

# Travel Approval Form

**Department:** Constable Precinct One

**Event Name:** Justice of the Peace and Constables  
Association Education Conference 2026

**Location:** Sugar Land

**Event Dates:** 6/29/26 - 7/3/26

**Purpose:**  Required Continuing Education/Certification  
 Job Training  
 Other: \_\_\_\_\_

**Name of Attendees:**

Matt Wylie                      Julie Cordell

\_\_\_\_\_  
\_\_\_\_\_

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



5.11.2026

**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:**

**Matt Wylie**

**From:** do-not-reply@county.org  
**Sent:** Friday, April 17, 2026 3:03 PM  
**To:** Matt Wylie  
**Subject:** Confirmation

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

Dear Hon. Matt Wylie,

Thank you for your recent online submission. Here are confirmation details for your records.

**Order Number:** 287251

**Order Date:** Apr 17, 2026 3:02 PM

**Bill To:** Hon. Matt D. Wylie

**Order Total:** 250.00

**Payment Method:** You will be billed for the balance due - Purchase Order Number .

Item	Price	Qty	Total
82nd Annual JPCA Education Conference - Hon. Matt D. Wylie <i>When:</i> Jun 29, 2026 12:00 PM - Jul 3, 2026 12:00 PM <i>Where:</i> Houston Marriott Sugar Land 16090 City Walk Sugar Land, TX 77479 United States	250.00	1	250.00

*Registration option:* Jun 29, 2026 7:30 AM - Member Registration

<b>Item Total</b>	250.00
<b>Item Grand Total</b>	250.00
<b>Transaction Grand Total</b>	250.00

You may review your registration and event information at any time on our website by logging into your [Member Portal](#).

Additional information will be emailed to you soon. If you have any questions, please contact Education Services at (800) 456-5974.

Texas Association of Counties

This email was sent to [mwylie@johnsoncountytexas.org](mailto:mwylie@johnsoncountytexas.org).

**Julie Cordell**

**From:** do-not-reply@county.org  
**Sent:** Monday, April 20, 2026 10:12 AM  
**To:** Julie Cordell  
**Subject:** Confirmation

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

Dear Julie Cordell,

Thank you for your recent online submission. Here are confirmation details for your records.

**Order Number:** 287260

**Order Date:** Apr 20, 2026 10:05 AM

**Bill To:** Julie Cordell

**Order Total:** 325.00

**Payment Method:** You will be billed for the balance due - Purchase Order Number .

Item	Price	Qty	Total
82nd Annual JPCA Education Conference - Julie Cordell <i>When:</i> Jun 29, 2026 12:00 PM - Jul 3, 2026 12:00 PM <i>Where:</i> Houston Marriott Sugar Land 16090 City Walk Sugar Land, TX 77479 United States	325.00	1	325.00

*Registration option:* Jun 29, 2026 7:30 AM - Non Member Registration

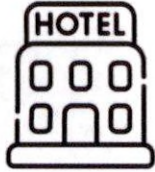
<b>Item Total</b>	325.00
<b>Item Grand Total</b>	325.00
<b>Transaction Grand Total</b>	325.00

You may review your registration and event information at any time on our website by logging into your [Member Portal](#).

Additional information will be emailed to you soon. If you have any questions, please contact Education Services at (800) 456-5974.

Texas Association of Counties

This email was sent to [jcordell@johnsoncountytexas.org](mailto:jcordell@johnsoncountytexas.org).



# TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at [pur@johnsoncountytexas.org](mailto:pur@johnsoncountytexas.org))

DATE: 04/20/2026

DEPARTMENT: Constable Precinct One

PERSON SENDING REQUEST: Julie Cordell EXT: 3751

Person (s) Name Attending:

1. Matt Wylie
2. Julie Cordell
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: Justice of the Peace and Constables Association of Texas 82nd Annual Education

Hotel Name: Hyatt Place Houston/Sugarland
Hotel Address: 16730 Creek Bend Dr.
City: Sugar Land State: TX Zip: 77478
Hotel Phone# 281 491-0300
Special Requirements: none
Conference Hotel Block Code: Overflow Hotel
Conference/Training Website: <a href="https://jpca.com/page/conference">https://jpca.com/page/conference</a>
How many rooms needed: 2
Date of Check In: 6/29/26 Date of Check Out: 7/3/26

**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

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**From:** do-not-reply@county.org  
**Sent:** Monday, April 20, 2026 10:12 AM  
**To:** Julie Cordell  
**Subject:** Hotel Information: 82nd Annual JPCA Education Conference

**CAUTION: This email originated from outside of the Johnson County email system.  
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### Hotel Information

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Thank you for registering for the 2026 Justices of the Peace and Constables Association of Texas 82nd Annual Education Conference!

The conference is scheduled for June 29-July 3, at the Houston Marriott Sugarland.

**Please note: Education sessions will begin on Tuesday, June 30; Monday will include only meetings of the Budget and Oversight Committee and other committees and the evening welcome reception. Attendees are encouraged to make hotel reservations for arrival on Monday, June 29.**

#### Overflow Hotel

Hyatt Place Houston/Sugar Land (1.4 miles from host hotel)

16730 Creek Bend Dr.

Sugar Land, TX 77478

Room rate: \$164 per night plus tax

[Book your overflow hotel group rate for 82nd Annual Justices of the Peace and Constables](#)

#### Host Hotel - **SOLD OUT**

Houston Marriott Sugarland

10690 City Walk

Sugarland, TX 77479

To be added to the waitlist, please email [Mallory Fogt](#) or [Nino Miranda](#) your request check-in and check-out dates, or contact them at (800) 456-5974.

See you in Sugar Land!

*Association and conference management services provided by the Texas Association of Counties*

Texas Association of Counties

This email was sent to [jcordell@johnsoncountytexas.org](mailto:jcordell@johnsoncountytexas.org).

**Julie Cordell**

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**From:** Hyatt Place <noreply@reservations.hyatt.com>  
**Sent:** Monday, April 20, 2026 11:04 AM  
**To:** Purchasing  
**Subject:** Reservation Details for Your Upcoming Stay at Hyatt Place Houston/Sugar Land

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

**WORLD OF HYATT**

[Book Now](#) | [My Account](#) | [Customer Service](#)


Everything you need to know for your upcoming stay.



**HYATT  
PLACE**

**Your stay is confirmed at  
Hyatt Place  
Houston/Sugar Land**

We look forward to your visit, Matt  
Wylie.



<b>Reservation Details</b>		<b>Confirmation #</b> 11453835	
<b>Guest Name</b> Matt Wylie		<b>Membership #</b> *****	
<b>Check-in</b> Monday, 29-Jun-2026 03:00 PM		<b>Check-Out</b> Friday, 03-Jul-2026 12:00 PM	
<b>Adults</b>		<b>Children</b>	

1

0

**Room(s) booked**

1

**Room type**

King Bed Lake Vw

**Room description**

Hyatt Grand Bed:Cozy Corner sofa-sleeper Free WiFi:42in TV

**Nightly rate per room**

June 29 - July 2 - 164.00 US DOLLARS

**Type of rate**

82ND JUSTICE ...

**Rate information**

Rate is eligible to earn points and tier credit.

**Additional tax, fees and service charges**

**STATE TAX**

6.000%

**CITY TAX**

7.000%

**COUNTY TAX**

2.000%

**Contact**



16730 Creek Bend Drive, Sugar Land, TX, US 77478



[+1 281 491 0300](tel:+12814910300)



[hous.agm@hyatt.com](mailto:hous.agm@hyatt.com)



[Hotel Website](#)

**Julie Cordell**

**From:** Hyatt Place <noreply@reservations.hyatt.com>  
**Sent:** Monday, April 20, 2026 11:09 AM  
**To:** Purchasing  
**Subject:** Reservation Details for Your Upcoming Stay at Hyatt Place Houston/Sugar Land

**CAUTION:** This email originated from outside of the Johnson County email system.  
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**WORLD OF HYATT**

[Book Now](#) | [My Account](#) | [Customer Service](#)

Everything you need to know for your upcoming stay.



**Your stay is confirmed at  
Hyatt Place  
Houston/Sugar Land**

We look forward to your visit, Julie Cordell.



**Reservation Details**

**Confirmation #**

59956941

**Guest Name**

Julie Cordell

**Membership #**

\*\*\*\*\*

**Check-in**

Monday, 29-Jun-2026  
03:00 PM

**Check-Out**

Friday, 03-Jul-2026  
12:00 PM

**Adults**

**Children**

1

0

---

**Room(s) booked**

1

**Room type**

King Bed

**Room description**

Free WiFi:42in TV Hyatt Grand Bed:Cozy Corner sofa-sleeper

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**Nightly rate per room**

June 29 - July 2 - 164.00 US DOLLARS

**Type of rate**

82ND JUSTICE ...

**Rate information**

Rate is eligible to earn points and tier credit.

**Additional tax, fees and service charges****STATE TAX**

6.000%

**CITY TAX**

7.000%

**COUNTY TAX**

2.000%

**Contact**

16730 Creek Bend Drive, Sugar Land, TX, US 77478



[+1 281 491 0300](tel:+12814910300)



[hous.agm@hyatt.com](mailto:hous.agm@hyatt.com)



[Hotel Website](#)

## 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 : 4/20/2026  
 TRAVELER'S NAME : Matt Wylie  
 PURPOSE OF TRIP : Training  
 DESTINATION CITY : Sugar Land  
 DEPARTURE DATE : 5/29/2026                      EXPECTED RETURN DATE : 7/3/2026

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>					
<b>MEALS (EXPECTED)</b>					
FULL DAY	# OF DAYS	(AS OF 10/01/24)			
	3	X	\$63	PER DAY	\$ 189.00
FIRST/LAST DAY	# OF DAYS				
	2	X	\$47.25	EACH	\$ 94.50
<b>TOTAL AMOUNT REQUESTED FOR ADVANCEMENT</b>				<b>\$ 283.50</b>	<b>\$</b>

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.

*Matt Wylie*

Signature of Traveler

DATE: 4/20/2026

**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."

*Matt Wylie*

Signature of Elected Official/Department Head

DATE: 4/20/2026

**\*\*REQUIRED\*\***

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

## 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 : 4/20/2026  
 TRAVELER'S NAME : Julie Cordell  
 PURPOSE OF TRIP : Training  
 DESTINATION CITY : Sugar Land  
 DEPARTURE DATE : 5/29/2026                      EXPECTED RETURN DATE : 7/3/2026

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>		
<b>MEALS (EXPECTED)</b>		
FULL DAY	# OF DAYS 3 X \$63 PER DAY <small>(AS OF 10/01/24)</small>	\$ 189.00 \$
FIRST/LAST DAY	# OF DAYS 2 X \$47.25 EACH	\$ 94.50 \$
<b>TOTAL AMOUNT REQUESTED FOR ADVANCEMENT</b>		<b>\$ 283.50 \$</b>

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.

  
 \_\_\_\_\_  
 Signature of Traveler

DATE: 4/20/2026

**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."

  
 \_\_\_\_\_  
 Signature of Elected Official/Department Head

DATE: 4/20/2026

**\*\*REQUIRED\*\***

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