

# Travel Approval Form

**Department:** Constable Precinct 1

**Event Name:** National Constables and Marshals  
Association Training Conference 2026

**Location:** Pensacola Beach, FL

**Event Dates:** Sept 20-25, 2026

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

**Name of Attendees:**

Matt Wylie \_\_\_\_\_

Jimmy Johnson \_\_\_\_\_

\_\_\_\_\_

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



3-23-2026

**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:**





CONSTABLE'S OFFICE  
PRECINCT ONE  
JOHNSON COUNTY  
MATT WYLIE, CONSTABLE



**MEMORANDUM**

**To:** County Judge and Commissioners Court

**From:** Matt Wylie, Constable, Precinct One

**Date:** 03/04/2026

**Subject:** National Constable and Marshal Training Conference (Out-of-State Travel)

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I respectfully request approval for out-of-state travel and associated expenses for two members of this office to attend the National Constable and Marshal Training Conference. This conference provides specialized leadership and operational training directly applicable to the statutory duties and responsibilities of a Texas Constable's Office.

The training will include professional development topics such as Leadership in Chaos: Grace, Courage, and Humility, and Leading Teams Through Pressure and Change. These subjects are critical to strengthening executive leadership, enhancing deputy performance, and ensuring continued effective service to the citizens of this county. Attendance will provide nationally recognized instruction and the opportunity to collaborate with constables and marshals from across the country to exchange best practices and strategies.

Below is the estimated cost breakdown for two attendees:

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**Total Estimated Cost**

Registration: \$600.00

Meals: \$945.00

Lodging: \$2,351.26

**Grand Total Requested: \$3,896.26**

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The knowledge and leadership strategies gained from this conference will be shared within the office to ensure maximum benefit to the department and the community we serve. Approval of this request will support continued professional development and operational excellence within Precinct One Constable's Office.

Respectfully submitted,

A handwritten signature in blue ink that reads "Matt Wylie".

Matt Wylie  
Constable, Precinct One  
Johnson County



# 2026 NCMA Training Conference

At

## Pensacola Beach, Florida



### 2026 Training Conference Registration Form (Sept. 21 – 24, 2026)

To Attend Conference, your NCMA Membership Due must be paid.

#### Registration Information (Please Print Legibly):

Member Name: Matt Wylie Title: Constable Pct. 1 T-Shirt Size: XXL

Agency: Johnson County Constable's Office Pct. 1

Address: 3390 F.M 1434

City: Cleburne State: Texas Zip: 76033

Phone: 817-556-6163 Email: MWylie@JohnsonCountyTX.org

Spouse or  Guest Name: \_\_\_\_\_

Additional Shirt (\$15ea.) Quantity/Size: \_\_\_\_\_ *Spouse/Guest shirts are not included this year.*

<p><b>Early Registration Fees:</b> (Postmarked by July 10, 2026)</p> <ul style="list-style-type: none"> <li>• Registration - <b>\$300.00</b></li> <li>• Spouse or Guest Registration - <b>\$150.00</b></li> </ul>	<p><b>Late Registration Fees:</b> (Postmarked after July 10, 2026)</p> <ul style="list-style-type: none"> <li>• Late Registration - \$400.00</li> <li>• Late Spouse or Guest Registration - \$200.00</li> </ul>
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Make Checks Payable to: **National Constables and Marshals Association**  
 or  
 visit [www.thencma.com](http://www.thencma.com) to pay by PayPal/Credit Card.  
 There will be a surcharge fee for registering online.  
 NO REFUNDS or CREDITS given towards future conferences after July 31, 2026  
 \*\*\*You will still have to mail in the registration form if you pay by PayPal\*\*\*\*

#### Hotel Information:



12 Via De Luna Dr., Pensacola Beach, FL 32561  
(850) 916-2999

**Group Rates (Sept. 19 – 26, 2026)**

**Group Code: 93L** *Cut-off date: August 20, 2026*

**Send Completed Form and Money to:** National Constables & Marshals Association  
1244 Texas Ave., Shreveport, LA 71101



# 2026 NCMA Training Conference

At

**Pensacola Beach, Florida**



## 2026 Training Conference Registration Form (Sept. 21 – 24, 2026)

*To Attend Conference, your NCMA Membership Due must be paid.*

### Registration Information (Please Print Legibly):

Member Name: Jimmy Johnson Title: Sgt Deputy Constable T-Shirt Size: XL

Agency: Johnson County Constable's Office Pct 1

Address: 3390 FM 1434

City: Cleburne State: TX Zip: 76033

Phone: 817 774-5540 Email: jrjohnson@johnsoncountytx.org

Spouse or  Guest Name: \_\_\_\_\_

Additional Shirt (\$15ea.) Quantity/Size: \_\_\_\_\_ *Spouse/Guest shirts are not included this year.*

#### Early Registration Fees: (Postmarked by July 10, 2026)

- Registration - **\$300.00**
- Spouse or Guest Registration - **\$150.00**

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- Late Registration - \$400.00
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# NCMA Training Conference

September 21 – 24, 2026

Pensacola Beach, Florida



## Keynote Speaker

**Lt. Brian Murphy** is a retired Oak Creek, Wisconsin, police officer known for his heroic actions during the Sikh Temple massacre on August 5, 2012. Lt. Murphy was ambushed, shot 15 times, and never gave up the fight. Later, he was awarded the Congressional Badge of Bravery and the Presidential Medal of Valor.

Lt. Brian Murphy served for over 22 years with Oak Creek Police Department. He is a former SWAT team leader and Marine. Lt. Murphy holds a Bachelor of Science in Criminal Justice and a Master of Science degree in Organizational Leadership from Marian University.



## Presenter

Leadership in Chaos: Grace, Courage, Clarity, and Humility

**Daniel Snyder** is a native of Albuquerque, New Mexico, who enlisted in the United States Navy in 1990. He was selected for Naval Special Warfare (NSW) Combatant-craft Crewman (SWCC) training at the Naval Special Warfare Center, graduating with SWCC Class 40.

Over a distinguished 31-year career, he served in leadership roles at every level of the NSW enterprise, including 12 years at the Naval Special Warfare Development Group, culminating in his role as the Command Master Chief of Special Boat Team 20.

Throughout his career, Daniel Snyder is universally recognized for building and leading high-performing, cross-functional teams that succeed in volatile, uncertain, complex, and ambiguous environments. Mr. Snyder holds a Bachelor of Science in Strategic Studies and Defense Analysis from Norwich University and a Master of Science in Strategic Leadership from the University of Charleston, W.V. He also completed the Columbia Business School Executive Program in Digital Business.



## Presenter

Leading Teams Through Pressure & Change

**Kevin Stark** is a retired U.S. Navy SEAL, leadership coach, performance strategist, founder of The Arete Path, with over 25 years of experience developing high-performing teams in elite military, athletic, and business environments. Throughout his career, Kevin Stark has trained and mentored more than 10,000 individuals, from Division I athletes and professional sports organizations to corporate executives, healthcare leaders, and first responders.

During his two decades in the SEAL Teams, Kevin served in multiple operational and leadership roles, including as the lead instructor in the First Phase of SEAL training. He also led the U.S. Naval Academy's SEAL Candidate mentorship program, guiding midshipmen through the demanding preparation and selection process for Naval Special Warfare.

Kevin Stark holds a Master of Business Administration and Master of Science in Special Operations from the Naval Postgraduate School and a Bachelor of Science in Organizational Behavior from National University.

*More to Come!*

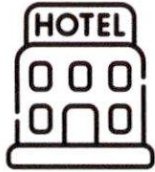
**NCMA Training Conference**

*Save the Date*



**September 21-24, 2026**

**2026 CONFERENCE REGISTRATION**



# TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at [pur@johnsoncountytexas.org](mailto:pur@johnsoncountytexas.org))

DATE: 03/02/2026

DEPARTMENT: Constable Precinct 1

PERSON SENDING REQUEST: Julie Cordell EXT: 3751

Person (s) Name Attending:

1. Matt Wylie
2. Jimmy Johnson
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: National Constables and Marshals Association Training Conference 2026

Hotel Name: Hilton Pensacola Beach		
Hotel Address: 12 Via De Luna Dr		
City: Pensacola Beach	State: FL	Zip: 32561
Hotel Phone# 850 916-2999		
Special Requirements: Group Rate (Sept. 19-26)		
Conference Hotel Block Code: 93L		
Conference/Training Website: <a href="http://www.thencma.com">www.thencma.com</a>		
How many rooms needed: 2		
<b>Date of Check In:</b> 9/20/20		<b>Date of Check Out:</b> 9/25/20

**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.

## JOHNSON COUNTY TRAVEL REIMBURSEMENT\* ESTIMATE FORM

*\*This form is to be used only to request a Purchase Order for reimbursement of expenses paid by traveler's personal cash or credit card.*

### ATTACH TO TRAVEL REQUISITION

PLEASE TYPE OR PRINT THE FOLLOWING:

TODAY'S DATE : 3/4/2026  
 TRAVELER'S NAME : Matt Wylie  
 PURPOSE OF TRIP : Training  
 DESTINATION CITY : Pensacola Beach, FL  
 DEPARTURE DATE : 9/19/2026 RETURN DATE : 9/25/2026

TRAVEL COSTS		AMOUNT	Auditor Use Only
AIR FARE		\$	\$
AUTO RENTAL		\$	\$
MILEAGE	MILES (AS OF 01/01/26) 0 X \$0.725 PER MILE **	\$ -	\$
<b>MEALS (ACTUAL) NOTE: If there is no overnight stay, meals are reimbursed through payroll!</b>			
FULL DAY	# OF DAYS 6 X \$63 PER DAY	\$ 378.00	\$
PARTIAL DAY	# OF DAYS 2 X \$47.25 PER DAY	\$ 94.50	\$
HOTEL/MOTEL			\$
SEMINAR/TRAINING REGISTRATION FEE		\$	\$
MISCELLANEOUS (Taxi, parking, etc.)			\$
LESS AMOUNTS ADVANCED (from Advancement Form)		\$ -	\$
<b>TOTAL AMOUNT REQUESTED FOR REIMBURSEMENT</b>		<b>\$ 472.50</b>	<b>\$</b>

I have reviewed the County's Travel Policy, and I understand reimbursement will only be made for audited expenses that fall within the limits of county policy and I have attached all appropriate receipts.

**\*\*Calculated from your place of work address to your destination address.**

**ESTIMATE ONLY**

Signature of Traveler \_\_\_\_\_

DATE: 3/3/2026

**\*\*REQUIRED\*\***  
0100 - 5500 - 54100 - LE  
 FUND DEPT OBJECT FUNC  
**ACCOUNT #**

## JOHNSON COUNTY TRAVEL REIMBURSEMENT\* ESTIMATE FORM

*\*This form is to be used only to request a Purchase Order for reimbursement of expenses paid by traveler's personal cash or credit card.*

### ATTACH TO TRAVEL REQUISITION

PLEASE TYPE OR PRINT THE FOLLOWING:

TODAY'S DATE : 3/4/2026  
 TRAVELER'S NAME : Jimmy Johnson  
 PURPOSE OF TRIP : Training  
 DESTINATION CITY : Pensacola Beach, FL  
 DEPARTURE DATE : 9/19/2026 RETURN DATE : 9/25/2026

TRAVEL COSTS		AMOUNT	Auditor Use Only
AIR FARE		\$	\$
AUTO RENTAL		\$	\$
MILEAGE	MILES (AS OF 01/01/26) 0 X \$0.725 PER MILE **	\$ -	\$
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DATE: 3/3/2026

**\*\*REQUIRED\*\***  
0100 - 5500 - 54100 - LE  
 FUND DEPT OBJECT FUNC  
**ACCOUNT #**

**Matt Wylie**

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**From:** Hilton Hotels & Resorts Confirmed <noreply@h6.hilton.com>  
**Sent:** Wednesday, March 4, 2026 10:45 AM  
**To:** Purchasing  
**Subject:** Your Sep-20-2026 Confirmation #3426336129

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



Hello Matt,

[Join now →](#)


## See you soon, **Matt Wylie**


Your reservation for Sep-20-2026 has been confirmed.

Confirmation #3426336129



### Hilton Pensacola Beach

 12 Via de Luna Drive  
Pensacola Beach FL 32561 US  
[Maps & Directions>>](#)

 +18509162999

Sunday

**Sep 20**

Check In: 4:00 PM



**5**

Nights

Friday

**Sep 25**

Check Out: 11:00 AM

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

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

## Your Room Information

<b>Guest Name:</b>	Matt Wylie
<b>Guests:</b>	1 Adult
<b>Rooms:</b>	1
<b>Room Plan:</b>	2 QNS JR SUITE GULFVIEW
<b>Your Rate Information</b>	NCMA Annual Training

<b>Rate per night</b>	
20-Sep-2026 - 25-Sep-2026	249.00 USD
<b>Total for Stay per Room Rate</b>	<b>1,245.00 USD</b>
<b>Taxes</b>	155.63 USD

<b>Total price for Stay</b>	<b>1,400.63 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 Sep-17-2026, 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.

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### Additional Information



We are a smoke-free hotel

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### Tax

7.5% Per Room Per Night

5.0% Per Room Per Night

**Valet Parking: 25.00 USD Per Night**

**Self Parking: 15.00 USD 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.

\*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](https://www.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 ("Promotional 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](https://www.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 your reservation, please contact Hilton Reservations and Customer Care [by phone](#) or [chat with us](#). You can also visit our [Help Center](#) for additional questions.

**Matt Wylie**

**From:** Hilton Hotels & Resorts Confirmed <noreply@h6.hilton.com>  
**Sent:** Wednesday, March 4, 2026 10:47 AM  
**To:** Purchasing  
**Subject:** Your Sep-20-2026 Confirmation #3426101301

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



Hello Jimmy,

[Join now](#) →

**See you soon, Jimmy Johnson**

Your reservation for Sep-20-2026 has been confirmed.

Confirmation #3426101301



### Hilton Pensacola Beach

 12 Via de Luna Drive  
Pensacola Beach FL 32561 US  
[Maps & Directions>>](#)

 +18509162999

Sunday

**Sep 20**

Check In: 4:00 PM



**5**

Nights

Friday

**Sep 25**

Check Out: 11:00 AM

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

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

## Your Room Information

**Guest Name:** Jimmy Johnson  
**Guests:** 1 Adult  
**Rooms:** 1  
**Room Plan:** 2 QUEEN BEDS


**Your Rate Information** NCMA Annual Training

---

**Rate per night**  
20-Sep-2026 - 25-Sep-2026 169.00 USD  
**Total for Stay per Room Rate** **845.00 USD**  
**Taxes** 105.63 USD

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**Total price for Stay** **950.63 USD**

 [Modify Your Reservation >>](#)

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