

Vendor# 15076

GL# 01104530

**LUBBOCK COUNTY  
TRAVEL AUTHORIZATION & ADVANCE REQUEST**

THE DEPARTMENT DIRECTOR IS RESPONSIBLE FOR SECURING ALL SIGNATURES PRIOR TO TRAVEL. AN APPROVED TRAVEL AUTHORIZATION MUST BE SUBMITTED TO THE AUDITOR'S OFFICE ACCORDING TO THE ACCOUNTS PAYABLE PAYMENT SCHEDULE TO RECEIVE A TRAVEL ADVANCE. RELATED BROCHURES OR OTHER SUPPORTING DATA MUST BE ATTACHED.

NAME: Takahashi Lori DATE: 03/10/2022  
Last First

DESTINATION: Erie Pennsylvania

PURPOSE: To Attend a Comparative Osteology for Human Remains Course

DATE(S): 05/22/2022 to 05/28/2022

Travel advance requested and required by the 9th day of May, 2022

<u>        </u>	Registration Fee	=	\$	<u>        </u>	0.00
<u>  7  </u>	# of Breakfasts @ \$10.00	per meal	=	\$	<u>        </u> 70.00
<u>  7  </u>	# of Lunches @ \$15.00	per meal	=	\$	<u>        </u> 105.00
<u>  6  </u>	# of Dinners @ \$21.00	per meal	=	\$	<u>        </u> 126.00
<u>        </u>	# of Days lodging @ \$	<u>        </u> per night	=	\$	<u>        </u> 0.00
<b>Total Advance</b>			=	\$	<b><u>        </u> 301.00</b>

Fund #: 550300 Line Item: Travel and Training

I hereby request authorization to travel outside Lubbock County on official business as detailed above. I have read the Lubbock County Travel Policy and will follow that policy for travel and in making requests for advancement and reimbursement of expenses. I understand that I must submit a travel report within ten days of returning from this travel or the full advance will be deducted from my next paycheck.

Lori Takahashi 3/11/2022  
EMPLOYEE SIGNATURE DATE

I hereby certify the above requested travel for official Lubbock County business is directly related to this department's operations. There are sufficient unexpended funds in the current budget line item to cover all reimbursable expenses incurred. Related brochures or other supporting data are attached and   0   meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

[Signature] 3-11-22  
DEPARTMENT DIRECTOR DATE

**APPROVAL FROM TWO (2) MEMBERS OF THE COMMISSIONERS' COURT:**

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
SIGNATURE DATE

NOTE: TRAVEL IS NOT APPROVED WITHOUT ALL SIGNATURES. TRAVEL MAY NOT BE REIMBURSED WITHOUT PROPER AUTHORIZATION AND SUPPORTING DOCUMENTATION.



## Core Principles: Comparative Osteology

Primary Course Instructors: [Sara Getz](#), Ph.D., D-ABFA; [Joe Adserias-Garriga](#), DDS, Ph.D.; [Dennis Dirkmaat](#), Ph.D., D-ABFA; and [Rhian Dunn](#), M.S.

The goal of this five-day short course is to familiarize the participants with bones (human and non-human) frequently encountered in biological, bioarchaeological, and forensic contexts. Emphasis will be placed on differentiating human from non-human skeletal material, identifying and siding human bones, recognizing sub-adult human remains, and identifying skeletal elements from different species of mammals and birds.

The first two days of the course (May 22-23) will focus on the basics of human osteology. Lectures will focus on human skeletal anatomy, bone siding keys, and a consideration of normal variation due to age, sex, ancestry, and pathology. Participants will utilize the extensive collection of over 40 donated human remains curated in the Ted Rathbun Osteology Laboratory at Mercyhurst University. The following two days of the course (May 24-25) will focus on the identification of mammalian and avian bones, based on the collection of over 70 species of animals curated in the Mercyhurst zooarchaeology collection. The last day of the course (May 26) will focus entirely on human and animal dental anatomy.

One of the highlights of this course is the extensive hands-on opportunity of working with the extensive Mercyhurst osteological collections.

Course Location: Mercyhurst University, Erie, PA

Course Participants: Individuals over 18yrs of age. **Limited to 20 participants.**

1. College and University students (undergraduate and graduate);
2. College professors and instructors (teaching classes in Forensic Anthropology, Biological Anthropology, Forensic Science, Criminalistics, Medicolegal Death Investigation, and Criminal Law); and
3. Professionals in law enforcement, criminal investigation, medicolegal death investigation, and the legal profession (prosecutors, defense attorneys).

**May 23-27, 2022**

**\$699**



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