

Travel Approval Form

Department: Juvenile Services

Event Name: Overnight Placement Visit

Location: Taft, Tx

Event Dates: April 25-26, 2026

Purpose: Required Continuing Education/Certification
 Job Training
 Other: Placement Visit

Name of Attendees:

Joi Huggins

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
- 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:

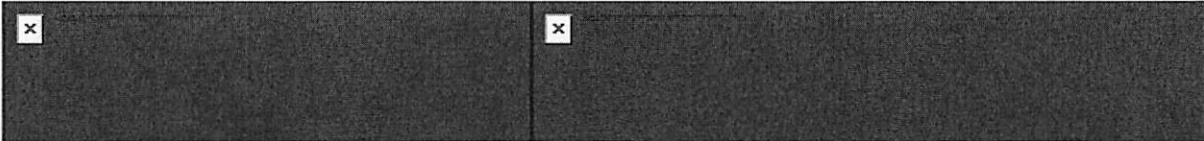


Ellen Peveto

From: Holiday Inn Express <HolidayInnExpress@tx.ihg.com>
Sent: Thursday, March 26, 2026 9:45 AM
To: Purchasing
Subject: Your reservation at Holiday Inn Express & Suites Corpus Christi-Portland is confirmed. #41663026 - 25 Apr 2026

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Joi, your reservation is confirmed!

Confirmation #41663026



Holiday Inn Express & Suites Corpus Christi-Portland

Address: 220 Reliant Drive,
Portland, TX 78374 United States

Front Desk: 13617771100

Email: hieportland@gmail.com

Dates 25 Apr 2026 - 26 Apr 2026

Check in 3:00 pm / Check out 12:00 pm

Reservation 1 Room, 1 Adult
Joi Huggins, Primary

Room details

2 Queen Beds Standard Extra Floor
Space

Rate

Best Flexible Member Exclusive Rate

Summary of charges

1 night stay	151.05 USD
Taxes	19.64 USD
*Total charges	170.69 USD

[Modify or cancel reservation](#)

Cancellation Policy: Canceling your reservation before 6:00 PM (local hotel time) on Friday, 24 April, 2026 will result in no charge. Canceling your reservation after 6:00 PM (local hotel time) on 24 April, 2026, or failing to show, will result in a charge of 1 night per room to your credit card or other guaranteed payment method. Taxes may apply. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.



Estimated points to be earned

1,511

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