

Vendor# _____

GL# 01100510-550300

**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: Fox Sarah DATE: 04/28/2023

Last First

DESTINATION: San Diego, California

PURPOSE: ESRI User Conference

DATE(S): July 9,2023 - July 15, 2023

Travel advance requested and required by the _____ day of _____, _____.

_____	Registration Fee	=	\$	_____	0.00
<u>5</u>	# of Breakfasts @ \$10.00	per meal	=	\$	_____
<u>5</u>	# of Lunches @ \$15.00	per meal	=	\$	_____
<u>6</u>	# of Dinners @ \$21.00	per meal	=	\$	_____
_____	# of Days lodging @ \$_____	per night	=	\$	_____
	Total Advance	=	\$	_____	251.00

Fund #: 011 Line Item: 01100510-550300

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.

[Signature]
EMPLOYEE SIGNATURE

11 May 2023
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]
DEPARTMENT DIRECTOR

5/11/23
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.

Agenda

July 10-14, 2023

San Diego Convention Center | San Diego, CA |
Agenda is subject to change

[Go to the detailed agenda →](#)

Esri User Conference

Sat 8 Jul



Show filters

BREAKOUT SESSION x

CONFERENCE ACTIVITY x

EXPO x

GENERAL SESSION x

PLENARY x

[Clear filters](#)

Saturday

No Results Available

Sunday

No Results Available

Monday

8:30 a.m.

Esri UC Plenary Session: Part 1 of 3

8:30 a.m. – 10:30 a.m.

📍 Halls F-H, Ground Level

PLENARY

11:00 a.m.

Esri UC Plenary Session: Part 2 of 3

11:00 a.m. – 12:30 p.m.

📍 Halls F-H, Ground Level

PLENARY

2:00 p.m.

Esri UC Plenary Session: Part 3 of 3

2:00 p.m. – 3:30 p.m.

📍 Halls F-H, Ground Level

PLENARY

3:30 p.m.

Academic Fair

3:30 p.m. – 5:00 p.m.

📍 Ballroom 20 Foyer, Upper Level

CONFERENCE ACTIVITY

4:00 p.m.

Map Gallery Reception

4:00 p.m. – 6:00 p.m.

📍 Sails Pavilion, Upper Level

CONFERENCE ACTIVITY

Tuesday

8:00 a.m.

Map Gallery

8:00 a.m. – 6:00 p.m.

📍 Sails Pavilion, Upper Level

CONFERENCE ACTIVITY

8:30 a.m.

Technical Workshops and User Presentations

8:30 a.m. – 5:00 p.m.

📍 Various Rooms

BREAKOUT SESSION

9:00 a.m.

Expo

9:00 a.m. – 6:00 p.m.

📍 Halls A-D, Lower Level

EXPO

Wednesday

8:00 a.m.

Map Gallery

8:00 a.m. – 6:00 p.m.

📍 Sails Pavilion, Upper Level

CONFERENCE ACTIVITY

8:30 a.m.

Technical Workshops and User Presentations

8:30 a.m. – 5:00 p.m.

📍 Various Rooms

BREAKOUT SESSION

9:00 a.m.

Expo

9:00 a.m. – 6:00 p.m.

📍 Halls A-D, Lower Level

EXPO

3:30 p.m.

Esri Awards Ceremony

3:30 p.m. – 5:30 p.m.

📍 Ballroom 20 BCD

CONFERENCE ACTIVITY

Thursday

8:00 a.m.

Map Gallery

8:00 a.m. – 2:00 p.m.

📍 Sails Pavilion, Upper Level

CONFERENCE ACTIVITY

8:30 a.m.

Technical Workshops and User Presentations

8:30 a.m. – 4:00 p.m.

📍 Various Rooms

BREAKOUT SESSION

9:00 a.m.

Expo

9:00 a.m. – 4:00 p.m.

📍 Halls A-D, Lower Level

EXPO

Friday

9:00 a.m.

Technical Workshops

9:00 a.m. – 10:00 a.m.

📍 Ballroom 20 BCD

BREAKOUT SESSION

10:30 a.m.

Closing Session

10:30 a.m. – 12:00 p.m.

📍 Ballroom 20 BCD

GENERAL SESSION

Agenda is subject to change

Register for the Esri User Conference

[Get registration details](#)

Justify your attendance

[Download a customizable letter](#)

Esri User Conference

[Sign up for event updates](#)

EVENT DATES AND LOCATION

July 10–14, 2023

San Diego Convention Center

111 West Harbor Drive | San Diego, CA 92101 | USA

RESOURCES