

Travel Approval Form

Department: Information Technology

Event Name: 2026 SCAUG Conference

Location: Corpus Christi, TX

Event Dates: 05/4/2026-5/7/2026

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

Maranda Layland

From: Ashley Palmer
Sent: Wednesday, March 25, 2026 12:19 PM
To: Maranda Layland
Subject: FW: Official SCAUG Invoice 14281

Here is my registration invoice. I'll forward Elizabeth's next.

Ashley Palmer

911 Address Coordinator | GIS Manager
Johnson County, IT Department
2 N Mill St, Suite 212, Cleburne, TX 76033
Direct: 817.202.4192

From: SCAUG <scaug@wildapricot.org>
Sent: Wednesday, March 25, 2026 12:09 PM
To: Ashley Palmer <apalmer@johnsoncountytexas.org>
Subject: Official SCAUG Invoice 14281

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



[View invoice online](#)

SCAUG
Event registration

Invoice number: 14281
Issued: 25 Mar 2026

Bill to:
Ashley Palmer
apalmer@johnsoncountytexas.org
Johnson County

Please remit payment for the following:

Item	Amount
------	--------

Registration for "36th Annual SCAUG Conference -2026 Corpus Christi, TX" (04 May 2026 - 07 May 2026, 900 N. Shoreline Blvd, Corpus Christi, TX 78401), Early Full Registration for Conference \$425.00

Total: \$425.00

Balance Due: \$425.00

Payment Instructions:

If paying by check or P.O. return a copy of invoice with your payment to:

SCAUG
c/o James Allen
PO Box 96
Ardmore, OK 73402

Should you have additional questions contact:

SCAUG - Treasurer

Email: treasurer@scaug.org

[View invoice online](#)

Maranda Layland

From: Maranda Layland
Sent: Thursday, March 26, 2026 12:20 PM
To: Maranda Layland
Subject: FW: Official SCAUG Invoice 14282

From: SCAUG <scaug@wildapricot.org>
Sent: Wednesday, March 25, 2026 12:11 PM
To: Ashley Palmer <apalmer@johnsoncountytexas.org>
Subject: Official SCAUG Invoice 14282

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



OFFICIAL INVOICE

South Central Arc User Group

[View invoice online](#)

SCAUG
Event registration (Elizabeth Keoughan)

Invoice number: 14282
Issued: 25 Mar 2026

Bill to:
Ashley Palmer
apalmer@johnsoncountytexas.org
Johnson County

Please remit payment for the following:

Item	Amount
Registration for "36th Annual SCAUG Conference -2026 Corpus Christi, TX" (04 May 2026 - 07 May 2026, 900 N. Shoreline Blvd, Corpus Christi, TX 78401), Early Full Registration for Conference	\$425.00

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Ardmore, OK 73402

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SCAUG - Treasurer
Email: treasurer@scaug.org

[View invoice online](#)

Become a Member

Contact Sign Up

[Membership Fees increased to \\$75 on January 1, 2026.](#)



GENERAL AGENDA



MONDAY, MAY 4th, 2026

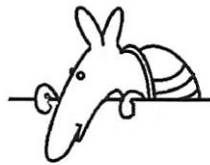
PRE CONFERENCE WORKSHOPS

Must Register Separately for these Items

Click [Here](#) for Workshop Descriptions

	Aransas	Laguna Madre	Copano
Morning			
8AM - 12PM	<p>Esri Training - Instructor</p> <p>Create Dynamic Analytics with ArcGIS Dashboards</p> <p>\$ 150</p>	<p>ESRI Training- Instructor</p> <p>Intro to ArcGIS Arcade- Custom Visualization (FULL DAY)</p> <p>\$ 300</p>	<p>AllTerra</p> <p>Precision in the Field: Advanced Workflows with ArcGIS FieldMaps & Trimble GNSS</p> <p>\$150</p>
Afternoon			
1PM - 5PM	<p>Esri Training - Instructor</p>	<p>ESRI Training- Instructor</p> <p>Intro to ArcGIS Arcade - Custom Visualization</p>	<p>Bowman</p>

	Unlocking Insights: Exploring GeoAI in ArcGIS \$ 150	(FULL DAY) \$ 300	Asset Management Made Easy through Survey123 and PACK \$ 150
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TUESDAY, MAY 5, 2026

PRE CONFERENCE WORKSHOPS

Must Register Separately for these Items

Click [Here](#) for Workshop Descriptions

	Aransas	Laguna Madre	Copano
Morning			
8AM - 12PM	Esri Training - Instructor Migrating to Experience Builder \$ 150	New Edge Services Enterprise Configuration \$ 150	DATA MARK Routing the Future: GIS in NG9-1-1 \$ 150
Afternoon			
1PM - 5PM	Esri Training - Instructor Widgets, Widgets, Widgets in ArcGIS Experience Builder \$ 150	New Edge Services Enterprise Configuration \$ 150	City of Lawton- Kristi Shannon Introduction to Mapping with ArcGIS Pro \$ 150

5:00 PM - 8:00 PM Meet & Greet & Exhibitor Social in the Hotel Atrium

(Light refreshments until 6 PM; cash bar open until 8 PM)



WEDNESDAY, MAY 6, 2026

Conference Opening Session

Click [Here](#) For Presentation Descriptions

7:30 AM- 9:00 AM	REGISTRATION (FOYER)	Coffee/Pastries (Corpus Christi Ballroom)		
9:00 AM- 10:45 AM	OPENING SESSION Corpus Christi Ballroom	<p><i>Welcome</i></p> <ul style="list-style-type: none"> <i>Conference Committees</i> <i>Conference Agenda</i> <i>Contributor</i> <i>Contributions</i> <i>Founders & Award</i> <i>Winners</i> <i>Scholarship Winners</i> <i>2026 SCAUG Officer</i> <i>Introductions</i> 		
10:45 AM- 11:30 PM	KEYNOTE ADDRESS Corpus Christi Ballroom	<p><i>Rick Smith, Ph.D., GISP, SIT</i></p> <p><i>Conrad Blucher Institute for Surveying & Science Executive Director</i></p>		
12:00 PM- 1:00 PM		CATERED LUNCH - Corpus Christi Ballroom		

SESSIONS	Track 1 Esri Tech Sessions- Aransas	Track 2 - Laguna Madre	Track 3 - Copano	Matagorda
1:00 PM- 1:30 PM	<p>Creating Accessible Web Apps with ArcGIS</p> <p>Esri -</p>	<p>Beyond the Floodplain: A Consequence-Based View of Flood Risk in North Texas</p> <p>Katy Overbey, GISP, CFM & Samuel Amoako-Atta, GISP, CFM- Halff Associates</p>	<p>Exhibitor Showcase</p> <p>What can you do with GPS in 2026? The bleeding edge of mobile data collection</p> <p>Christopher Zuniga - Bad Elf</p>	
1:40 PM- 2:10 PM	<p>ArcGIS Field Apps: Best Practices for Field Workflows</p> <p>Esri -</p>	<p>Building a Secure Public-Facing GIS Service Health Dashboard for Municipal Infrastructure</p> <p>Antonio Williams & Juan-Carlos Torres - City of Carrollton</p>	<p>Exhibitor Showcase</p> <p>Providing ROI to Council: How Geospatial Fleet Data Turns Operational Metrics into Public Accountability</p> <p>Mark Bowden - Argos Consulting</p>	
2:20 PM- 2:50 PM	<p>ArcGIS AI Assistants: Foundations and Capabilities</p> <p>Esri -</p>	<p>The Creation of Texas' First Countywide Fire Department</p> <p>Christine Fox - Denton County</p>	<p>Walkability in Indian Country</p> <p>Pamela Skraastad-Jurney Cross Timbers Consulting, LLC</p>	
3:00 PM- 3:30 PM	<p>EXHIBITOR BREAK Corpus Christi Ballroom</p>	<p>EXHIBITOR BREAK Corpus Christi Ballroom</p>	<p>EXHIBITOR BREAK Corpus Christi Ballroom</p>	
3:40 PM- 4:10 PM	<p>Your Modern GIS: Automating</p>	<p>NG 911 and GIS from Past to Present: How does it all fit together</p>	<p>Innovating the GIS Pipeline: Programs That Work for Student and Employers</p>	

	Imagery Analysis with AI Esri -	James Allen & Shelly Dragg - Carter County	J. Scott Sires & Victory Dan-Dukor - Dallas College	
4:20 PM-4:50 PM	Building Real-Time Situational Awareness with ArcGIS Esri-	Breaking up with ArcMap: A Story on Modernizing the Address Data Management System Antonio Williams - City of Carrollton	Pedals & Platforms: A Spatial Look at Bike and Subway Access Johnny McGlone - STV	
5:00 PM-8:00 PM		Dinner on your own SOCIAL TBA		



THURSDAY, MAY 7, 2026

Click [Here](#) For Presentation Descriptions

8:00 AM - 9:00 AM	REGISTRATION (FOYER)	Coffee/Pastries (Corpus Christi Ballroom)		
SESSIONS	Track 1 - Aransas	Track 2 - Laguna Madre	Track 3 - Copano	Matagorda
9:00 AM - 9:30 AM	From Launch to Enterprise: Scaling a Municipal ArcGIS Enterprise Portal	Auditing GIS Data: A Practical Toolkit for Finding Hidden Problems	From Orthos to Intelligence: Scaling Land Use/Land Cover	

	Hayden Hunt- City of Oklahoma City	Neil Rose - City of New Braunfels	Mapping with the help of AI Heather Geyer- Fugro	
9:40 AM - 10:10 AM	Making Enterprise GIS Work: A Framework for Enterprise- Scale Geospatial Success Richard M. Osuamkpe- City of Midland, TX	Exhibitor Showcase Optimizing Infrastructure Decisions for Sustainable Growth Brent Wilson- Woolpert	The Golden Age of SAR: Advanced InSAR Applications for Texas & Beyond Danielle Smilovsky, PhD - Conrad Blucher Institute	
10:10 AM- 10:40 AM	EXHIBITOR BREAK Corpus Christi Ballroom	EXHIBITOR BREAK Corpus Christi Ballroom	EXHIBITOR BREAK Corpus Christi Ballroom	
10:40 AM- 11:10 AM	From Data Silos to a Regional GIS Portal: Developing SWODA's Interactive Data Hub Daniela Spade, PhD - OU Center for Spatial Analysis	Not Ready for Utility Network? How the Trace Network Can Keep Your Agency Moving Forward Neither Perkins - WSB	Leveraging GIS to Consolidate and Communicate Water Resource Needs Identified during the Cherokee Nation Drought Resiliency Study Willard Gustafson - Freese and Nichols Inc	
11:20 AM- 11:50 AM	Building a Sustainable GIS Program in San Patricio County Nate Lickteig- Blue Raster & Colton Landgrebe - San Patricio County	Building Accurate Underground Utility Networks Victoria Huerta- Jones & Nathan Jones - AGS Group, LLC	SCAUG and YOU Garri Grossi - SCUAG North Texas Representative	
12:00 PM- 1:00 PM		CATERED LUNCH - Corpus Christi Ballroom		
1:00 PM - 1:30 PM	TxDOT ROWs Synergistic GIS Workflow	Legends of the Tri-Force: Using StoryMaps, Field Maps and Survey123 for	So You Think You Know What a Digital Twin is...	

	Carol Valdez- Texas Department of Transportation	Asset/ Project Management Patrick R. Gray- City of McAllen	Jason Nyberg - NV5 Geospatial
1:40 PM - 2:10 PM	ConstructGIS Manager: Managing Utility Construction Using ArcGIS and Power Apps Tracey Foster Milton, GISP - Waggoner Engineering	Public Safety Improvement Plan for Historic Downtown Grapevine Events Betsi Chatham - City of Grapevine	Super- Resolution Enhanced Monocular Depth Estimation for Urban Surface Modeling from PlanetScope Imagery Jose A. Pilartes- Congo Texas A&M University- Corpus Christi
2:20 PM - 2:50 PM	Exhibitor Showcase Beyond the Blueprint- Transforming Plan Review with Embedded GIS Lauren Galvis - Avolve	A GIS Approach to Manage Capital Improvement Projects Sergio Castro, GISP - City of Edinburg	Bridging the Digital Divide Matt Hiland - Sanborn Geospatial
3:00 PM - 4:00 PM	<i>CLOSING SESSION / DOOR PRIZES</i>	<i>Corpus Christi Ballroom</i>	
CLOSE	<i>EXHIBIT TAKEDOWN</i>	<i>HAVE A SAFE TRIP HOME!</i>	

SCAUG is a not for profit organization dedicated to benefit users of ESRI's geographic information software |

Founded in 1990 | © SCAUG 2019 |

HOTEL INFO GALLERY MAP 360° TOUR



SCAUG

EVENT DATES

May 03, 2026 - May 08, 2026

BOOK BY

Apr 10, 2026

EXTENDED STAY AVAILABILITY

Arrive May 4

Leave May 6

[BOOK THIS EVENT](#)

All reservations must be guaranteed by a valid credit card at the time of booking.

\$ 10 Overnight Self-Parking +tax per day/vehicle

\$ 40 Overnight Valet-Parking +tax per day/vehicle

Oversize Vehicle Parking: Complimentary for hotel guests in the lot across the street (behind the Enterprise Rental lot), limited spaces available.

MAKE A RESERVATION

BOOKING DETAILS

CANCELLATION

Cancel by 12 noon, Three days prior to arrival or forfeit one night room and tax.

GUARANTEE & DEPOSIT POLICY

A deposit is not required

TAXES & FEES

Taxes in addition to rate

9% City Occupancy Tax

6% State Occupancy Tax

Fees in addition to rate

-Corpus Christi Tourism PID Reimbursement Fee 2%

-Texas Recovery Fee (TXRF) 1.5%, plus...

2% TXRF Corpus Christi Tourism PID Reimbursement Fee

9% TXRF City Occupancy Tax

6% TXRF State Occupancy Tax

DEBIT CARD PAYMENT POLICY

The use of a debit card will initiate, at the time of check-in, an immediate deduction from your bank account for your room rate, inclusive of tax, for all room nights plus \$100 per night for incidentals.

Upon check-out, any unused funds will be credited back to your account. Based upon the business rules of your bank, it may take 72 hours or longer for your bank to process this back to your account.

We accept a maximum of three reservations under one name and credit card. Separate names and credit cards are required for anything more than three reservations. The hotel will not accept personal checks as form of payment for room and tax.

.....

Arrive May 4



Leave May 6

BOOK THIS EVENT

Mon, May 04

1 Night Minimum Length Of Stay

1 Adult

0 Children

FIND DATES

More Dates

Sun 03 May

\$169

Event Dates

Mon 04 May

\$169

Event Dates

Tue 05 May

\$169

Event Dates

Wed 06 May

\$169

Event Dates

Thur 07 May

\$169

Event Dates

Fri 08 May

Arrive May 4



Leave May 6

BOOK THIS EVENT

Sun 10 May

\$169

900 North Shoreline Dr. Corpus Christi, Texas. 78401

Phone: 361-887-1600

More Contact Options

Gift Cards

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SELECT GUEST LOYALTY PROGRAM

Earn free nights and enjoy a complimentary welcome drink and Wi-Fi starting on your first stay. **Join for Free**

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For reservation inquiries, please call 888-444-6664 for assistance.

If using a screen reader and having problems with this website, please call 866-703-8446 for assistance.



Arrive May 4

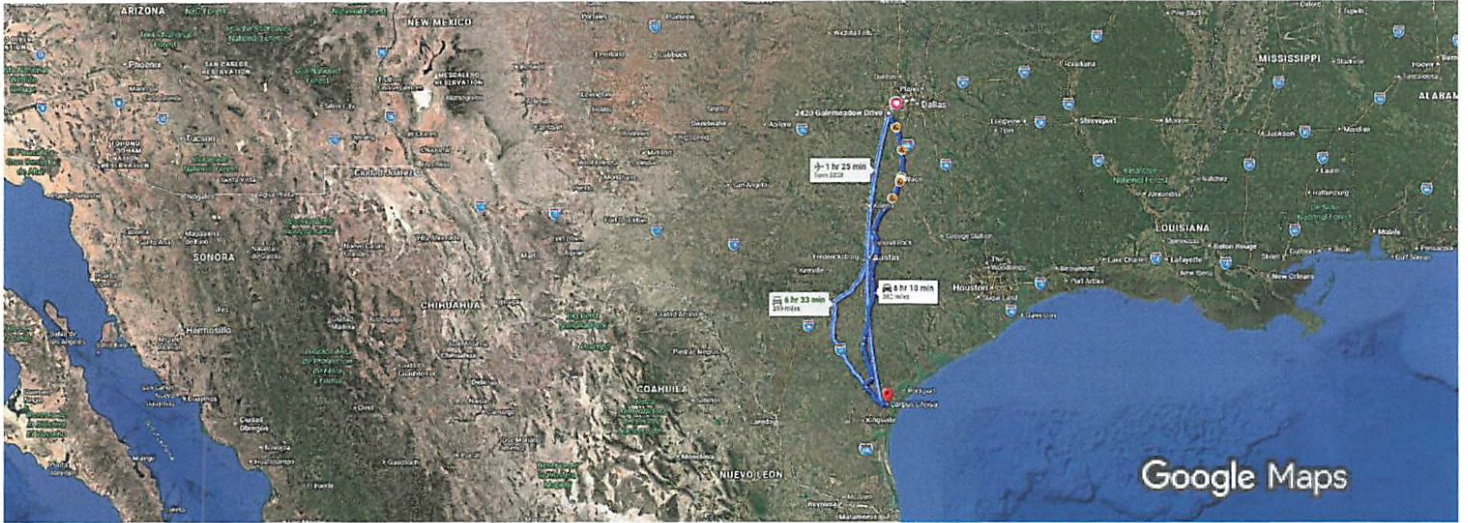
Leave May 6

BOOK THIS EVENT

2420 Galemeadow Dr, Fort Worth, TX Drive 382 miles, 6 hr 10 min
76123 to Omni Corpus Christi Hotel, 900 N Shoreline Blvd, Corpus Christi, TX 78401



For Ashley P



Imagery ©2026 NASA, Map data ©2026 Google, INEGI 50 mi

2420 Galemeadow Dr
Fort Worth, TX 76123

This route has tolls.

Get on I-35W S from Crowley Rd and W Risinger Rd

10 min (4.4 mi)

- ↑ 1. Head toward Galemeadows Ct
466 ft
- ↪ 2. Turn right onto Hawkwood Trail
0.4 mi
- ↪ 3. Turn right onto Sycamore School Rd
0.5 mi
- ↪ 4. Turn right onto Crowley Rd
1.5 mi
- ↶ 5. Turn left toward W Risinger Rd
482 ft
- ↑ 6. Continue onto W Risinger Rd
1.5 mi
- ↪ 7. Turn right onto South Fwy
0.1 mi
- ⤴ 8. Use the left lane to take the ramp onto I-35W S
0.2 mi

Follow I-35W S, I-35 S and TX-130 S to US-183 S/N
Colorado St in Lockhart. Take exit 470 from TX-130 S

- ↑
 9. Merge onto I-35W S 2 hr 51 min (205 mi)

41.7 mi
- ↑
 10. Continue onto I-35 S 34.3 mi

43.3 mi
- ↶
 11. Keep left to stay on I-35 S 43.3 mi

26.5 mi
- ↶
 12. Keep left to stay on I-35 S, follow signs for Austin 26.5 mi

2.1 mi
- ↷
 13. Use the right 2 lanes to take exit 265 toward Austin 2.1 mi

▲ Toll road

57.2 mi
- ↑
 14. Continue onto TX-130 S 57.2 mi

▲ Toll road

0.2 mi
- ↷
 15. Take exit 470 to merge onto US-183 S/N Colorado St 0.2 mi

0.2 mi

Get on I-37 S in Mathis from TX-80 S and US-181 S

2 hr 18 min (136 mi)

- ↑
 16. Merge onto US-183 S/N Colorado St 16.9 mi

i Continue to follow US-183 S
i Pass by Subway (on the left in 2.5 mi)

54.3 mi
- ↑
 17. Continue onto TX-80 S/S Magnolia Ave 54.3 mi

i Continue to follow TX-80 S
i Pass by Dollar General (on the right in 0.2 mi)

7.7 mi
- ↶
 18. Slight left onto FM792 S 7.7 mi

0.9 mi
- ↷
 19. Turn right onto FM719 W 0.9 mi

43.1 mi
- ↶
 20. Turn left onto US-181 S/N Sunset Strip St 43.1 mi

i Continue to follow US-181 S

12.5 mi
- ↷
 21. Turn right onto TX-359 W 12.5 mi

0.6 mi
- ↶
 22. Turn left 0.6 mi

0.1 mi
- ↑
 23. Slight left to merge onto I-37 S 0.1 mi

0.1 mi

Follow I-37 S to IH 37 in Corpus Christi. Exit from I-37 S

↑ 24. Merge onto I-37 S 31 min (35.8 mi)

35.5 mi

25. Use the right lane to take the exit toward IH 37

0.3 mi

Continue on IH 37. Drive to N Shoreline Blvd

1 min (0.3 mi)

↑ 26. Continue onto IH 37

0.2 mi

↪ 27. Use the right lane to turn right onto N Shoreline Blvd

i Destination will be on the right

0.1 mi

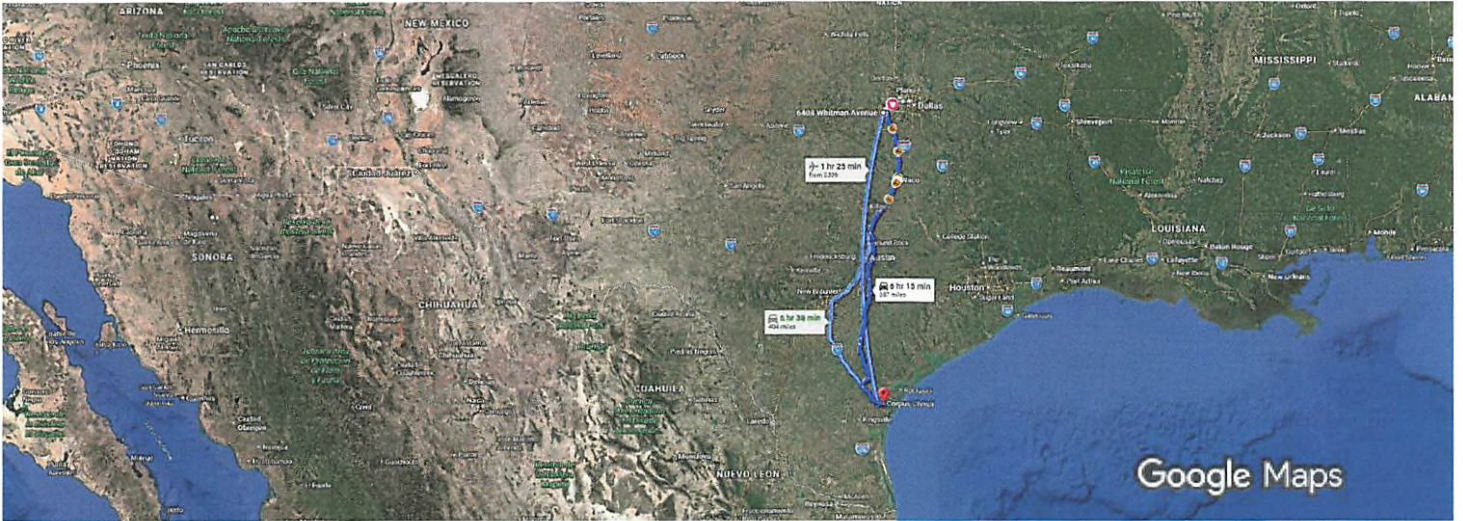
Omni Corpus Christi Hotel

900 N Shoreline Blvd, Corpus Christi, TX 78401

6408 Whitman Ave, Fort Worth, TX Drive 387 miles, 6 hr 15 min
76133 to Omni Corpus Christi Hotel, 900 N Shoreline Blvd, Corpus Christi, TX 78401



For Elizabeth K



Imagery ©2026 NASA, Map data ©2026 Google, INEGI 50 mi

6408 Whitman Ave
Fort Worth, TX 76133

This route has tolls.

Get on I-20 E from Trail Lake Dr

7 min (2.6 mi)

- ↑ 1. Head toward Washer Ave
0.3 mi
- ↶ 2. Turn left at the 2nd cross street onto S Hulen St
0.2 mi
- ↷ 3. Turn right onto Trail Lake Dr
1.5 mi
- ↶ 4. Use the right lane to turn left to stay on Trail Lake Dr
0.2 mi
- Pass by Starbucks Coffee Company (on the left in 0.2 mi)
- ↷ 5. Turn right onto SW Loop 820
0.1 mi
- ⬆ 6. Use the left lane to take the ramp onto I-20 E
0.3 mi

Follow I-35W S, I-35 S and TX-130 S to US-183 S/N
Colorado St in Lockhart. Take exit 470 from TX-130 S

2 hr 58 min (212 mi)

- 7. Merge onto I-20 E

2.2 mi
- 8. Use the right 2 lanes to take exit 437 to merge onto I-35W S toward Waco

46.1 mi
- 9. Continue onto I-35 S

34.3 mi
- 10. Keep left to stay on I-35 S

43.3 mi
- 11. Keep left to stay on I-35 S, follow signs for Austin

26.5 mi
- 12. Use the right 2 lanes to take exit 265 toward Austin
▲ Toll road

2.1 mi
- 13. Continue onto TX-130 S
▲ Toll road

57.2 mi
- 14. Take exit 470 to merge onto US-183 S/N Colorado St

0.2 mi

Get on I-37 S in Mathis from TX-80 S and US-181 S

2 hr 18 min (136 mi)

- 15. Merge onto US-183 S/N Colorado St
i Continue to follow US-183 S
i Pass by Subway (on the left in 2.5 mi)

16.9 mi
- 16. Continue onto TX-80 S/S Magnolia Ave
i Continue to follow TX-80 S
i Pass by Dollar General (on the right in 0.2 mi)

54.3 mi
- 17. Slight left onto FM792 S

7.7 mi
- 18. Turn right onto FM719 W

0.9 mi
- 19. Turn left onto US-181 S/N Sunset Strip St
i Continue to follow US-181 S

43.1 mi
- 20. Turn right onto TX-359 W

12.5 mi
- 21. Turn left

0.6 mi
- 22. Slight left to merge onto I-37 S

0.1 mi

Follow I-37 S to IH 37 in Corpus Christi. Exit from I-37 S

31 min (35.8 mi)

- 23. Merge onto I-37 S
35.5 mi
- 24. Use the right lane to take the exit toward IH 37
0.3 mi

Continue on IH 37. Drive to N Shoreline Blvd

1 min (0.3 mi)

- 25. Continue onto IH 37
0.2 mi
- 26. Use the right lane to turn right onto N Shoreline Blvd
i Destination will be on the right
0.1 mi

Omni Corpus Christi Hotel

900 N Shoreline Blvd, Corpus Christi, TX 78401

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 : Corpus Christi, TX
 DEPARTURE DATE : 5/4/2026 RETURN DATE : 5/7/2026

TRAVEL COSTS		AMOUNT	Auditor Use Only
AIR FARE			\$
AUTO RENTAL			\$
MILEAGE	MILES (AS OF 01/01/26) 774 X \$0.725 PER MILE **	\$ 561.15	\$
MEALS (ACTUAL) NOTE: If there is no overnight stay, meals are reimbursed through payroll!			
FULL DAY	# OF DAYS 2 X \$63 PER DAY	\$ 126.00	\$
PARTIAL DAY	# OF DAYS 2 X \$47.25 PER DAY	\$ 94.50	\$
HOTEL/MOTEL		\$ 600.00	\$
SEMINAR/TRAINING REGISTRATION FEE		\$ 425.00	\$
MISCELLANEOUS (Taxi, parking, etc.)		\$ 40.00	\$
LESS AMOUNTS ADVANCED (from Advancement Form)		\$ -	\$
TOTAL AMOUNT REQUESTED FOR REIMBURSEMENT		\$ 1,846.65	\$

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 : Corpus Christi, TX
 DEPARTURE DATE : 5/4/2026 RETURN DATE : 5/7/2026

TRAVEL COSTS	AMOUNT	Auditor Use Only
AIR FARE		\$
AUTO RENTAL		\$
MILEAGE	MILES (AS OF 01/01/26) 764 X \$0.725 PER MILE **	\$ 553.90
MEALS (ACTUAL) NOTE: If there is no overnight stay, meals are reimbursed through payroll!		
FULL DAY	# OF DAYS 2 X \$63 PER DAY	\$ 126.00
PARTIAL DAY	# OF DAYS 2 X \$47.25 PER DAY	\$ 94.50
HOTEL/MOTEL		\$ 600.00
SEMINAR/TRAINING REGISTRATION FEE		\$ 425.00
MISCELLANEOUS (Taxi, parking, etc.)		\$ 40.00
LESS AMOUNTS ADVANCED (from Advancement Form)	\$ -	\$
TOTAL AMOUNT REQUESTED FOR REIMBURSEMENT	\$ 1,839.40	\$

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 #