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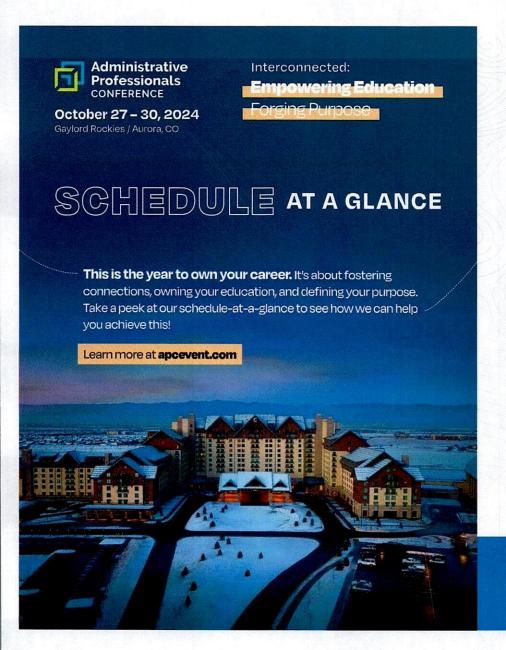
<u>L</u>	Rambi	Trovino	
Return to	Dambi	HEVITIO	

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: Alba	Joanna		DA	ATE: 00	6/20/20	024
	First	la.				
	(,STATE): Aurora Colorad		200			The state of the s
	nistrative Profession		nce			
TRAVEL DATE(S):	10/26/2024 to 10	/31/2024			a,32	
Per Diem re	equested by the 23	rd _{day of} Sep	otember		2024	
6	# of Breakfasts	@ \$15.00	per meal	=	\$	90.00
6	# of Lunches	@ \$16.00	per meal	=	\$	96.00
5	# of Dinners	@ \$30.00	per meal	=	\$	150.00
		Toto	al Advance	=	\$	336.00
Org: 550300		Oh	_{oject:} Travel a	and T	raining	
Xum	-9 (P1		10	121	122	
EMPLOYEE SIGNATUR	RE COL		DATE	121	124	
I hereby certify the department's ope cover all reimbur are attached and	e above-requested treerations. There are seems incursed to the second of	ufficient unexpe irred. Agendas cluded in the reg	ubbock County ended funds in , brochures, fly	the department of the departme	current l	budget line item to porting documents reimbursed. Please
I hereby certify the department's ope cover all reimbur are attached and issue a travel expendent of the department of the department's open coverage of the department of the depar	e above-requested treerations. There are seems incursed to the second of	ufficient unexpe irred. Agendas cluded in the reg ested.	ubbock County ended funds in , brochures, fly gistration fee ar DATE	the department of the departme	ourrent land sup not be	budget line item to porting documents reimbursed. Please

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.



Key

SUMMIT:

For Premium Passholders, join us a day early and attend one of four full-day summits for a crash course in a hot industry topic

ATTENDEE SERVICES:

Have a question? Attendee services has an answer! This is also where you'll check-in.

MAIN STAGE:

Inspirational keynotes and panels on trending topics

DEEP DIVE:

90-minute interactive workshops, classroom-style

EDUCATION SESSION:

45-minute presentations with quick tips and tricks, lecture style

CAMPFIRES:

Roundtable style, group discussion with experts to facilitate peer-to-peer knowledge sharing

EXHIBIT HALL:

The hub of APC – engage with vendors, watch a podcast interview, grab a seat at the mini theater – this is where you want to be in your down time

BRAINDATE LOUNGE:

A new take on structured networking and knowledge-sharing, featuring brief one-on-one and small-group conversations in a cozy setting

► TUESDAY NIGHT PARTY:

Dance the night away with new and old friends! Included with Premium Pass, or you can purchase a ticket separately.



Interconnected:

Empowering Education

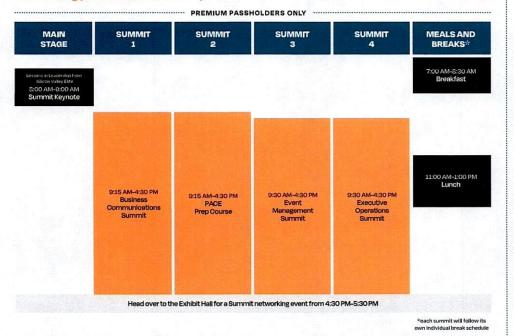
Forging Purpose



Welcome to APC!

Sunday, October 27 / Schedule-at-a-Glance

dule-at-a-Glance Schedule subject to change



ATTENDEE SERVICES

EXHIBIT BRAINDATE LOUNGE

7.00 AM-6.00 FM Exhibit Hall

10.00 AM-11.00 AM Gonference Orientation

7.00 AM-6.00 FM Exhibit Hall

-- ALL ATTENDEES --

Produced by 🔊 ASAP



Interconnected:

Empowering Education

Forging Purpose



Monday, October 28 / Schedule-at-a-Glance Attended Services from 7:00 AM-5:00 PM

EXHIBIT HALL DEEP DIVE 1 DEEP DIVE 2 DEEP DIVE 3 DEEP DIVE 4 EDUCATION EDUCATION CAMPFIRES MEALS AND BRAINDATE STAGE BREAKS LOUNGE 7:00 AM-8:30 AM Breakfast 8:00 AM-8:45 AM Welcome + Panel 7.00 AM-5.00 PM Exhibit Hall Braindate Lounge Lico AM-1:30 Pt Mini Theater Sessions 2:00 PM-3:00 PM Coffee Break 7:00 AM-5:00 PM Exhibit Hall

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Interconnected:

Empowering Education

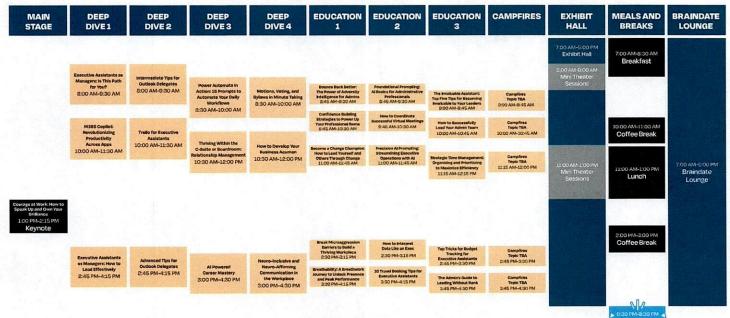
Forging Purpose



Tuesday, October 29 / Schedule-at-a-Glance Attended Services from 7:00 AM-5:00 PM



Schedule subject to change



*Included with Premium Pass

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Interconnected:

Empowering Education

Forging Purpose



Wednesday, October 30 / Schedule-at-a-Glance Attendee Services from 7:30 AM-12:00 PM

Schedule subject to change

DEEP DIVE 1

DIVE 2

DIVE3

DEEP DIVE 4

EDUCATION

EDUCATION

EDUCATION

CAMPFIRES

MEALS AND BREAKS

7:30 AM-9:00 AM Breakfast

0:30 AM-10:30 AM Coffee Break

Conference Concludes



Who is ASAP?



The American Society of Administrative Professionals (ASAP), producer of the Administrative Professionals Conference, is the leading international provider of education, training, and resources for executive assistants and administrative professionals.

Keep training online at home.



Check out ASAP's Pro online membership that gives you a full year of exclusive live and on-demand webinars, downloads, special reports, and more.