

Travel Approval Form

Department: Sheriff's Office - Jail

Event Name: Basic County Corrections Physical Skills Train the Trainer

Location: Bryan, Texas

Event Dates: August 16-20, 2026

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

Name of Attendees:

Casey Stevenson _____
Wyatt Wilbur _____
Anthony People _____

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:



Stevenson-

Renee Sample

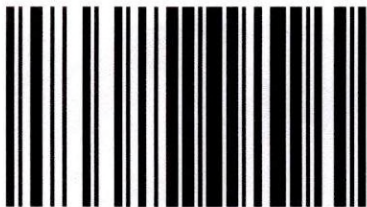
From: Casey Stevenson
Sent: Friday, April 24, 2026 9:53 AM
To: Constance Blair; Renee Sample
Subject: Fw: TEEX Registration Confirmation
Attachments: StudentIDBarcode.jpeg

Respectfully,

Casey Stevenson
Sergeant
Johnson County Corrections Center
682-916-3257

From: myTeex Student Portal <eLearning@teex.tamu.edu>
Sent: Friday, April 24, 2026 9:52:07 AM
To: Casey Stevenson <cstevenson@johnsoncountytexas.org>
Subject: TEEX Registration Confirmation

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



Thank you for choosing TEEX for your training needs. Your registration was successfully processed. Below is a summary of your registration.

Date: 04/24/2026
Trace Number: TC1777024325868

Participant Information

Action Required:

There are additional requirements that must be completed prior to your enrollment in this class. You are not enrolled until you have uploaded the required documentation and/or been verified/screened by a TEEX employee. You will be notified by TEEX once your registration application has been approved and you are able to complete your registration.

If you have questions, please review the [Course Registration FAQs](#) or contact the TEEX representative listed on the

course description.

Class Name / Class ID: Basic County Corrections Physical Skills Train the Trainer / LS-LET307-56
August 17 - 20, 2026 / Class Start Time: 8:00 AM CST (Class Fee = \$500.00)
TEEX-LAW [Directions](#)
RELLIS Campus, 1500 4th Street, Bldg 7751
Bryan, Texas 77807

TEEX ID:	6673208 / Casey Stevenson	
	Receipt #: N1777024325884	\$0.00
Total Payment:		\$0.00
Balance Due:		\$500.00

To complete the registration process, you must have the following prerequisite:

- Proof of enrollment or course completion: Basic Instructor Development (teex.org/class/let565) or TCOLE #1014 course equivalent

If you are claiming a course equivalent, you must upload the document to your TEEX student portal within 48 hours of registration. If you completed the course requirement with TEEX, a TEEX employee will verify that you completed the course and received a passing grade. If you are enrolled in the course requirement, but not yet completed, you must complete the course prior to attendance.

After your eligibility has been approved, you will be notified by email to pay your course fees. You have 48 hours to submit payment or email the Purchase Order (PO)/Letter of Authorization (LOA). Failure to complete either step in the process will result in you being withdrawn from the class.

Physical participation is required, participant must be in good physical condition and able to complete the following:

- Handcuffing techniques
- Defensive counter strikes
- Joint locks
- Grounding techniques

Please check the TEEX website at: teex.org/class/let307 for the Course Completion, Equipment, and Attendance Requirements. Make sure to bring everything that is listed to prevent being dismissed from the course. A student who arrives to class without these items may be dismissed without a refund. The TEEX refund policy is available for further viewing at: teex.org/policies/refunds. If you are uncertain, you can email law@teex.tamu.edu or call (979) 845-6677.

If you have questions regarding this registration, please call (979) 845-6677 or email LAW@teex.tamu.edu.

In the event TEEX cancels a class, all participants will be notified.

Wilbur

TEEX Registration Confirmation

From myTeex Student Portal <eLearning@teex.tamu.edu>

Date Wed 4/22/2026 4:10 PM

To Wyatt Wilbur <wwilbur@johnsoncountytexas.org>

📎 1 attachment (5 KB)

StudentIDBarcode.jpeg;

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Use care when opening links or attachments. Report suspicious emails.



Thank you for choosing TEEX for your training needs. Your registration was successfully processed. Below is a summary of your registration.

Date: 04/22/2026

Trace Number: TC1776874217562

Participant Information

Action Required:

There are additional requirements that must be completed prior to your enrollment in this class. You are not enrolled until you have uploaded the required documentation and/or been verified/screened by a TEEX employee. You will be notified by TEEX once your registration application has been approved and you are able to complete your registration.

If you have questions, please review the [Course Registration FAQs](#) or contact the TEEX representative listed on the course description.

Class Name / Class ID: Basic County Corrections Physical Skills Train the Trainer / LS-LET307-56

August 17 - 20, 2026 / Class Start Time: 8:00 AM CST (Class Fee = \$500.00)

TEEX-LAW_Directions

RELLIS Campus, 1500 4th Street, Bldg 7751

Bryan, Texas 77807

TEEX ID: 6615229 / Wyatt Wilbur

Receipt #: N1776874217603 \$0.00

Total Payment: \$0.00

Balance Due: \$500.00

To complete the registration process, you must have the following prerequisite:

- Proof of enrollment or course completion: Basic Instructor Development (teex.org/class/let565) or TCOLE #1014 course equivalent

If you are claiming a course equivalent, you must upload the document to your TEEEX student portal within 48 hours of registration. If you completed the course requirement with TEEEX, a TEEEX employee will verify that you completed the course and received a passing grade. If you are enrolled in the course requirement, but not yet completed, you must complete the course prior to attendance.

After your eligibility has been approved, you will be notified by email to pay your course fees. You have 48 hours to submit payment or email the Purchase Order (PO)/Letter of Authorization (LOA). Failure to complete either step in the process will result in you being withdrawn from the class.

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In the event TEEEX cancels a class, all participants will be notified.

This course requires the participant to provide a photo identification on the first day of class. See the [Participant Handbook](#) for approved forms of identification and additional guidelines.

Participant Policies including, but not limited to, Transfer, Cancellation, and Release of Liability.

TEEEX is committed to providing equitable access to all training. If you need disability accommodations, please visit [Disability-Accommodations](#). Participants are encouraged to request accommodations as early as possible.

People

Renee Sample

From: Anthony People <people2c@sbcglobal.net>
Sent: Friday, April 24, 2026 1:31 PM
To: Renee Sample
Subject: Fwd: TEEX Registration Confirmation

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

Sent from my iPhone

Begin forwarded message:

From: myTeex Student Portal <eLearning@teex.tamu.edu>
Date: April 24, 2026 at 1:24:08 PM CDT
To: Anthony People <people2c@sbcglobal.net>
Subject: TEEX Registration Confirmation



Thank you for choosing TEEX for your training needs. Your registration was successfully processed. Below is a summary of your registration.

Date: 04/24/2026
Trace Number: TC1777037035164

Participant Information

Action Required:

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Class Name / Class ID: Basic County Corrections Physical Skills Train the Trainer / LS-LET307-56
August 17 - 20, 2026 / Class Start Time: 8:00 AM CST (Class Fee = \$500.00)
TEEX-LAW [Directions](#)
RELLIS Campus, 1500 4th Street, Bldg 7751
Bryan, Texas 77807

TEEX ID:	2059366 / Anthony People	
	Receipt #: N1777037035195	\$0.00
Total Payment:		\$0.00
Balance Due:		\$500.00

To complete the registration process, you must have the following prerequisite:

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- Joint locks
- Grounding techniques

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[Participant Policies](#) including, but not limited to, Transfer, Cancellation, and Release of Liability. TEEX is committed to providing equitable access to all training. If you need disability accommodations, please visit [Disability-Accommodations](#). Participants are encouraged to request accommodations as

Kristen Lesley

From: Tribute Reservations <reservations@res-marriott.com>
Sent: Monday, April 27, 2026 11:20 AM
To: Purchasing
Subject: Reservation Confirmation #90565645 for The LaSalle Hotel, Bryan College Station, a Tribute Portfolio Hotel

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

[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)

**TRIBUT
PORTFOL** The LaSalle Hotel, Bryan College Station, a
Tribute Portfolio Hotel

📍 120 South Main Street Bryan, Texas 77803 USA 📞 +1-979-822-2000

Thank you for booking with us, Casey Stevenson.

Seek the unconventional

Sun, Aug 16, 2026 – Thu, Aug 20, 2026
Confirmation Number: 90565645



Check-In: Sunday, August 16, 2026

04:00 PM

Check-Out: Thursday, August 20, 2026

11:00 AM

Number of rooms	1 Room
Guests per room	1 Adult
Guarantee Method	Credit Card Guarantee, Master Card
<hr/>	
Total for Stay	666.72 USD

Room 1	
<hr/>	
Room Type >	Guest room, 1 Queen
	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.

Kristen Lesley

From: Tribute Reservations <reservations@res-marriott.com>
Sent: Monday, April 27, 2026 11:22 AM
To: Purchasing
Subject: Reservation Confirmation #90572029 for The LaSalle Hotel, Bryan College Station, a Tribute Portfolio Hotel

**CAUTION: This email originated from outside of the Johnson County email system.
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[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)

**TRIBUTE
PORTFOLIO**

The LaSalle Hotel, Bryan College Station, a
Tribute Portfolio Hotel

📍 120 South Main Street Bryan, Texas 77803 USA 📞 +1-979-822-2000

Thank you for booking with us, Anthony People.

Seek the unconventional

Sun, Aug 16, 2026 – Thu, Aug 20, 2026
Confirmation Number: 90572029



Check-In: Sunday, August 16, 2026

04:00 PM

Check-Out: Thursday, August 20, 2026


11:00 AM

Number of rooms	1 Room
Guests per room	1 Adult
Guarantee Method	Credit Card Guarantee, Master Card
<hr/>	
Total for Stay	666.72 USD

Room 1	
<hr/>	
Room Type >	Guest room, 1 Queen
	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.

Kristen Lesley

From: Tribute Reservations <reservations@res-marriott.com>
Sent: Monday, April 27, 2026 11:23 AM
To: Purchasing
Subject: Reservation Confirmation #90579707 for The LaSalle Hotel, Bryan College Station, a Tribute Portfolio Hotel

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[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)

**TRIBUT
PORTFOL**

The LaSalle Hotel, Bryan College Station, a
Tribute Portfolio Hotel

📍 120 South Main Street Bryan, Texas 77803 USA 📞 +1-979-822-2000

Thank you for booking with us, Wyatt Wilbur.

Seek the unconventional

Sun, Aug 16, 2026 – Thu, Aug 20, 2026

Confirmation Number: 90579707



Check-In: Sunday, August 16, 2026

04:00 PM

Check-Out: Thursday, August 20, 2026


11:00 AM

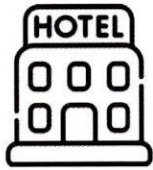
Number of rooms	1 Room
Guests per room	1 Adult
Guarantee Method	Credit Card Guarantee, Master Card
<hr/>	
Total for Stay	666.72 USD

Room 1	
<hr/>	
Room Type >	Guest room, 1 Queen
	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.



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 04/27/2026

DEPARTMENT: Jail

PERSON SENDING REQUEST: Kristen Lesley EXT: 3602

Person (s) Name Attending:

1. Casey Stevenson
2. Anthony People
3. Wyatt Wilbur
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: Basic County Corrections Physical Skills Train the Trainer

Hotel Name: The Lasalle Hotel
Hotel Address: 120 S Main St.
City: Bryan State: Texas Zip: 77803
Hotel Phone# 979-261-0309
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website:
How many rooms needed: 3
Date of Check In: 8/16/26 Date of Check Out: 8/20/26

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.