

Travel Approval Form

Department: District Clerk

Event Name: County and District Clerks' Association of Texas Annual Conference

Location: South Padre Island, TX

Event Dates: June 14-18, 2026

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

Name of Attendees:

Will Keeton _____

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 ****

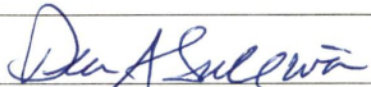
Overnight Travel

- 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:



Order Confirmation

Texas Association of Counties
P.O. Box 2131 Austin, Texas 78768

Order Number 287136
Order Date 4/14/2026
Bill To Ms. Marya Garren
Payment Method You will be billed for the balance due - Purchase Order Number .
Ship To Ms. Marya Garren
 Po Box 495
 Cleburne,TX 76033

Item	Quantity	Price	Total
131st Annual County & District Clerks Association Conference - Mr. Will F. Keeton, District Clerk Elect When: 6/14/2026 - 6/18/2026 Where: South Padre Island Convention Centre 7355 Padre Blvd South Padre Island, TX 78597 United States Registration Option: Registration	1	275.00	275.00
			6/14/2026 12:00 PM
	Item Total		275.00
	TRANSACTION GRAND TOTAL		275.00

Sunday, June 14

Monday, June 15

Tuesday, June 16

Wednesday, June 17

Thursday, June 18

Viewing All Tracks

∨ Noon - 5 p.m.: Registration and Information Desk Open

∨ 1 - 5 p.m.: Exhibits Setup

∨ 6:30 - 7:30 p.m.: Welcome Reception

Sunday, June 14

Monday, June 15

Tuesday, June 16

Wednesday, June 17

Thursday, June 18

Viewing All Tracks

∨ 8 a.m. - 5 p.m.: Registration and Information Desk Open

∨ 9 - 10 a.m.: Opening Activities

∨ 10 - 10:30 a.m.: Refreshment Break With Vendors

∨ 10:30 - 11:30 a.m.: Business Session

∨ 11:30 a.m. - 1 p.m.: Lunch on Your Own

∨ 1 - 2:30 p.m.: Keynote Speaker

∨ 2:30 - 3 p.m.: Refreshment Break With Vendors

∨ 3 - 4:30 p.m.: Stop Fraud: How to Recognize a Fake ID

∨ 7 - 10 p.m.: President's Reception and Clerk of the Year

Sunday, June 14

Monday, June 15

Tuesday, June 16

Wednesday, June 17

Thursday, June 18

Viewing All Tracks

- ✓ **8 a.m. - 5 p.m.: Registration and Information Desk Open**
- ✓ **9 - 10:30 a.m.: Bond Forfeitures & NISI**
- ✓ **10:30 - 11 a.m.: Refreshment Break With Vendors**
- ✓ **11 a.m. - noon: Appealing Cases to a Court of Appeals**
- ✓ **Noon - 1:30 p.m.: Lunch on Your Own**
- ✓ **1:30 - 2:30 p.m.: OCA "Where are We Now"**
- ✓ **2:30 - 3 p.m.: Refreshment Break With Vendors**
- ✓ **3 - 4 p.m.: Registry Escheating**

Sunday, June 14

Monday, June 15

Tuesday, June 16

Wednesday, June 17

Thursday, June 18

Viewing All Tracks

- ✓ **8 a.m. - noon: Registration and Information Desk Open**
- ✓ **9 - 10:30 a.m.: Affidavit of Inability to Pay Costs and How to Contest**
- ✓ **10:30 - 11 a.m.: Refreshment Break With Vendors**
- ✓ **11 a.m. - noon: CJIS NICS**
- ✓ **Noon - 6:30 p.m.: Lunch and Afternoon on Your Own**
- ✓ **6:30 p.m. - midnight: Evening Business**

Sunday, June 14

Monday, June 15

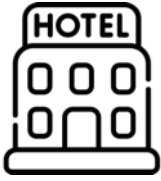
Tuesday, June 16

Wednesday, June 17

Thursday, June 18

Viewing All Tracks

- ✓ **8 - 11:30 a.m.: Registration and Information Desk Open**
- ✓ **9 - 10 a.m.: Retention Schedules**
- ✓ **10 - 11 a.m.: Kahoot**
- ✓ **11:30 a.m. - noon: Drawing of Prizes and Closing Remarks**
- ✓ **Noon - 5 p.m.: New Full Board of Directors Meeting**



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 04/14/2026

DEPARTMENT: District Clerk

PERSON SENDING REQUEST: Marya Garren EXT: 1173

Person (s) Name Attending:

1. Will F. Keeton
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: County & District Clerks' Association Annual Conference

Hotel Name: Holiday Inn Express & Suites South Padre Island
Hotel Address: 6502 Padre Blvd
City: South Padre Island State: TX Zip: 78597
Hotel Phone# 956-731-8844
Special Requirements:
Conference Hotel Block Code: MUST CALL FOR RESERVATIONS - CDCAT BLOCK
Conference/Training Website: www.county.org/education-and-events/calendar-of-events/
How many rooms needed: 1
Date of Check In: 6/14/26 Date of Check Out: 6/20/26

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.

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 : 4/14/2026
 TRAVELER'S NAME : WILL F. KEETON
 PURPOSE OF TRIP : CDCAT ANNUAL CONFERENCE
 DESTINATION CITY : SOUTH PADRE ISLAND, TX
 DEPARTURE DATE : 6/14/2026 RETURN DATE : 6/21/2026

TRAVEL COSTS		AMOUNT	Auditor Use Only
AIR FARE			\$
AUTO RENTAL			\$
MILEAGE	MILES (AS OF 01/01/26) 1072 X \$0.725 PER MILE **	\$ 777.20	\$
MEALS (ACTUAL) NOTE: If there is no overnight stay, meals are reimbursed through payroll!			
FULL DAY	# OF DAYS 3 X \$63 PER DAY	\$ 189.00	\$
PARTIAL DAY	# OF DAYS 2 X \$47.25 PER DAY	\$ 94.50	\$
HOTEL/MOTEL			\$
SEMINAR/TRAINING REGISTRATION FEE			\$
MISCELLANEOUS (Taxi, parking, etc.)			\$
LESS AMOUNTS ADVANCED (from Advancement Form)		\$ -	\$
TOTAL AMOUNT REQUESTED FOR REIMBURSEMENT		\$ 1,060.70	\$

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

Signature of Traveler _____

DATE: 4/14/2026 _____

****REQUIRED****

0100 - 4500 - 54100 - AJ
 FUND DEPT OBJECT FUNC
ACCOUNT #