

TRAVEL APPROVAL FORM

Department: County Clerk

Event Name: CDCAT 2026 Region V Spring Meeting

Location: Denton, TX


Event Dates: April 16, 2026

Purpose: Required Continuing Education/Certification
 Job Training
 Other: _____

Name of Attendees:

April Long Sarah George

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



4-13-2026

Required Documents Checklist:

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

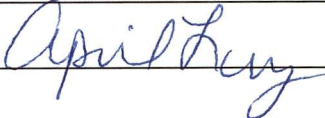
Overnight Travel

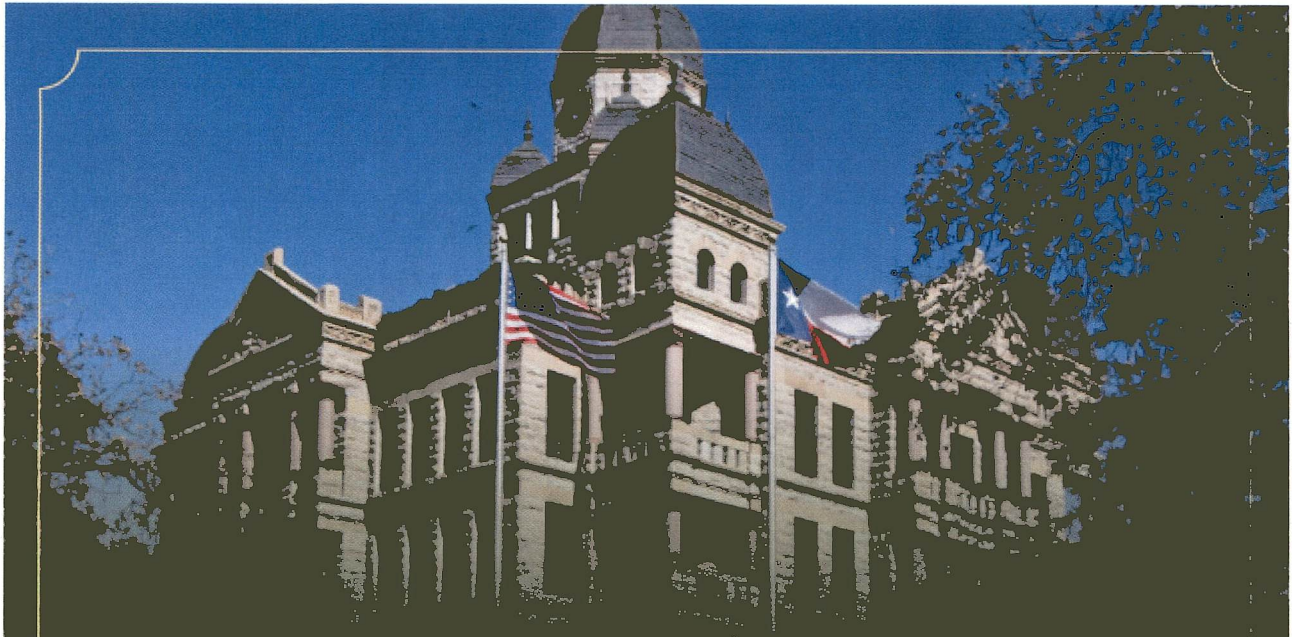
- Travel Approval Form
- Registration Information or Confirmation **No Fees**
- Itinerary, Agenda, or Breakdown **Not available yet**
- Hotel Information, Confirmation, or Hotel Reservation Request Form

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:





REGION V
SPRING
CONFERENCE
IN DENTON COUNTY

APRIL
Thursday 16 2026

AGENDA DETAILS TO FOLLOW

Welcome Dinner
Wednesday the 15th at 6:00pm
Union Bear Brewing Company
215 S. Bell Avenue
Denton, TX 76201

Hotel Accomodations
Embassy Suites
3100 Town Center Tr
Denton, TX 76201
940-243-3799

Please RSVP to district.clerk@dentoncounty.gov

You're all set, April!

Confirmation number:

We sent the details to a

Hotel Information



Embassy Suites by Hilton Denton Convention Center

3100 Town Center Trail
Denton, Texas 76201 USA
+1 940-243-3799

Stay Information

15 APR WED — **16** APR THU

Check-in: 3 pm

Check-out: 11 am

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

1 room for 1 adult

1 King Bed 2 Room Suite - *C Region 5 Clerks

Total room charge \$149.00

Total fees \$4.44

Total taxes \$24.15

Total for stay: \$177.59

Payment



Guarantee policy

There is a Credit Card required for this reservation.

If you use 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 your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

Cancellation policy

Free cancellation before 11:59 PM local hotel time on 13 Apr 2026.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

Totals listed here are estimated based on current taxes and exchange rates (if applicable) and do not include additional fees/charges that may be incurred during your stay.

Optional services for an additional charge

Self parking

Complimentary

Pets

Pets allowed, \$75.00 non-refundable fee, \$75(1-4n), \$125(5+n) 2petsMax, dog/cat only

You're all set, Sarah!

Confirmation number:

We sent the details to s:

Hotel Information



Embassy Suites by Hilton Denton Convention Center

3100 Town Center Trail
Denton, Texas 76201 USA
+1 940-243-3799

Stay Information

15 APR WED — **16** APR THU

Check-in: 3 pm

Check-out: 11 am

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

Guest information

Sarah George

Hilton Honors:

1 room for 1 adult

1 King Bed 2 Room Suite - *C Region 5 Clerks

Total room charge	\$149.00
Total fees	\$4.44
Total taxes	\$24.15

Total for stay: \$177.59

Payment



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