

Return to: Bambi Trevino

Vendor# 15221

GL# 01104530

**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: McLean Olivia DATE: 03/19/2024  
Last First

DESTINATION(CITY,STATE): Columbus Ohio

PURPOSE: Child and Infant Death Investigation Course

TRAVEL DATE(S): 06/02/2024 to 06/08/2024

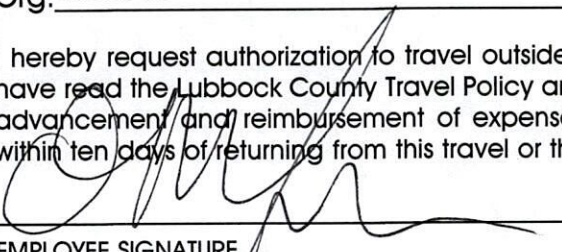
Per Diem requested by the 28 day of May, 2024.

<u>7</u>	# of Breakfasts	@ \$15.00	per meal	=	\$ <u>105.00</u>
<u>7</u>	# of Lunches	@ \$16.00	per meal	=	\$ <u>112.00</u>
<u>6</u>	# of Dinners	@ \$30.00	per meal	=	\$ <u>180.00</u>
<b>Total Advance</b>				=	\$ <u>397.00</u>

Org: 550300


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

  
EMPLOYEE SIGNATURE

4-8-24  
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 0 meals are included in the registration fee and will not be reimbursed.** Please issue a travel expense advance if requested.

  
DEPARTMENT DIRECTOR

4-8-2024  
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.**



# Child and Infant Death Investigation Course

The IHIA, FBI & Columbus Police Department will be holding our Child & Infant Death Investigation Course in Columbus, OH



**Dates: June 3-7, 2024**

All training will be held at the  
**Columbus Police Academy**  
1000 N. Hague Avenue | Columbus, OH 43204

**\$ 435**

Non Member

**\$ 385**

IHIA Active Member

Includes all training materials, IHIA membership, coffee each morning, and a networking event.

[REGISTER HERE](#)

[BOOK HOTEL](#)

For questions, please contact:

Lt. Steve Lewis (ret), (813) 299-9921, slewis@ihia.org

or visit [IHIA.org](http://IHIA.org)

\*\*This event is for law enforcement personnel only. If you are not sworn law enforcement, please contact the IHIA to confirm your eligibility to attend.\*\*



**CRIME SCENE DO NOT CROSS**

## Topics Include:

- Bias and 911 Calls
- Investigative Response/ Best Practices
- Medical Examiner Perspectives
- Victimology
- Interviewing Child Victims/ Witnesses/Offender
- Legal Considerations
- Understanding Child Abductions
- False Allegations
- Child Abduction Response (CARD)
- Abusive Head Trauma and Defenses
- Child Torture
- Resiliency/Self Care
- Cold Case Planning
- Forensic Genealogy
- Neonaticide