night  
2.0% Per Room Per Night  
0.5% Per Room Per Night

Please do not reply to this email, as mail sent to this address cannot be answered. If you have questions please visit our [Customer Support](#) page and select the applicable contact method.

#### Welcome Bonus Terms & Conditions

Disclaimer: Room interior varies by hotel and the room booked may differ from room shown in this email.

[Click here](#) to see Hilton's policy regarding firearms on hotel premises.

\*Standard Wi-Fi is free for Hilton Honors members. Premium, if available, has a fee (except for Diamond members). Wi-Fi access is not free in meeting spaces or at properties with a resort charge.

\*\* Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age. Hilton Requests Upon Arrival(TM) items are subject to availability.

† Visit [Hilton.com/guarantee](http://Hilton.com/guarantee) to learn more about our Best Price Guarantee.

Offer is valid for any eligible stays booked directly with Hilton through Hilton-approved booking channels and completed within six months ("Promotion Period"), beginning the day, the participant enrolls in Hilton Honors, at any hotel or resort in the Hilton Portfolio All stays must be completed in the 6 months following enrollment date to earn Bonus Points.

Hilton Honors™ participants must complete up to two (2) paid stays during the Promotional Period to obtain Hilton Honors™ Bonus Points. The first stay within the Promotional Period will earn 1,000 Bonus Points. The second stay within the Promotional Period will earn 2,000 Bonus Points. If a guest completes just (1) eligible stay, they will receive 1,000 Hilton Honors™ Bonus Points. Any stays with a checkout date after the Promotional Period end date will not count towards earning Bonus Points.

Hilton reserves the right to decline any application at any time for any reason. Hilton may require additional validation in its complete discretion and this may take an additional 5 -7-business days.

This offer may be terminated without notice. Bonus Points do not count toward elite tier qualification. Please allow six to eight weeks from completion of your stay for Bonus Points to appear in your Hilton Honors account. A 'stay' is defined as the total number of consecutive nights spent at the same hotel, whether or not a guest checks out and checks back in again. Offer is not valid for groups and cannot be combined with other select offers. In-Room Internet Access, Fitness Center/Health Club Access and Bottled Water benefits may not be complimentary at properties with a resort charge. Space-available upgrades only available at select brands. Elite status benefits are subject to availability and vary by brand. For more information, please visit [HiltonHonors.com](http://HiltonHonors.com).

Hilton Honors(TM) membership, including the earning and redemption of Points, is subject to Hilton Honors [Terms and Conditions](#).

Using a debit/credit card to check in? A hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through date of check-out. Holds may not be released for 72 hours from date of check-out or longer at the discretion of your card issuer. [Click here](#) if you need to modify or cancel your reservation.

Any change to your arrival or departure date or room type is subject to hotel availability and may result in a possible rate change or additional fee. Changes also may not be possible at a later date.

This message and any attachments may contain confidential information. If it has been sent to you in error or if you have questions regarding

**Libby Chandler**

---

**From:** Hilton Garden Inn Confirmed <noreply@h6.hilton.com>  
**Sent:** Thursday, January 15, 2026 3:23 PM  
**To:** Purchasing  
**Subject:** Your Jun-23-2026 Confirmation #3397001636

CAUTION: This email originated from outside of the Johnson County email system.  
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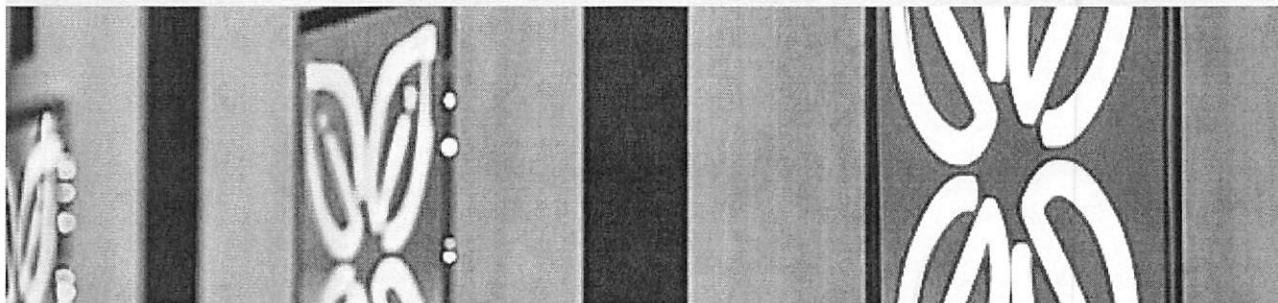
Hello KRISTIN,

[Join now →](#)


## See you soon, KRISTIN SLAUSON


Your reservation for Jun-23-2026 has been confirmed.

Confirmation #3397001636



### Hilton Garden Inn South Padre Island Beachfront

 7010 Padre Boulevard  
South Padre Island TX 78597 US  
[Maps & Directions>>](#)

 +19567618700

Tuesday

**Jun 23**

Check In: 4:00 PM



**3**

Nights

Friday

**Jun 26**

Check Out: 11:00 AM

 [Add to Calendar \(iOS/Outlook\)](#)

 [Add to Calendar \(Other\)](#)


## Your Room Information

**Guest Name:** KRISTIN SLAUSON  
**Guests:** 1 Adult  
**Rooms:** 1  
**Room Plan:** 2 QUEEN BEDS PART  
OCEAVWW

**Your Rate Information** ISM RGV Summer 2026

**Rate per night**  
23-Jun-2026 - 26-Jun-2026 229.00 USD  
**Total for Stay per Room Rate** 687.00 USD  
**Taxes** 116.79 USD

**Total price for Stay** 803.79 USD

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