

7/10 Return to: ANGELA MARTINEZ

Vendor# 15655

GL# 144:04630-550300  
LECD

**LUBBOCK COUNTY  
TRAVEL AUTHORIZATION & PER DIEM 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.** AGENDAS, BROCHURES, FLYERS, OR OTHER SUPPORTING DOCUMENTS MUST BE ATTACHED.

NAME: LEE, KRISTEN DATE: 5/13/2024

Last First

DESTINATION(CITY,STATE): ORLANDO, FL

PURPOSE: 2024 APCO Conference (Association of Public-Safety Communications Officials)

TRAVEL DATE(S): Sunday, August 4 - Thursday, August 8, 2024

Per Diem requested by the 2nd day of August, 2024.

<u>5</u>	# of Breakfasts	@ \$15.00	per meal	=	\$ <u>75.00</u>
<u>5</u>	# of Lunches	@ \$16.00	per meal	=	\$ <u>80.00</u>
<u>3</u>	# of Dinners	@ \$30.00	per meal	=	\$ <u>90.00</u>
<b>Total Advance</b>				=	\$ <u>245.00</u>

Org: 144:04630-550300 LECD Object: 144:04630-550300 LECD

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 expense form within ten days of returning from this travel or the full advance will be deducted from my next paycheck.

[Signature]  
EMPLOYEE SIGNATURE

5-13-2024  
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. **Agendas, brochures, flyers, and supporting documents are attached and 4 meals are included in the registration fee and will not be reimbursed.** Please issue a travel expense advance if requested.

[Signature]  
DEPARTMENT DIRECTOR

5-13-24  
DATE

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**NOTE: ALL SIGNATURES ARE REQUIRED FOR TRAVEL AND/OR PER DIEM ADVANCES. FAILURE TO FILL OUT THE FORM CORRECTLY OR PROVIDE PROPER DOCUMENTATION MAY CAUSE A DELAY IN TRAVEL AUTHORIZATION AND PER DIEM ADVANCES.**



## Schedule

### Saturday, August 3, 2024

12:00 p.m. – 2:00 p.m.	Committee Leadership Summit (Invitation Only)
1:00 p.m. – 6:00 p.m.	Registration – APCO member voting available
2:00 p.m. – 3:00 p.m.	Committee Member and Chair Recognition: A Celebration of Your Service (Invitation Only)
3:00 p.m. – 5:00 p.m.	Committee Meetings

### Sunday, August 4, 2024

7:30 a.m. – 5:00 p.m.	Registration – APCO member voting available
8:00 a.m. – 11:00 a.m.	Chapter Leaders Training
8:00 a.m. – 11:00 a.m.	Institute Adcom Meeting
8:00 a.m. – 12:00 p.m.	AFC Adcom Meeting
9:00 a.m. – 10:00 a.m.	Professional Development Tracks
10:30 a.m. – 11:30 a.m.	Professional Development Tracks
1:00 p.m. – 2:00 p.m.	Professional Development Tracks
2:30 p.m. – 3:30 p.m.	Professional Development Tracks
4:00 p.m. – 5:00 p.m.	First General Business Session
5:15 p.m. – 6:15 p.m.	Corporate Partner/Conference Sponsor Reception (Invitation Only)
5:30 p.m. – 7:00 p.m.	New Attendee Reception (Invitation Only)
6:30 p.m. – 7:30 p.m.	International Welcome Reception (Invitation Only)
7:00 p.m. – 9:00 p.m.	CPE Alumni Reception (Invitation Only)

*Professional Development Tracks: 4 hours (some sessions may be repeated based on popularity)*

### Monday, August 5, 2024

7:00 a.m. – 4:30 p.m.	Registration – APCO member voting available
8:30 a.m. – 10:00 a.m.	Opening General Session and Keynote Address
10:00 a.m. – 5:00 p.m.	Exhibit Hall Hours (Ribbon Cutting @ 10:00am)
10:00 a.m. – 4:30 p.m.	Blood Drive
10:30 a.m. – 4:30 p.m.	Career Advancement Center (Exhibit Hall)
10:30 a.m. – 5:00 p.m.	Presentation Theater Sessions (Exhibit Hall)
12:00 p.m. – 2:00 p.m.	AFC Advisor Luncheon (Invitation Only)

5:30 p.m. – 7:00 p.m. Young Professional Mixer (Invitation Only)

*Exclusive Exhibit Hall Hours: 4 (10:00 a.m. – 2:00 p.m.)*

*Professional Development Tracks: 2 hours (some sessions may be repeated based on popularity)*

## **Tuesday, August 6, 2024**

7:00 a.m. – 4:30 p.m. Registration – APCO member voting available until 2:15 p.m. Eastern

8:00 a.m. – 10:00 a.m. Distinguished Achievers Breakfast

10:00 a.m. – 3:30 p.m. Blood Drive

10:00 a.m. – 4:00 p.m. Exhibit Hall Hours

10:30 a.m. – 3:15 p.m. Career Advancement Center (Exhibit Hall)

10:30 a.m. – 3:30 p.m. Presentation Theater Sessions (Exhibit Hall)

12:00 p.m. – 1:30 p.m. Past Presidents & Life Members Luncheon (Invitation Only)

1:30 p.m. – 2:30 p.m. Professional Development Tracks

3:00 p.m. – 4:00 p.m. Professional Development Tracks

4:15 p.m. – 5:15 p.m. Second General Business Session

5:15 p.m. – 6:00 p.m. Second VP Reception

6:30 p.m. – 9:30 p.m. APCO Block Party!

*Exclusive Exhibit Hall Hours: 3.5 (10:00 a.m. – 1:30 p.m.)*

*Professional Development Tracks: 2 hours (some sessions may be repeated based on popularity)*

## **Wednesday, August 7, 2024**

7:30 a.m. – 9:30 a.m. Chapter Officers & CCAM Breakfast

7:30 a.m. – 11:30 a.m. Institute Adjunct Instructor Breakfast (Invitation Only)

8:00 a.m. – 9:30 a.m. Registration

8:30 a.m. – 9:30 a.m. Professional Development Tracks

9:30 a.m. – 11:00 a.m. Chapter Officer Workshop

9:30 a.m. – 3:00 p.m. CAC Meeting and Lunch

10:00 a.m. – 11:00 a.m. Professional Development Tracks

11:30 a.m. – 1:30 p.m. Food for Thought Luncheon

2:00 p.m. – 3:00 p.m. Professional Development Tracks

3:30 p.m. – 4:30 p.m. Professional Development Tracks

6:00 p.m. – 9:00 p.m. Connect & Celebrate Reception and Dinner (doors open at 6:45 p.m.)