

Return to: Bambi Trevino

Vendor# 16148

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: Alba Joanna DATE: 06/20/2024
Last First

DESTINATION(CITY,STATE): Aurora Colorado

PURPOSE: Administrative Professionals Conference

TRAVEL DATE(S): 10/26/2024 to 10/31/2024

☒ Per Diem requested by the 23rd day of September, 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

Total Advance = \$ 336.00

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

10/21/24

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



DEPARTMENT DIRECTOR

6-21-2024

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.

06/23-TA507



**Administrative
Professionals
CONFERENCE**

October 27 – 30, 2024

Gaylord Rockies / Aurora, CO

Interconnected:

Empowering Education

Forging Purpose

SCHEDULE AT A GLANCE

This is the year to own your career. It's about fostering connections, owning your education, and defining your purpose. Take a peek at our schedule-at-a-glance to see how we can help you achieve this!

Learn more at apcevent.com



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.



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Welcome to APC!



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

Schedule subject to change

PREMIUM PASSHOLDERS ONLY

MAIN STAGE	SUMMIT 1	SUMMIT 2	SUMMIT 3	SUMMIT 4	MEALS AND BREAKS*
Lessons in Leadership from Silicon Valley Elite 8:00 AM-9:00 AM Summit Keynote					7:00 AM-8:30 AM Breakfast
	9:15 AM-4:30 PM Business Communications Summit	9:15 AM-4:30 PM PACE Prep Course	9:30 AM-4:30 PM Event Management Summit	9:30 AM-4:30 PM Executive Operations Summit	11:00 AM-1:00 PM Lunch

Head over to the Exhibit Hall for a Summit networking event from 4:30 PM-5:30 PM

*each summit will follow its own individual break schedule

ALL ATTENDEES

ATTENDEE SERVICES	EXHIBIT HALL	BRAINDATE LOUNGE
	7:00 AM-6:00 PM Exhibit Hall	
	10:00 AM-11:00 AM Conference Orientation	
7:00 AM-5:00 PM Conference Check-In	7:00 AM-6:00 PM Exhibit Hall	7:00 AM-3:00 PM Braindate Lounge
	1:00 PM-2:00 PM Conference Orientation	
	7:00 AM-6:00 PM Exhibit Hall	
	5:30 PM-7:00 PM APC Welcome Kickoff	

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Monday, October 28 / Schedule-at-a-Glance

Attendee Services
from 7:00 AM-5:00 PM

Schedule subject to change

MAIN STAGE	DEEP DIVE 1	DEEP DIVE 2	DEEP DIVE 3	DEEP DIVE 4	EDUCATION 1	EDUCATION 2	EDUCATION 3	CAMPFIRES	EXHIBIT HALL	MEALS AND BREAKS	BRAINDATE LOUNGE
8:00 AM-8:45 AM Welcome + Panel									7:00 AM-5:00 PM Exhibit Hall	7:00 AM-8:30 AM Breakfast	
	Building Effective Project Schedules 9:00 AM-10:30 AM	SharePoint Simplified: The Ultimate Guide for Senior Executive Assistants 9:00 AM-10:30 AM	Beyond the Basics of Strategic Calendar Planning 9:15 AM-10:45 AM	Strategic Engagement: Mastering Your Role in Leadership Discussions 9:15 AM-10:45 AM	Mastering the Art of Effective Networking 9:00 AM-10:45 AM	Modern Data Handling: Leveraging Power Query in Excel 1:00 AM-1:45 AM	Microsoft AI for Assistants: Intro to Copilot 9:30 AM-10:15 AM	Campfires Topic TBA 9:30 AM-10:15 AM		10:00 AM-11:00 AM Coffee Break	
	Excel Copilot: Data Analysis Simplified 10:45 AM-12:15 PM	How to Manage Business Travel 10:45 AM-12:15 PM	Planning Events with AI 11:00 AM-12:30 PM	Communication for Impact: Strategies and Best Practices 11:00 AM-12:30 PM	Power On Your Workday: Unlocking Google's Under-the-Radar Tools 10:00 AM-10:45 AM	Admin Architects: Designing Team-Focused Training Programs 10:00 AM-10:45 AM	Automate your Mundane Tasks with Power Automate 10:30 AM-11:15 AM	Campfires Topic TBA 10:30 AM-11:15 AM		11:30 AM-1:30 PM Lunch	
Life Lessons from Oprah, Rolling Stone, Mary, and Mum 1:30 PM-2:30 PM Keynote					Time and Energy Saving Productivity Hacks 11:00 AM-11:45 AM	Shed Your SOPs: Tips for Using AI and Design Techniques 11:00 AM-11:45 AM	The Evolution of AI: Harnessing Artificial Intelligence for Better Workplace Solutions 11:30 AM-12:15 PM	Campfires Topic TBA 11:30 AM-12:15 PM	11:00 AM-1:00 PM Mini Theater Sessions		7:00 AM-5:00 PM Braintree Lounge
	Building Effective Project Schedules - Advanced 2:45 PM-4:15 PM	How to Manage Budgets 2:45 PM-4:15 PM	Mastering Strategic Calendar Planning 3:00 PM-4:30 PM	Communication for Impact: Visibility and Influence 3:00 PM-4:30 PM	Developing a Mindset for Success: Three Strategies to Level Up Your Career 2:45 PM-3:30 PM	AI for Everyone: Unleashing the Power of Google Sheets 2:45 PM-3:30 PM	Microsoft AI for Assistants: Copilot for Meetings 3:00 PM-3:45 PM	Campfires Topic TBA 3:00 PM-3:45 PM		2:00 PM-3:00 PM Coffee Break	
					Budget Proof Your Presentations in PowerPoint 2:45 PM-4:30 PM	What Does It Mean to Be Strategic? 3:05 PM-4:30 PM	Microsoft Lingo: The New Admin Multitool 4:00 PM-4:45 PM	Campfires Topic TBA 4:00 PM-4:45 PM	7:00 AM-5:00 PM Exhibit Hall		

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Tuesday, October 29 / Schedule-at-a-Glance

Attendee Services
from 7:00 AM-5:00 PM

Schedule subject to change

MAIN STAGE	DEEP DIVE 1	DEEP DIVE 2	DEEP DIVE 3	DEEP DIVE 4	EDUCATION 1	EDUCATION 2	EDUCATION 3	CAMPFIRES	EXHIBIT HALL	MEALS AND BREAKS	BRANDATE LOUNGE
	Executive Assistants as Managers: Is This Path for You? 8:00 AM-9:30 AM	Intermediate Tips for Outlook Delegates 8:00 AM-9:30 AM	Power Automate in Action: 15 Prompts to Automate Your Daily Workflows 8:30 AM-10:00 AM	Motions, Voting, and Bylaws in Minutes Taking 8:30 AM-10:00 AM	Bounce Back Better: The Power of Adversity Intelligence for Administrative Professionals 8:45 AM-9:30 AM	Foundational Prompting: AI Basics for Administrative Professionals 8:45 AM-9:30 AM	The Invaluable Assistant: Top Five Tips for Becoming Irreplaceable to Your Leaders 9:00 AM-9:45 AM	Campfires Topic TSA 9:00 AM-9:45 AM	7:00 AM-5:00 PM Exhibit Hall 5:00 AM-6:00 AM Mini Theater Sessions	7:00 AM-8:30 AM Breakfast	
	M365 Copilot: Revolutionizing Productivity Across Apps 10:00 AM-11:30 AM	Trello for Executive Assistants 10:00 AM-11:30 AM	Thriving Within the C-Suite or Boardroom: Relationship Management 10:30 AM-12:00 PM	How to Develop Your Business Acumen 10:30 AM-12:00 PM	Confidence Building Strategies to Power Up Your Professional Game 9:45 AM-10:30 AM	How to Coordinate Successful Virtual Meetings 9:45 AM-10:30 AM	How to Successfully Lead Your Admin Team 10:00 AM-10:45 AM	Campfires Topic TSA 10:00 AM-10:45 AM		10:00 AM-11:00 AM Coffee Break	
					Become a Change Champion: How to Lead Yourself and Others Through Change 11:00 AM-11:45 AM	Precision AI Prompting: Streamlining Executive Operations with AI 11:00 AM-11:45 AM	Strategic Time Management: Organizing and Prioritizing to Maximize Efficiency 11:15 AM-12:15 PM	Campfires Topic TSA 11:15 AM-12:00 PM	11:00 AM-1:00 PM Mini Theater Sessions	11:00 AM-1:00 PM Lunch	7:00 AM-5:00 PM Brandate Lounge
Courage at Work: How to Speak Up and Own Your Brilliance 1:00 PM-2:15 PM Keynote					Break Microaggression Barriers to Build a Thriving Workplace 2:30 PM-3:15 PM	How to Interpret Data Like an Exec 2:30 PM-3:15 PM	Top Tricks for Budget Tracking for Executive Assistants 2:45 PM-3:30 PM	Campfires Topic TSA 2:45 PM-3:30 PM		2:00 PM-3:00 PM Coffee Break	
	Executive Assistants as Managers: How to Lead Effectively 2:45 PM-4:15 PM	Advanced Tips for Outlook Delegates 2:45 PM-4:15 PM	AI Powered Career Mastery 3:00 PM-4:30 PM	Neuro-Inclusive and Neuro-Affirming Communication in the Workplace 3:00 PM-4:30 PM	Breathability: A Breathwork Journey to Unleash Presence and Peak Performance 3:30 PM-4:15 PM	10 Travel Booking Tips for Executive Assistants 3:30 PM-4:15 PM	The Admin's Guide to Leading Without Rank 3:45 PM-4:30 PM	Campfires Topic TSA 3:45 PM-4:30 PM			
										6:30 PM-8:30 PM Tuesday Night Party*	

*Included with Premium Pass

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Wednesday, October 30 / Schedule-at-a-Glance

Attendee Services
from 7:30 AM-12:00 PM


Schedule subject to change

DEEP DIVE 1	DEEP DIVE 2	DEEP DIVE 3	DEEP DIVE 4	EDUCATION 1	EDUCATION 2	EDUCATION 3	CAMPFIRES	MEALS AND BREAKS
Bridging the Connection Between Personal Wellbeing and Professional Success 8:30 AM-10:00 AM	The Ultimate 50: Microsoft Shortcuts by a 20-Year Veteran 8:30 AM-10:00 AM	Crafting the Visual Story of You 9:00 AM-10:30 AM	Building a Strategic Powerhouse Admin Department 9:00 AM-10:30 AM	The Art of Leadership Influence 9:30 AM-10:15 AM	Boundary Setting for Strategic Business Partners 9:30 AM-10:15 AM	ROI of the Conference: Start a Plan to Share with Your Office and Team 9:45 AM-10:30 AM	Campfires Topic TBA 9:45 AM-10:30 AM	7:30 AM-9:00 AM Breakfast
				Managing Confrontations with Confidence 9:45 AM-10:30 AM	Make Change Happen: How to Advocate for and Plan Change Initiatives 9:45 AM-10:30 AM	Activate Allship to Build Bridges in the Workplace 9:45 AM-10:30 AM	Campfires Topic TBA 10:45 AM-11:30 AM	9:30 AM-10:30 AM Coffee Break
				12 Tips for Navigating Change and Reducing Stress 10:45 AM-11:30 AM	Elucidate Your Administrative Career: Key Behaviors for Success 10:45 AM-11:30 AM	Mid of the Conference: Commemorate the Value and Leverage Your Connections 10:45 AM-11:30 AM	Campfires Topic TBA 10:45 AM-11:30 AM	

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.

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