

Travel Approval Form

Department: Information Technology

Event Name: 2026 Esri GIS Leadership Summit and
User Conference

Location: San Diego, CA

Event Dates: 07/12/2026-7/17/2026

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

Name of Attendees:

Ashley Palmer _____

Elizabeth Keoughan _____

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



04/27/2026

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:

Department Head copied on Email

2026 Esri User Conference Justification Letter

To: Judge Christopher Boedeker and the Johnson County Commissioners Court
From: Ashley Palmer
Re: Approval to attend the 2026 Esri User Conference

I would like to attend the Esri User Conference (Esri UC), to be held July 13–17, 2026, in San Diego, California. Registration rates are as follows:

- Early registration is \$1,900 until January 16, 2026
- Standard registration is \$2,600 until May 29, 2026
- Late registration is \$2,900 after May 29, 2026
- *Registration with qualifying active maintenance plan is \$0*

Esri UC is the world's largest gathering of geospatial practitioners and experts. The conference will focus on geospatial technology and how it is being used to analyze and understand trends, risks, markets, and competitive dynamics that impact our organization's bottom line. Thought leaders, Esri experts, and GIS users will explore how to enhance resilience, productivity, and efficiency with the latest geospatial tools in ArcGIS.

Over five full days, I'll have the chance to

- Collaborate and learn in a dynamic environment by attending user presentations, technical sessions, and interactive workshops.
- Meet one-on-one with Esri subject matter experts to ask questions, share ideas, and uncover ways to advance my work.
- Explore the conference Expo featuring vendor exhibits demonstrating innovative GIS solutions that will connect me with other GIS users and experts from our region and industry.

As GIS becomes more powerful and user-friendly, I need to know how we can leverage it to make the most of our resources. Here are three projects that will benefit from my attendance:

1. **Stabilization and performance optimization of the County's ArcGIS Enterprise deployment through best practices for performance tuning and system architecture**
2. **Enhancing GIS reliability and performance for CAD integration by learning best practices for high-availability configurations**
3. **Improvement of enterprise geodatabase performance and service publishing workflows**

I plan to submit a post-conference summary, including a set of recommended actions to further our GIS work. I'm also happy to share what I learn with other staff members and departments.

Thank you for your consideration. I look forward to your reply.

2026 Esri User Conference Justification Letter

To: Judge Christopher Boedeker and the Johnson County Commissioners Court
From: Elizabeth Keoughan
Re: Approval to attend the 2026 Esri User Conference

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- Meet one-on-one with Esri subject matter experts to ask questions, share ideas, and uncover ways to advance my work.
- Explore the conference Expo featuring vendor exhibits demonstrating innovative GIS solutions that will connect me with other GIS users and experts from our region and industry.

As GIS becomes more powerful and user-friendly, I need to know how we can leverage it to make the most of our resources. Here are three projects that will benefit from my attendance:

1. **Enhancing data accuracy and reliability of CAD-integrated datasets (911 Addressing and SOMA) through best practices for authoritative data management**
2. **Implementation of automation tools to reduce manual GIS processes via ModelBuilder optimization and Python/Arcade scripting**
3. **Expansion of internal dashboards and web applications with additional Experience Builder training and role-based application design**

I plan to submit a post-conference summary, including a set of recommended actions to further our GIS work. I'm also happy to share what I learn with other staff members and departments.

Thank you for your consideration. I look forward to your reply.

2026 Esri GIS Leadership Summit Justification Letter

To: Judge Christopher Boedeker and the Johnson County Commissioners Court

From: Ashley Palmer

Re: Approval to attend the 2026 Esri GIS Leadership Summit

I would like to attend the Esri GIS Leadership Conference, to be held July 12, 2026, in San Diego, California. Registration rate is as follows:

- Standard registration is \$149.00

The primary focus of the Esri GIS Leadership Summit is to build GIS leaders and champions across all GIS roles. These are the people who can help position GIS work as a critical business asset – one that drives results and revenue and keeps business goals front and center. I'll learn strategies I can use to streamline workflows, visualize and share information, and quantify results from our GIS projects.

During one full day, I'll have the chance to

- Meet and learn from GIS leaders from a variety of organizations. I'll attend presentations from both leaders and users, finding practical tips that I can include in my own work.
- Participate in group discussions for deeper dives into the role of GIS practitioners as leaders.
- Meet one-on-one at networking events to collaborate and connect with attendees across industries to ask questions, share ideas, and uncover ways to advance my work.

As GIS becomes more powerful and user-friendly, I need to know how we can leverage it to make the most of our resources. Here are three projects that will benefit from my attendance:

- 1. Development of a multi-year GIS Strategic Plan aligned with County growth and infrastructure priorities**
- 2. Improvement of interdepartmental GIS service coordination and workflow standardization**
- 3. Implementation of structured staff development and succession planning practices to ensure long-term program sustainability**

I plan to submit a post-conference summary, including a set of recommended actions to further our GIS work. I'm also happy to share what I learn with other staff members and departments.

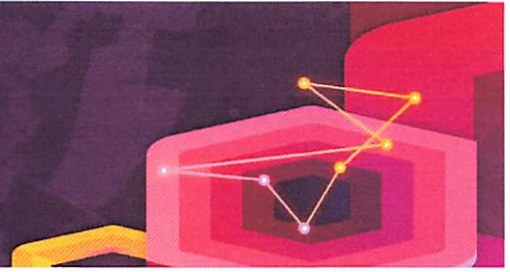
Thank you for your consideration. I look forward to your reply.



Agenda at a Glance

July 12, 2026 | San Diego, California

Agenda is subject to change.



Esri GIS Leadership Summit

Overview

Agenda

Plan

Registration

My Event

Sun Jul 12



Sunday

8:00 AM

Registration and Continental Breakfast

8:00 AM – 9:00 AM

San Diego Ballroom Foyer | Marriott Marquis

Conference Activity

9:00 AM

Summit Welcome

9:00 AM – 10:00 AM

San Diego Ballroom | Marriott Marquis

General Session

10:30 AM

Special Presentations and Network Activity

10:30 AM – 12:15 PM

📍 San Diego Ballroom | Marriott Marquis

Breakout Session

12:15 PM

Hosted Lunch

12:15 PM – 1:30 PM

📍 Marriott Marquis

Social Activity

1:15 PM

Special Presentations and Panel Discussion

1:15 PM – 3:15 PM

📍 San Diego Ballroom | Marriott Marquis

Breakout Session

3:30 PM

Special Presentations and Network Activity

3:30 PM – 5:15 PM

📍 San Diego Ballroom | Marriott Marquis

Breakout Session

5:15 PM

Closing Session

5:15 PM – 5:30 PM

📍 San Diego Ballroom | Marriott Marquis

Breakout Session

5:30 PM

Networking Social

5:30 PM – 7:00 PM

📍 Marriott Marquis

Social Activity



Agenda at a Glance

July 13-17, 2026

San Diego, California | Agenda is subject to change

[Get registration details](#)

[Go to the detailed agenda](#)

Esri User Conference

Overview

Agenda

Get Involved

Plan

Registration

My Event

Sun Jul 12



Sunday

4:00 PM

Attendee Orientation

4:00 PM – 5:00 PM

📍 San Diego Convention Center

Special Presentation

Monday

8:30 AM

Esri UC Plenary Morning Session

8:30 AM – 10:15 AM

📍 Hall FGH, Lower Level

Plenary

10:45 AM

Esri UC Plenary Mid-morning Session

10:45 AM – 12:00 PM

📍 Hall FGH, Lower Level

Plenary

2:00 PM

Esri UC Plenary Afternoon Session

2:00 PM – 3:30 PM

📍 Hall FGH, Lower Level

Plenary

3:30 PM

Academic GIS Program Fair

3:30 PM – 5:00 PM

📍 Ballroom 20 Foyer, Upper Level

Conference Activity

Map Gallery Reception

3:30 PM – 6:00 PM

📍 Sails Pavilion, Upper Level

Social Activity

3:45 PM

Attendee Orientation

3:45 PM – 4:30 PM

📍 San Diego Convention Center

Special Presentation

Tuesday

6:30 AM

Morning Yoga

6:30 AM – 7:30 AM

📍 Promenade Plaza, Hilton Bayfront

Conference Activity

7:00 AM

Special Interest Group Meetings

7:00 AM – 8:00 AM

📍 Various

Special Interest Group Meeting

7:30 AM

Map Lounge

7:30 AM – 6:00 PM

📍 Sails Pavilion, Upper Level

Conference Activity

8:30 AM

Technical Sessions and User Presentations

8:30 AM – 5:00 PM

📍 Various

Breakout Session

Esri Kids Fair

8:30 AM – 5:30 PM

📍 Marriott Marquis

Conference Activity

9:00 AM

Expo

9:00 AM – 5:30 PM

📍 Halls A-D, Ground Level

Expo

11:30 AM

Special Interest Group Meetings

11:30 AM – 12:30 PM

📍 Various

Special Interest Group Meeting

3:30 PM

Mappy Hour Expo Social

3:30 PM – 5:30 PM

📍 Halls A-D, Ground Level

Social Activity

Wednesday

6:30 AM

Morning Yoga

6:30 AM – 7:30 AM

📍 Marriott Marquis

Conference Activity

Esri 5K Fun Run/Walk

6:30 AM – 8:30 AM

📍 Embarcadero Boardwalk

Conference Activity

7:00 AM

Special Interest Group Meetings

7:00 AM – 8:00 AM

📍 Various

Special Interest Group Meeting

7:30 AM

Map Lounge

7:30 AM – 6:00 PM

📍 Sails Pavilion, Upper Level

Conference Activity

8:30 AM

Esri Kids Fair

8:30 AM – 5:00 PM

📍 Marriott Marquis

Conference Activity

Technical Sessions and User Presentations

8:30 AM – 5:00 PM

📍 Various

Breakout Session

9:00 AM

Expo

9:00 AM – 5:30 PM

📍 Halls A-D, Ground Level

Expo

11:30 AM

Special Interest Group Meetings

11:30 AM – 12:30 PM

📍 Various

Special Interest Group Meeting

3:30 PM

Family Night at the Esri UC Expo

3:30 PM – 5:30 PM

📍 Halls A-D, Ground Level

Conference Activity

Esri Awards Ceremony

3:30 PM – 5:30 PM

📍 Hall F, Ground Level

Conference Activity

Thursday

6:30 AM

Morning Yoga

6:30 AM – 7:30 AM

📍 Promenade Plaza, Hilton Bayfront

Conference Activity

7:00 AM

Special Interest Group Meetings

7:00 AM – 8:00 AM

📍 Various

Special Interest Group Meeting

7:30 AM

Map Lounge

7:30 AM – 5:30 PM

📍 Sails Pavilion, Upper Level

Conference Activity

8:30 AM

Esri Kids Fair

8:30 AM – 2:00 PM

📍 Marriott Marquis

Conference Activity

Technical Sessions and User Presentations

8:30 AM – 5:00 PM

📍 Various

Breakout Session

9:00 AM

Expo

9:00 AM – 4:00 PM

📍 Halls A-D, Ground Level

Expo

11:30 AM

Special Interest Group Meetings

11:30 AM – 12:30 PM

📍 Various

Special Interest Group Meeting

5:30 PM

Esri UC Party @ Balboa Park

5:30 PM – 9:00 PM

📍 Balboa Park

Friday

9:00 AM

Technical Sessions

9:00 AM – 10:00 AM

📍 Various

Breakout Session

10:30 AM

Closing Session

10:30 AM – 12:00 PM

📍 Hall F, Ground Level



Your stay

📍 Embassy Suites by Hilton San Diego Bay Downtown

📅 Sat, Jul 11 – Fri, Jul 17, 2026 (6 nights)

👤 1 room for 1 adult

[Edit stay](#)



Embassy Suites by Hilton San Diego Bay Downtown

601 Pacific Highway
San Diego, California 92101 USA 📍

[Hotel details](#)

2 Room Corner Suite - 1 King Bed - Bay View

[Change Room](#)

Non-refundable

[Change Rate](#)

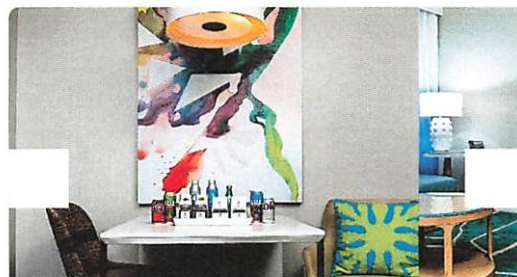
Customize Your Stay

Step 3 of 4

Select currency ⓘ

USD - US Dollar ▾

We found a better room for you!



1 / 11

2 Room Premium Suite- 1 King Bed - Cityview **+\$17**
per night

You deserve a little extra. Enjoy a room with added perks.


[View room details](#)

Special requests

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

Traveling with a service animal

The hotel staff cannot guarantee additional requests.

[Show optional services](#) 


Reservation summary

*Average price per night

Total room charges	\$3,186.72
2 Room Corner Suite - 1 King Bed - Bay View	6 nights x \$531.12*
Total fees	\$187.80
Total taxes	\$538.07
Total for stay	\$3,912.59

How can we help?

+1-888-728-3025

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[Partner Accommodations Terms](#) 

[Modern Slavery and Human Trafficking](#) 

[AdChoices](#) 

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FOR THE STAY

Your stay

Embassy Suites by Hilton San Diego Bay Downtown

Sat, Jul 11 – Fri, Jul 17, 2026 (6 nights)

1 room for 1 adult

[Edit stay](#)



Embassy Suites by Hilton San Diego Bay Downtown

601 Pacific Highway

San Diego, California 92101 USA

[Hotel details](#)

2 Room Corner Suite - 1 King Bed - Bay View

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+1-800-EMBASSY

[Global phone numbers](#) 

Help Center 

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🕒 Best Rate held for: 29:32

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Checkout

Midsized SUV

Nissan Rogue or similar

Unlimited miles Included

📍 San Diego - San Diego International Airport (SAN)

Jul 11 | 12:00 PM • Jul 17 | 12:00 PM



Driver details

<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	
<input type="text" value="Email address"/>	<input type="text" value="Country code +1"/>	<input type="text" value="Phone number"/>

By providing my phone number, I consent to receive automated calls and texts regarding important information about my transaction from Hertz.

Select your price

- Pay Now and Save**
 - Cancel for free in the next 24 hours
 - After 24 hours, cancellation and no-show fees apply

\$552.14
- Book Now and Pay Later**
 - Pay when you pick up your car
 - Free cancellation prior to pickup
 - No-show fees apply

\$735.36

[Cancellation and No-Show Policy](#)

Total

\$552.14

[Price Details](#)

\$552.14 Due Now

Payment details



Billing address

<input type="text" value="Street Address"/>		
<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="Zipcode"/>
<input type="text" value="Country United States"/>		

A valid credit card is required for all rentals, even those paid with a debit card. Debit cards are subject to restriction. Please see our Payment Card Policy within our Qualification and Requirements for full details.

Add company order or billing reference

Flight information (optional)



[What if my flight is delayed?](#)

Trip & Price Details

Price Passengers Seats Payment Confirmation

✈ Flight [Modify](#)

✈ Sat 7/11 # 1544 DAL → SAN 3 hr 0 min Nonstop [Choice](#)
4:20 PM 5:20 PM

Base fare 1 Passenger(s) \$537.68

Taxes and fees \$71.13

1 Passenger | Reserve your seats when booking

Flight total \$608.81

or from \$60/mo* with flexpay [Learn more](#)

✈ Fri 7/17 # 3582 SAN → DAL 3 hr 5 min Nonstop [Choice](#)
3:15 PM 8:20 PM

1 Passenger | Reserve your seats when booking

Helpful Information:

- All fares and fare ranges are subject to change until purchased and are per person for each way of travel.
- For more information regarding Cash + Points, visit [Southwest.com/rterms](https://southwest.com/rterms)

✈ Upgrade Flight

Upgrade to Choice Preferred



- ✓ NEW Choose a Preferred seat (or any Standard seat)¹⁵
- ✓ NEW Group 3-5 boarding¹⁶
- ✓ Refundable⁵
- ✓ Priority Lane and Express Lane¹²
- ✓ 10x Rapid Rewards[®] points per dollar³
- ✓ Free same-day change/standby (taxes and fees may apply)⁹
- ⓘ Checked bag fees may apply²

¹Please read the [fare rules](#) associated with this purchase.

Prices shown per passenger, per one-way.

Upgrade departing trip for \$80

Upgrade returning trip for \$80

Upgrade both for \$160

SUBTOTAL	\$537.68
TAXES & FEES	\$71.13
TRIP TOTAL	\$608.81


[Show price breakdown](#)


Not ready to buy yet? [Save this flight for later.](#)

By clicking 'Continue', you agree to accept the [fare rules](#) and want to continue with this purchase.

Add a Car Products not confirmed until purchase.

No worries, your flight will remain in your cart while you search for a car.

 Add a car



Book now. Pay later!
From \$501.89*/week in
San Diego

Taxes and fees excl. Trucks apply.

[Book now](#)

PICK-UP LOCATION San Diego, CA San Diego, CA - SAN	PICK-UP DATE 7/11 Sat, Jul 11, 2026	PICK-UP TIME 7:00 PM
RETURN LOCATION San Diego, CA San Diego, CA - SAN	RETURN DATE 7/17 Fri, Jul 17, 2026	RETURN TIME 2:00 PM
RENTAL COMPANY (Optional) No preference	VEHICLE SIZE (Optional) No preference	

[Search](#)

Not ready to buy yet? [Save this flight for later.](#)

[Log in for faster checkout](#)

[Continue](#)

By clicking 'Continue', you agree to accept the [fare rules](#) and want to continue with this purchase.

No-show policy

If you do not plan to travel on your flight, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited. [Learn more.](#)

Fare Benefits

Basic¹

Basic fares are non-refundable except as allowed by our 24-hour cancellation policy. Flight changes are allowed but require a fare upgrade. Customers may be eligible for a flight credit if canceled at least 10 minutes prior to the flight's original departure time.

Checked bag²

Bag fees apply to Basic, Choice, and Choice Preferred fares. Choice Extra fares and Rapid Rewards® A-List Preferred Members receive two free checked bags. A-List Members and Rapid Rewards Credit Cardmembers only receive their first checked bag for free. Checked bag benefits do not apply on flights booked with a partner carrier. Weight and size limits apply. Additional allowances, benefits, and/or exceptions may apply. [Learn more.](#)

Rapid Rewards® points³

Points can be earned from (a) Qualifying Flights (defined below) operated by Southwest®, or (b) qualifying purchases with our Rapid Rewards® partners. "Qualifying Flights" include flights operated by Southwest Airlines® and paid entirely with dollars, Southwest LUV Vouchers®, gift cards, or flight credits and those paid with Cash + Points. NOTE: With a Cash + Points booking, points are earned only on the portion of the base fare that is paid with dollars. Qualifying Flights exclude reward flights, charter flights, nonrevenue travel, and Companion Pass® travel. All Rapid Rewards rules and regulations apply and can be found at [Southwest.com/rterms.](#)

No cancel fees⁴

All fare types are eligible for cancellations without a fee. For roundtrip reservations, if one or both segments is booked with a Basic fare, cancellations are only permitted if either a) both segments are canceled or b) the Basic fare segment(s) is upgraded. Failure to cancel a reservation at least 10 minutes prior to original scheduled departure may result in forfeited travel funds.

Refundable⁵

As long as you cancel your reservation at least 10 minutes prior to the original scheduled departure of your flight, you're eligible to receive 100% of your ticket value as a refund to your original form of payment. A Southwest® flight credit from a previous reservation that is applied toward a Choice Extra or Choice Preferred fare will be refunded as a Transferable Flight Credit™. For travel booked with Rapid Rewards® points, if canceled, points will be returned to the Rapid Rewards account holder who booked the reservation. If you do not cancel, your funds will be refunded as a Transferable Flight Credit™. [Learn more.](#)

Transferable Flight Credit™⁶

To receive a flight credit, you must cancel your flight at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel, your points and funds may be forfeited. [Learn more.](#) A Transferable Flight Credit™ expires 12 months from the date the fare was booked and ticketed. A Transferable Flight Credit™ can be transferred between Rapid Rewards® Members. Only one transfer is permitted. For bookings made through a Southwest® Business channel, transfers are allowed only between employees within the organization.

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 : 4/16/2026
 TRAVELER'S NAME : Elizabeth Keoughan
 PURPOSE OF TRIP : Job Training
 DESTINATION CITY : San Diego, CA
 DEPARTURE DATE : 7/12/2026 RETURN DATE : 7/17/2026

TRAVEL COSTS		AMOUNT	Auditor Use Only
AIR FARE		\$ 608.81	\$
AUTO RENTAL		\$	\$
MILEAGE	MILES (AS OF 01/01/26) 84.4 X \$0.725 PER MILE **	\$ 61.19	\$
MEALS (ACTUAL) NOTE: If there is no overnight stay, meals are reimbursed through payroll!			
FULL DAY	# OF DAYS 4 X \$63 PER DAY	\$ 252.00	\$
PARTIAL DAY	# OF DAYS 2 X \$47.25 PER DAY	\$ 94.50	\$
HOTEL/MOTEL		\$ 3,912.59	\$
SEMINAR/TRAINING REGISTRATION FEE		\$	\$
MISCELLANEOUS (Taxi, parking, etc.)		\$	\$
LESS AMOUNTS ADVANCED (from Advancement Form)		\$ -	\$
TOTAL AMOUNT REQUESTED FOR REIMBURSEMENT		\$ 4,929.09	\$

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

DATE: _____

Signature of Traveler _____

****REQUIRED****
- #### - ##### -
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 : 4/16/2026
 TRAVELER'S NAME : Ashley Palmer
 PURPOSE OF TRIP : Job training
 DESTINATION CITY : San Diego, CA
 DEPARTURE DATE : 7/12/2026 RETURN DATE : 7/17/2026

TRAVEL COSTS		AMOUNT	Auditor Use Only
AIR FARE		\$ 608.81	\$
AUTO RENTAL		\$ 552.14	\$
MILEAGE	MILES (AS OF 01/01/26) 88 X \$0.725 PER MILE **	\$ 63.80	\$
MEALS (ACTUAL) NOTE: If there is no overnight stay, meals are reimbursed through payroll!			
FULL DAY	# OF DAYS 4 X \$63 PER DAY	\$ 252.00	\$
PARTIAL DAY	# OF DAYS 2 X \$47.25 PER DAY	\$ 94.50	\$
HOTEL/MOTEL		\$ 3,912.59	\$
SEMINAR/TRAINING REGISTRATION FEE		\$ 149.00	\$
MISCELLANEOUS (Taxi, parking, etc.)		\$	\$
LESS AMOUNTS ADVANCED (from Advancement Form)		\$ -	\$
TOTAL AMOUNT REQUESTED FOR REIMBURSEMENT		\$ 5,632.84	\$

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

DATE: _____

Signature of Traveler

****REQUIRED****
- #### - ##### - ##
 FUND DEPT OBJECT FUNC
ACCOUNT #