

# TRAVEL APPROVAL FORM

Department: INDIGENT HEALTH CARE

Event Name: 2026 IHS REGIONAL TRAINING  
WORKSHOP


Location: 900 7TH ST, WICHITA FALLS TX

Event Dates: 08/04/26-08/05/26

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

Name of Attendees:  
SHELLY BONE  
\_\_\_\_\_  
\_\_\_\_\_

**Court Decision:**  
This section is 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:

## Shelly Bone

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**From:** tonya@ihsoftware.com  
**Sent:** Tuesday, April 14, 2026 9:25 AM  
**To:** Shelly Bone  
**Subject:** Workshop Registration Confirmation - Wichita Falls

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



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Dear Shelly,  
Thank you for registering for the 2026 Regional Training Workshop in **Wichita Falls!** We're excited to have you join us.  
This email confirms your registration for the following session:  
**Location:** 900 7th Street, Wichita Falls, TX 76301  
**Dates:** August 4-5, 2026  
**Host:** Wichita County  
As a reminder, this is a two-day workshop held from **9:00 AM to 4:00 PM each day**, with breakfast served starting at **8:30 AM**.  
During the workshop, we will cover:

- **Day 1:** Client Management and Case Work
- **Day 2:** Bill and Vendor Management and Financial Reporting

Breakfast, lunch, drinks, and snacks will be provided at no cost to you.  
If you have any questions prior to the workshop or need to make changes to your registration, please don't hesitate to reach out.  
We look forward to seeing you!  
Sincerely,  
**IHS Team**

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## Delta Hotels by Marriott Wichita Falls Convention Center

306 Travis Street Wichita Falls, Texas 76301 USA

+1-940-247-7279

Thank you for booking with us, Shelly Bone.

### Prepare for a simply perfect stay.

Mon, Aug 03, 2026 – Wed, Aug 05, 2026

Confirmation Number: 94155654



Check-In: Monday, August 3, 2026 03:00 PM

Check-Out: Wednesday, August 5, 2026 12:00 PM

Number of rooms 1 Room

Guests per room 1 Adult

Guarantee Method Credit Card Guarantee, Master Card

Total for Stay 308.20 USD

Room 1

Room Type > King Guest Room, Guest room, 1 King

[UPGRADE ROOM >](#)

Guaranteed Requests:

None

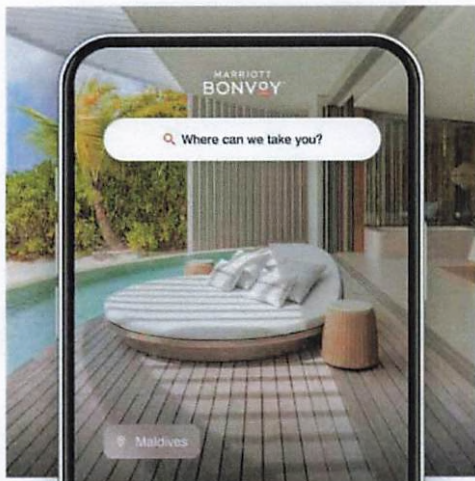
[ALL REQUESTS >](#)

[Manage Stay](#)

## Important Information About Your Stay



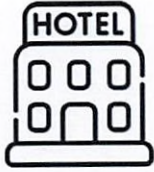
In order to prepare for your upcoming stay, we invite you to **learn more** about what to expect when you arrive and the experiences that await you.



Unlock Extraordinary Travel with the Marriott Bonvoy® App

Book thousands of hotels and experiences worldwide, check in, chat with your hotel, and more – all on the app.

[Go Now](#)



# TRAVEL HOTEL RESERVATION REQUEST

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

DATE: 04/21/2026

DEPARTMENT: INDIGENT HEALTH CARE

PERSON SENDING REQUEST: SHELLY BONE EXT: 1811

Person (s) Name Attending:

1. SHELLY BONE
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: 2026 REGIONAL TRAINING WORKSHOP

Hotel Name: DELTA MARRIOTT WICHITA FALLS
Hotel Address: 306 TRAVIS ST
City: WICHITA FALLS      State: TX      Zip: 76301
Hotel Phone# 940.247.7279
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website:
How many rooms needed: 1
<b>Date of Check In:</b> 8/3/26 <b>Date of Check Out:</b> 8/5/26

**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.