

# Travel Approval Form

**Department:** Precinct3

**Event Name:** North & East Texas County Judges & Commissioners Association Annual


**Location:** Montgomery, Texas

**Event Dates:** July 20, 2026 to July 23, 2026

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

**Name of Attendees:**  
Mike White \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 \*\***

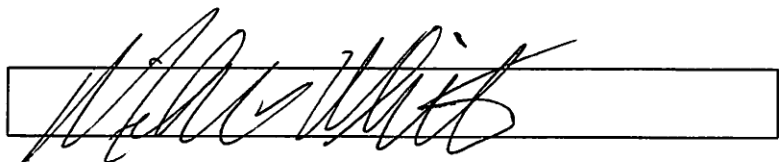
**Overnight Travel**

- 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:**



# Linda Ownbey

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**From:** do-not-reply@county.org  
**Sent:** Wednesday, March 11, 2026 11:20 AM  
**To:** Linda Ownbey  
**Subject:** Confirmation

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

Dear Ms. Linda Ownbey,

Thank you for your recent online submission. Here are confirmation details for your records.

**If you have registered for the 2026 131st Annual CDCAT Education Conference, click [here](#) for the hotel room block details.**

**Order Number:** 285958

**Order Date:** Mar 11, 2026 11:18 AM

**Bill To:** Ms. Linda D. Ownbey

**Order Total:** 275.00

**Payment Method:** You will be billed for the balance due - Purchase Order Number .

Item	Price	Qty	Total
2026 North & East CJCA Conference - Hon. Mike White <i>When:</i> Jul 20, 2026 9:00 AM - Jul 23, 2026 12:00 PM <i>Where:</i> Margaritaville Lake Resort Lake Conroe 600 Margaritaville Park Way Montgomery, TX 77356 United States	275.00	1	275.00

*Registration option:* Jul 20, 2026 9:00 AM - County Commissioner  
Registration

<b>Item Total</b>	275.00
<b>Item Grand Total</b>	275.00
<b>Transaction Grand Total</b>	275.00

You may review your registration and event information at any time on our website by logging into your [Member Portal](#).

Additional information will be emailed to you soon. If you have any questions, please contact Education Services at (800) 456-5974.



A confirmation is being sent to: [lownbey@johnsoncountytexas.org](mailto:lownbey@johnsoncountytexas.org)

Send another copy to

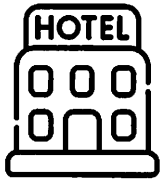
Send

To print a confirmation/invoice page, click on view registration below to be taken to the event registration summary page. If you would like to return to your account page, click on the Back to Account Page button below.

To view hotel room block information for the 2026 131st Annual CDCAT Education Conference, click here. You will need your order number from above to look up your room block details.

## Billed Event Registrations

<u>Date</u>	<u>Event</u>	<u>Location</u>	<u>View registration</u>	<u>Full Name</u>	<u>Balance</u>
7/20/2026	2026 North & East CICA Conference	Montgomery, TX	<a href="#">View registration</a>	Hon. Mike White	275.00
7/21/2025	2025 North & East CICA Conference	Waco, TX	<a href="#">View registration</a>	Hon. Mike White	0.00
2/18/2025	2025 Annual V.G. Young Institute School for County CC	Bryan, TX	<a href="#">View registration</a>	Hon. Mike White	0.00
2/20/2024	2024 Annual V.G. Young Institute School for County CC	Bryan, TX	<a href="#">View registration</a>	Hon. Mike White	0.00



# TRAVEL HOTEL RESERVATION REQUEST

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

DATE: 03/11/2026

DEPARTMENT: Precinct 3

PERSON SENDING REQUEST: Linda Ownbey EXT: 1430

Person (s) Name Attending:

1. Mike White
2.
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: North & East County Judges & Commissioners Association Conference

Hotel Name: Margaritaville Lake Resort Lake Conroe
Hotel Address: 600 Margaritaville Park Way
City: Montgomery                      State: Texas                      Zip: 77356
Hotel Phone# 936-448-4400
Special Requirements:
Conference Hotel Block Code: the Margaritaville Lake Resort Lake Conroe website
Conference/Training Website: North & East County Judges & Commissioners Association
How many rooms needed: 1
Date of Check In: <del>3/11/26</del> 7/20/26      Date of Check Out: <del>3/11/26</del> 7/23/26

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.