

Travel Approval Form

Department: Constable Precinct 1

Event Name: ALERRT 2026 Annual Conference

Location: Round Rock

Event Dates: 11/15/26-11/20/26

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

Name of Attendees:

Marshall Whitlock _____

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:



Student registration successful

X



Invoice #16330

DOWNLOAD

Conference	Dates
2026 ALERRT Conference	Nov 16 - 19, 2026

Registration Date
04-08-2026

Student	Course Name	Course Date	Status	Price
Marshall Whitlock				
<input checked="" type="checkbox"/>	Registration/Breakouts	Nov 16 - 19, 2026 - Full Day	Unpaid	\$275.00

Total \$275.00 Pending \$275.00	Payment Amount Selected	275.00
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PAYMENT OPTIONS

Checks can be made payable to **ALERRT Center at Texas State University** and sent to:

ALERRT Conference Registration
 601 University Drive
 San Marcos, TX 78666

CREDIT CARD

You may pay by credit card online at our secure Texas State University credit card web page. Once the purchase has been confirmed, you will receive an email to confirm payment, along with any pertinent course information.

For PO Payments, our W-9 can be viewed here

[CLICK HERE TO CONTINUE TO WEBSTORE TO PAY WITH CREDIT CARD >>](#)

ALERRT 2026

ANNUAL CONFERENCE

[Home](#) [Registration](#) [Info](#) [Speakers](#) [Vendors](#) [Contact](#)

2026 Attendee Registration Info

FEES

Early bird registration (April 8 - July 31) - \$275

If you registered before August 1st, but your invoice fee shows \$375, please contact help@alerrt.org to have your price adjusted to the early bird rate.

Registration (August 1 - November 19) - \$375

Training Certification Classes - \$150, \$250, or \$350 (These are optional, additional fees)

IMPORTANT INFORMATION

- There will be no refunds for paid registrations, nor will there be credit given for future conferences
- Payment does not need to be made during registration
- In lieu of refunds, swaps may be made for attendees



PAYMENT INFORMATION

Payments for the 2026 ALERRT Conference can be made in person during check-in or via money order, check, or purchase order and mailed to:

ALERRT Center at Texas State University
601 University Dr.
San Marcos, TX 78666

Please make checks payable to "Texas State University - ALERRT".

To ensure payment is properly submitted, please include an invoice number and/or student name.

For PO Payments, our W-9 can be viewed [here](#), or requested at help@alerrt.org.

Payments can be made via credit card online using the link on your invoice.

ADDITIONAL DETAILS

EARLY BIRD RATE You must register between April 8 - July 31 to receive the early bird rate. If you registered before August 1st, but your invoice fee shows \$375, please contact help@alerrt.org to have your price adjusted to the early bird rate.

MEALS Meals are not provided or included in the conference cost.

TRANSPORTATION Attendees are responsible for transportation to and from the conference center.



2026 SCHEDULE AT A GLANCE

SUNDAY, NOVEMBER 15

5:00 – 7:00pm – Pre-Conference Attendee Check-In

MONDAY, NOVEMBER 16

6:00 am – 5:00 pm – Conference Attendee Check-In

8:00 am – 5:00 pm – Offsite Training Certification Classes (*Paid Reserved Attendance*)

8:00 am – 12:00 pm – Onsite Training Certification Classes Part I (*Paid Reserved Attendance*)

12:00 pm – 1:00 pm Lunch Break

1:00 pm – 5:00 pm – Onsite Training Certification Classes Part II (*Paid Reserved Attendance*)

2:00 pm – 5:00 pm – Vendor Check-In and Setup

5:00-7:00pm – Welcome Reception for Attendees & Vendors

TUESDAY, NOVEMBER 17

7:00 am – 5:00 pm – Conference Attendee Check-In

7:00 am – 8:00 am – Vendor Check-In and Setup cont.

8:00 am – 5:00 pm – Vendor Show

8:30 am – 10:00 am – Opening Ceremonies

10:00 am – 11:00 am – Exhibitor Networking Break

11:00 am – 1:00 pm – Lunch Break

1:00 pm – 4:00 pm – Keynote & Closing Remarks

WEDNESDAY, NOVEMBER 18

7:00 am – 5:00 pm – Conference Attendee Check-In

8:00 am – 5:00 pm – Vendor Show

8:00 am – 10:00 am – Session I

10:00 am – 10:30 am – Break

10:30 am – 12:30 pm – Session II

12:30 am – 2:00 pm – Lunch Break

2:00 pm – 4:00 pm – Session III

4:15 pm – Raffle (in Vendor Show)

6:00 pm – 9:00 pm – Networking Event

THURSDAY, NOVEMBER 19

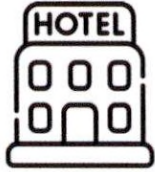
8:00 am – 10:00 am – Session I

10:00 am – 10:30 am – Break

10:30 am – 12:30 pm – Session II

12:30 am – 2:00 pm – Lunch Break

2:00 pm – 4:00 pm – Session III



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 04/07/2026

DEPARTMENT: Constable Precinct 1

PERSON SENDING REQUEST: Julie Cordell EXT: 3751

Person (s) Name Attending:

1. Marshall Whitlock
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: ALERRT 2026 ANNUAL CONFERENCE

Hotel Name: TX Kalahari Resorts and Conventions		
Hotel Address: 3001 Kalahari Blvd		
City: Round Rock	State: TX	Zip: 78665
Hotel Phone# 877 525-2427		
Special Requirements: none		
Conference Hotel Block Code: 2026 ALERRT CONFERENCE		
Conference/Training Website: https://www.alerrtconference.org/attendee-registration		
How many rooms needed: 1		
Date of Check In: 11/15/26		Date of Check Out: 11/20/26

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.

Julie Cordell

From: Kalahari Resort and Convention Center - Round Rock <info@cvent.com>
Sent: Tuesday, April 7, 2026 1:40 PM
To: Purchasing
Subject: Kalahari Resort and Convention Center - Round Rock Reservation Confirmation

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



**2026 ALERRT Conference ~ Nov 15, 2026 - Nov 20, 2026 ~ TX Kalahari
Resorts and Conventions**

Dear Marshall Whitlock,

We are pleased to we have received your information for your reservation at the TX Kalahari Resorts and Conventions. Our team is looking forward to your arrival as part of the 2026 ALERRT Conference. Please note, your reservation confirmation email will be sent within the next 48 hours.

Should your travel plans change and you need to make changes to your reservations, please [click here](#) or call 1-877-525-2427.

We look forward to welcoming you to the TX Kalahari Resorts and Conventions.

- The Staff of the TX Kalahari Resorts and Conventions

Reservation Details

Online Confirmation:	U3NM8I9Y				
Date Booked:	Apr 7, 2026				
Reservation Name:	Marshall Whitlock				
Arrival Date:	Nov 15, 2026				
Departure Date:	Nov 20, 2026				
Room Type:	Double Queen Sofa				
Number of Rooms:	1				
Number of Guests:	1				
Night by Night Rate:	Date	Guests	Status	Rate	
	Nov 15, 2026	1	Confirmed	135.00	
	Nov 16, 2026	1	Confirmed	135.00	
	Nov 17, 2026	1	Confirmed	135.00	
	Nov 18, 2026	1	Confirmed	135.00	
	Nov 19, 2026	1	Confirmed	135.00	
	Additional Guest Rate				
	Second Guest	0.00			
	Third Guest	0.00			
	Fourth Guest	0.00			
Fifth Guest	50.00				
Total Charge:	675.00				
Tax Disclosure:	Please note the following taxes are not included into rates:				
	<ul style="list-style-type: none"> • 6% State Tax Per Night. • 9% City Tax Per Night. 				
Add-Ons:					
Cancel Policy:	Reservations canceled 72 hours or more prior to the date of arrival receive a refund of the deposit, minus a \$30 cancellation fee. Reservations canceled within 72 hours of the date of arrival forfeit the entire deposit of the first night's room and tax.				

JOHNSON COUNTY TRAVEL ADVANCE FORM

**This form to be used only to request advancement of Meals.*

RECEIPT AGAINST APPROVED PURCHASE ORDER

PLEASE TYPE OR PRINT THE FOLLOWING:

TODAY'S DATE : 4/7/2026
 TRAVELER'S NAME : Marshall Whitlock
 PURPOSE OF TRIP : Training
 DESTINATION CITY : Round Rock TX
 DEPARTURE DATE : 11/15/2026 EXPECTED RETURN DATE : 11/20/2026

TRAVEL COSTS TO BE ADVANCED				AMOUNT	Auditor Use Only
<i>NOTE: If there will be no overnight stay, meals will not be advanced. Meals for same-day travel will be reimbursed to the traveler as a part of their payroll check in the first payroll period following the submission of an approved reimbursement form.</i>					
MEALS (EXPECTED)					
FULL DAY	# OF DAYS	(AS OF 10/01/24)			
	4 X	\$63 PER DAY		\$ 252.00	\$
FIRST/LAST DAY	# OF DAYS				
	2 X	\$47.25 EACH		\$ 94.50	\$
TOTAL AMOUNT REQUESTED FOR ADVANCEMENT				\$ 346.50	\$

I have reviewed the County's Travel Policy, and I understand this advance is to be used only for meal expenses related to the above-approved travel and I will submit a properly completed **TRAVEL REIMBURSEMENT FORM** within 10 days of my return. I understand that failure to complete the travel reimbursement form in a timely manner will result in taxes being withheld on the amount advanced in accordance with IRS regulations. I also certify that, financially, I will be unable to make this trip without the requested advance.

M. Whitlock / M. Whitlock
 Signature of Traveler

DATE: 4/7/2026

CERTIFICATION OF OFFICIAL OR DEPARTMENT HEAD: "I certify that the above named employee received proper authorization for official county travel. I have examined the request and approve the same for payment."

Mattie
 Signature of Elected Official/Department Head

DATE: 4/7/2026

****REQUIRED****

0100 - 5500 - 54100 - LE
 FUND DEPT OBJECT FUNC
 ACCOUNT #