

# TRAVEL APPROVAL FORM

Department: Sheriff's Office

Event Name: 2026 Texas Peace Officer's Memorial  
Weekend

Location: Austin, TX

Event Dates: 4.25.26 - 4.27.26

Purpose:  Required Continuing Education/Certification  
 Job Training  
 Other: Memorial for Texas Peace Officer

**Name of Attendees:**

Andrea Jones                      Austin Reed  
Thomas Kirby                    Sam Pewsey  
Nick White                        Luke Lee

Miguel Torres

**Required Documents Checklist:**                      JSCO Honor Guard

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

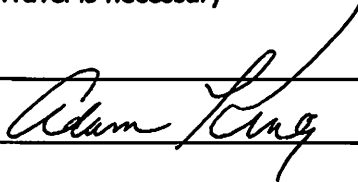
**Overnight Travel**

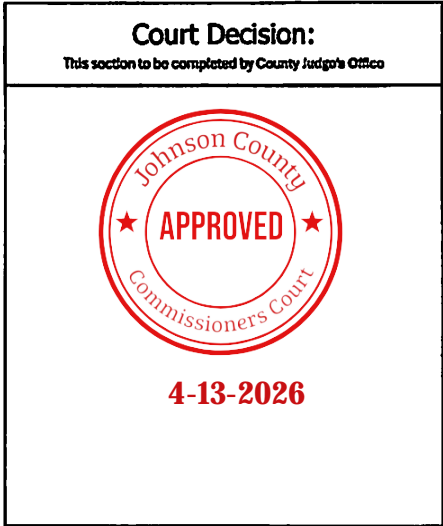
- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

**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:





**Johnson County Sheriff's Office**  
**Training Request**

Name: Andrea Jones  
Rank: Detective Date: 03/18/2026  
Course Name: 2026 Texas Peace Officer's Memorial Weekend  
Course Date: April 25- 27, 2026

Course Tuition: 0.00 Hotel Cost: 348.92 plus tax  
Per Diem: 157.50 Total Cost: 506.42

Is Course TCOLE Accredited? Y N  
Will training be reported by Host? Y N

This Training / Seminar is necessary for the following reasons:  
Required continuing education Job training  
Improve work performance Required certification

Host Agency: \_\_\_\_\_  
Host Address: \_\_\_\_\_  
Host City: \_\_\_\_\_  
Host State: \_\_\_\_\_  
Host Zip Code: \_\_\_\_\_  
Host Phone: \_\_\_\_\_

Hotel: Embassy Suites by Hilton Austin  
Hotel Address: 300 S. Congress Ave  
Hotel City: Austin  
Hotel State: Texas  
Hotel Zip Code: 78704  
Hotel Phone: 512-469-9000

Hotel Check In Date: 04/25/2026  
Hotel Check Out Date: 04/27/2026

**Approvals**

Training Coordinator: Dr. Anna Goodloe, PhD Budget Available: Y N  
CC Agenda Submitted: Y N N/A

Sergeant: Lecroy #2066 \_\_\_\_\_ Approved \_\_\_\_\_  
\_\_\_\_\_ Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_

Justification (Required): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lieutenant: Thermon George  Approved \_\_\_\_\_  
\_\_\_\_\_ Disapproved Initials KG Date 3/18/26

Comments: \_\_\_\_\_

Captain: \_\_\_\_\_ Approved \_\_\_\_\_  
\_\_\_\_\_ Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Chief: \_\_\_\_\_ Approved \_\_\_\_\_  
\_\_\_\_\_ Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_

Comments: OK: Adam King 3-18-26

**Johnson County Sheriff's Office**  
**Training Request**

Name: Austin Reed  
Rank: Deputy Date: 03/18/2026  
Course Name: 2026 Texas Peace Officer's Memorial Weekend  
Course Date: April 25- 27, 2026

Course Tuition: 0.00 Hotel Cost: 348.92 plus tax  
Per Diem: 157.50 Total Cost: 506.42

Is Course TCOLE Accredited? Y N  
Will training be reported by Host? Y N

This Training / Seminar is necessary for the following reasons:  
Required continuing education Job training  
Improve work performance Required certification

Host Agency: \_\_\_\_\_  
Host Address: \_\_\_\_\_  
Host City: \_\_\_\_\_  
Host State: \_\_\_\_\_  
Host Zip Code: \_\_\_\_\_  
Host Phone: \_\_\_\_\_

Hotel: Embassy Suites by Hilton Austin  
Hotel Address: 300 S. Congress Ave  
Hotel City: Austin  
Hotel State: Texas  
Hotel Zip Code: 78704  
Hotel Phone: 512-469-8000

Hotel Check In Date: 04/25/2026  
Hotel Check Out Date: 04/27/2026

**Approvals**

Training Coordinator: Dr. Anna Goodloe, PhD Budget Available: Y N  
CC Agenda Submitted: Y N N/A

Sergeant: Lecroy #2066 \_\_\_\_\_ Approved \_\_\_\_\_  
\_\_\_\_\_ Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_

Justification (Required): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lieutenant: *Heaven Dunge* \_\_\_\_\_ Approved \_\_\_\_\_  
\_\_\_\_\_ Disapproved Initials *KH* Date *3/18/26*

Comments: \_\_\_\_\_

Captain: \_\_\_\_\_ Approved \_\_\_\_\_  
\_\_\_\_\_ Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Chief: \_\_\_\_\_ Approved \_\_\_\_\_  
\_\_\_\_\_ Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

*OK: Adam King 3-18-26*







**Johnson County Sheriff's Office**  
**Training Request**

Name: Luke Lee  
Rank: Deputy Date: 03/18/2026  
Course Name: 2026 Texas Peace Officer's Memorial Weekend  
Course Date: April 25- 27, 2026

Course Tuition: 0.00 Hotel Cost: 0.00

Per Diem: 157.50 Total Cost: 157.5

Is Course TCOLE Accredited? Y N  
Will training be reported by Host? Y N

This Training / Seminar is necessary for the following reasons:

Required continuing education       Job training  
 Improve work performance       Required certification

Host Agency: \_\_\_\_\_  
Host Address: \_\_\_\_\_  
Host City: \_\_\_\_\_  
Host State: \_\_\_\_\_  
Host Zip Code: \_\_\_\_\_  
Host Phone: \_\_\_\_\_

Hotel: Embassy Suites by Hilton Austin  
Hotel Address: 300 S. Congress Ave  
Hotel City: Austin  
Hotel State: Texas  
Hotel Zip Code: 78704  
Hotel Phone: 512-469-8000

Hotel Check In Date: 04/25/2026

Hotel Check Out Date: 04/27/2026

**Approvals**

Training Coordinator: Dr. Anna Goodloe, PhD Budget Available: Y N  
CC Agenda Submitted: Y N N/A

Sergeant: Lecroy #2066 \_\_\_\_\_ Approved \_\_\_\_\_  
\_\_\_\_\_ Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_

Justification (Required): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lieutenant: *Heaven Bease*  Approved \_\_\_\_\_  
\_\_\_\_\_ Disapproved Initials KG Date 3/18/26

Comments: \_\_\_\_\_

Captain: \_\_\_\_\_ Approved \_\_\_\_\_  
\_\_\_\_\_ Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Chief: \_\_\_\_\_ Approved \_\_\_\_\_  
\_\_\_\_\_ Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

*OK: Adam King*

*03-18-26*

*Purchase his own room*



# 2026 Texas Peace Officers' Memorial Registration

**Choice**

Honor Guard

## Honor Guard

**Name**

Thomas Kirby

**Contact Email**

tkirby@johnsoncountytexas.org

**Contact Phone**

(682) 444-0002

**Agency**

Johnson County Sheriff's Office

**Color Team Participation**

Yes

**Do you wish to be considered for the Lead Mixed Color Team?**

No

**Do you wish to be considered for the mixed rifle team?**

No

**Do you have officers that would like to assist with Honor Cordon duties for survivor arrival to the Capital?**

No

**Do you have a Bugler that would like to be considered?**

No

**Do you have an officer from your agency that is being honored at this year's memorial?**

No

## 2026 TEXAS PEACE OFFICERS' MEMORIAL WEEKEND

# Agenda

### SATURDAY, APRIL 25

- 8:00 AM - 11:00 AM **WEEKEND CHECK-IN**  
THE REVERBERY ON THE LOWER LEVEL
- 5:00 PM - 9:00 PM **SURVIVOR MEET & GREET**  
THE REVERBERY ON THE LOWER LEVEL

### SUNDAY, APRIL 26

- 8:00 AM - 9:00 AM **SUNDAY BREAKFAST**  
SALON G - 6<sup>TH</sup> FLOOR
- 8:00 AM - 11:00 AM **WEEKEND CHECK-IN**  
THE REVERBERY ON THE LOWER LEVEL
- NOON - 1:30 PM **LUNCH & CEREMONY ORIENTATION**  
SALON G - 6<sup>TH</sup> FLOOR
- NOON **FAMILY ESCORT & HONOR GUARD BRIEFING**  
LOCATION TBD
- 1:30 PM **TRANSPORTATION TO THE MEMORIAL WALL BEGINS**
- 2:00 PM - 2:45 PM **TEXAS PEACE OFFICER'S MEMORIAL RIDE CEREMONY**  
MEMORIAL WALL ON CAPITOL GROUNDS
- 3:00 PM - 3:30 PM **TRANSPORTATION RETURN TO HOTEL**
- 5:00 PM **NON-PARTICIPATING FAMILY TRANSPORTATION BEGINS**
- 4:00 - 5:00 PM **PARTICIPATING FAMILY STAGING**  
SALON G
- 5:30 PM **PARTICIPATING FAMILY TRANSPORTATION BEGINS**
- 7:00 PM **TEXAS PEACE OFFICERS' MEMORIAL CEREMONY**
- 9:30 PM **AFTER CEREMONY SURVIVOR RECEPTION**  
THE REVERBERY ON THE LOWER LEVEL

## 2026 TEXAS PEACE OFFICERS' MEMORIAL WEEKEND

# Agenda

**MONDAY, APRIL 27**

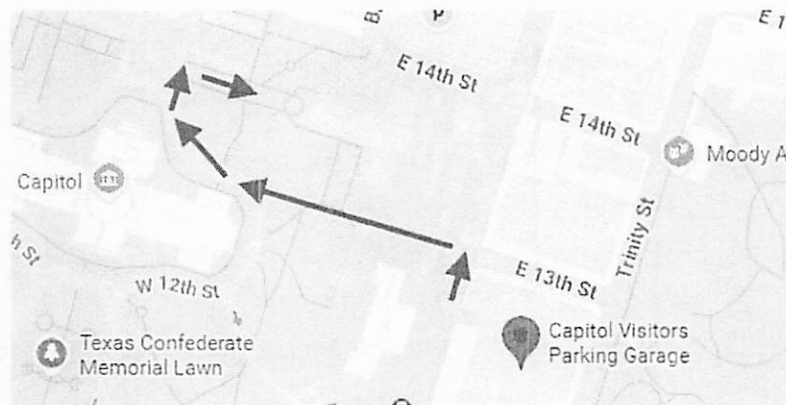
11:00 AM HOST HOTEL CHECK OUT

### DAY-OF CEREMONY PARKING

#### CAPITOL VISITORS PARKING GARAGE

1201 SAN JACINTO BLVD.

AUSTIN, TX 78701



### AGENCY SEATING

#### SEATING FOR AGENCY COMMAND STAFF IS RESERVED UNASSIGNED

Located on the North side/left facing the memorial wall

#### SEATING FOR AGENCY PERSONNEL NOT REPORTING TO ASSIGNMENT

is general, first-come-first-served.

### CONTACT US

Questions regarding the Memorial Ceremony and the Memorial Wall

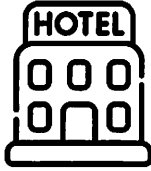
email [dani.story-stinson@tcole.texas.gov](mailto:dani.story-stinson@tcole.texas.gov)

Questions regarding Survivors & Host Hotel

email [cheryltrailsback@txspom.org](mailto:cheryltrailsback@txspom.org)

Questions regarding the Processional March and Uniformed Personnel Ceremonial Assignments

email at [tim.kresta@txspom.org](mailto:tim.kresta@txspom.org)



# TRAVEL HOTEL RESERVATION REQUEST

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

DATE: 03/18/2026

DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

Person (s) Name Attending:

\*If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:

LEOSE FUNDS

1. Andrea Jones
2. Austin Reed
3. Thomas Kirby
4. Sam Pewsey
5. Nick White
6.

Function Attending: 2026 Texas Peace Officer's Memorial Weekend

Hotel Name: Embassy Suites by Hilton Austin		
Hotel Address: 300 S. Congress Ave		
City: Austin	State: TX	Zip: 78704
Hotel Phone# 512-469-9000		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website:		
How many rooms needed: 3		
Date of Check In: 4/25/26		Date of Check Out: 4/27/26

**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.**