

4/24

Vendor# 9340

GL# 01104630-550300

**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: Goldhammer Gordon DATE: 2/22/23
Last First

DESTINATION: Washington D.C.

PURPOSE: 2023 National Peace Officer Memorail


DATE(S): May 11-17, 2023

Travel advance requested and required by the 11 day of May, 2023.

_____	Registration Fee	=	\$	_____	0.00
<u>7</u>	# of Breakfasts @ \$10.00	per meal	=	\$	_____
<u>7</u>	# of Lunches @ \$15.00	per meal	=	\$	_____
<u>7</u>	# of Dinners @ \$21.00	per meal	=	\$	_____
_____	# of Days lodging @ \$_____	per night	=	\$	_____
	Total Advance	=	\$	_____	322.00


Fund #: 01104630 Line Item: _____

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.


EMPLOYEE SIGNATURE

2/22/2023
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.


DEPARTMENT DIRECTOR

3-7-23
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.

4/26

Vendor# 9307

GL# 01104630-550300

**LUBBOCK COUNTY
TRAVEL AUTHORIZATION & ADVANCE REQUEST**

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NAME: Holbert Patricia DATE: 2/22/23
Last First

DESTINATION: Washington DC

PURPOSE: 2023 National Peace Officer Memoirial

DATE(S): May 11-17, 2023

Travel advance requested and required by the 11 day of May, 2023.

_____	Registration Fee	=	\$	_____	0.00
<u>7</u>	# of Breakfasts @ \$10.00	per meal	=	\$	_____
<u>7</u>	# of Lunches @ \$15.00	per meal	=	\$	_____
<u>7</u>	# of Dinners @ \$21.00	per meal	=	\$	_____
_____	# of Days lodging @ \$_____	per night	=	\$	_____
Total Advance				=	\$ _____

Fund #: 01104630 Line Item: _____

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Patricia Holbert 2-22-23
EMPLOYEE SIGNATURE DATE

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[Signature] 3-7-23
DEPARTMENT DIRECTOR 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.

4/26

Vendor# 12704

GL# 01104630-550300

LUBBOCK COUNTY
TRAVEL AUTHORIZATION & ADVANCE REQUEST

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NAME: Huerta Miriam DATE: 2/22/23
Last First

DESTINATION: Washington DC

PURPOSE: 2023 National Peace Officer Memorial

DATE(S): May 11-17, 2023

Travel advance requested and required by the 11 day of May, 2023.

_____	Registration Fee	=	\$	<u>0.00</u>
<u>7</u>	# of Breakfasts @ \$10.00	per meal	=	\$ <u>70.00</u>
<u>7</u>	# of Lunches @ \$15.00	per meal	=	\$ <u>105.00</u>
<u>7</u>	# of Dinners @ \$21.00	per meal	=	\$ <u>147.00</u>
_____	# of Days lodging @ \$_____	per night	=	\$ <u>0.00</u>
Total Advance			=	\$ <u>322.00</u>

Fund #: 01104630 Line Item: _____

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[Signature] 8/26/23
EMPLOYEE SIGNATURE DATE

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[Signature] 3-7-23
DEPARTMENT DIRECTOR 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.

4/20

Vendor# 12889

GL# 01104630-550300

LUBBOCK COUNTY
TRAVEL AUTHORIZATION & ADVANCE REQUEST

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NAME: Glover Ashlie DATE: 2/22/23
Last First

DESTINATION: Washington DC

PURPOSE: 2023 National Peace Officer Memoirial

DATE(S): May 11-17, 2023

Travel advance requested and required by the 11 day of May, 2023

_____	Registration Fee	=	\$	_____	0.00
<u>7</u>	# of Breakfasts @ \$10.00	per meal	=	\$	_____
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<u>7</u>	# of Dinners @ \$21.00	per meal	=	\$	_____
_____	# of Days lodging @ \$_____	per night	=	\$	_____
	Total Advance	=	\$	_____	322.00

Fund #: 01104630 Line Item: _____

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[Signature] 8931 22 FEB 23
EMPLOYEE SIGNATURE DATE

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[Signature] 3-7-23
DEPARTMENT DIRECTOR DATE

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

SIGNATURE DATE

SIGNATURE DATE

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4/26

Vendor# 12914

GL# 01104630-550300

LUBBOCK COUNTY
TRAVEL AUTHORIZATION & ADVANCE REQUEST

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NAME: Hart Shaina DATE: 2/22/23
Last First

DESTINATION: Washington DC

PURPOSE: 2023 National Peace Officer Memorial

DATE(S): May 11-17, 2023

Travel advance requested and required by the 11 day of May, 2023.

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					0.00
	Total Advance	=	\$	_____	322.00

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[Signature] 8/12 3-6-23
EMPLOYEE SIGNATURE DATE

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[Signature] 3-6-23
DEPARTMENT DIRECTOR DATE

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

SIGNATURE DATE

SIGNATURE DATE

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4/24

Vendor# 9134

GL# 01104630-550300

LUBBOCK COUNTY
TRAVEL AUTHORIZATION & ADVANCE REQUEST

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NAME: Hargrave Donny DATE: 2/22/23

Last First

DESTINATION: Washington DC

PURPOSE: 2023 National Peace Officer Memorial

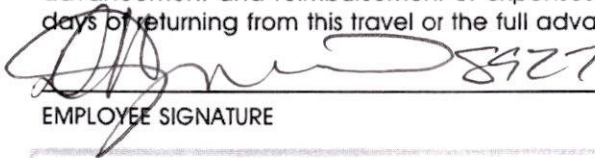
DATE(S): May 11-17, 2023

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Fund #: 01104630 Line Item: _____

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EMPLOYEE SIGNATURE

2/22/23
DATE

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DEPARTMENT DIRECTOR

3-7-23
DATE

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

SIGNATURE

DATE

SIGNATURE

DATE

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4/26

Vendor# 7417

GL# 01104630-550300

LUBBOCK COUNTY
TRAVEL AUTHORIZATION & ADVANCE REQUEST

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NAME: Garrett Kortney DATE: 2/22/23
Last First

DESTINATION: Washington DC

PURPOSE: 2023 National Peace Officer Memorial

DATE(S): May 11-17, 2023

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_____	Registration Fee	=	\$	<u>0.00</u>
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Fund #: 01104630 Line Item: _____

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[Signature] 2-22-23
EMPLOYEE SIGNATURE DATE

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[Signature] 3-7-23
DEPARTMENT DIRECTOR DATE

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

SIGNATURE DATE

SIGNATURE DATE

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LUBBOCK COUNTY SHERIFF'S OFFICE

P. O. Box 10536
LUBBOCK, TX 79408
PHONE: (806) 775-1469
FAX: (806) 775-1491

KELLY S. ROWE
Sheriff

Mike Reed
Chief Deputy LE

Cody Scott
Chief Deputy Detention

MEMORADUM

To: Honorable Curtis Parrish, County Judge
Honorable Terence Kovar, County Commissioner Precinct #1
Honorable Jason Corley, County Commissioner Precinct #2
Honorable Gilbert Flores, County Commissioner Precinct #3
Honorable Jordan Rackler, County Commissioner Precinct #4

From: Chief Deputy Mike Reed

Date: February 22, 2023

Re: Requesting Travel Authorization

Seven officers from the Honor Guard Team will be traveling to Washington D.C. on May 11-17, 2023. They will be attending National Police Week and participating in several events. Gordon Goldhammer, Kortney Garrett, Patricia Holbert, Miriam Huerta, Donny Hargrave, Shaina Hart, and Ashlie Glover will be leaving for Washington D.C. on May 11, 2023 and returning to Lubbock on May 17, 2023. These officers will be representing the Lubbock County Sheriff's Office Honor Guard Team.

If you have any questions regarding this information, please contact me at 775-1496.

Thank you in advance for your consideration.

MR/ph