

1/12

Vendor# 01-07278

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: ROWE KELLY DATE: 10/27/2021

Last First

DESTINATION: WASHINGTON, D.C.

PURPOSE: NATIONAL SHERIFF'S ASSOCIATION WINTER CONFERENCE

DATE(S): FEBRUARY 4-8, 2022

Travel advance requested and required by the 28 day of JANUARY, 2022.

<u> </u>	Registration Fee	=	\$	<u> </u>	<u>0.00</u>
<u> 4 </u>	# of Breakfasts @ \$10.00	per meal	=	\$	<u> 40.00 </u>
<u> 5 </u>	# of Lunches @ \$15.00	per meal	=	\$	<u> 75.00 </u>
<u> 4 </u>	# of Dinners @ \$21.00	per meal	=	\$	<u> 84.00 </u>
<u> </u>	# of Days lodging @ \$	per night	=	\$	<u> 0.00 </u>
Total Advance				=	\$ <u> 199.00 </u>

Fund #: 01104630 Line Item: 550300

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.

[Signature] 10/27/2021
EMPLOYEE SIGNATURE 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 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

[Signature] 10-29-21
DEPARTMENT DIRECTOR DATE

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

[Signature] 11-2-21
SIGNATURE DATE

[Signature] 11-2-21
SIGNATURE DATE

NOTE: TRAVEL IS NOT APPROVED WITHOUT ALL SIGNATURES. TRAVEL MAY NOT BE REIMBURSED WITHOUT PROPER AUTHORIZATION AND SUPPORTING DOCUMENTATION.

Vendor# 01-09289

GL# 01104630-550300

**LUBBOCK COUNTY
TRAVEL AUTHORIZATION & ADVANCE REQUEST**

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NAME: REED MIKE DATE: 10/27/2021

Last First

DESTINATION: WASHINGTON, D.C.

PURPOSE: NATIONAL SHERIFF'S ASSOCIATION WINTER CONFERENCE

DATE(S): FEBRUARY 4-8, 2022

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	Total Advance	=	\$	<u> </u>	199.00

Fund #: 01104630 Line Item: 550300

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[Signature] 10/27/2021
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[Signature] 11-16-21
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.

[HOME \(/\)](#) / [CALENDAR OF EVENTS \(/CALENDAR-OF-EVENTS\)](#) / [CONFERENCES](#)

CONFERENCES

The National Sheriffs' Association hosts the following conferences:

- › A **Winter Conference** (<https://nsawinter.org>), held annually in Washington D.C.
 - › ***Save the Date!*** The 2022 Winter Conference will be held February 5th through the 8th!
 - › **SUBMIT YOUR PROPOSALS**
(<https://www.sheriffs.org/winterseminars>): Due November 12, 2021.
- › An **Annual Conference** (<http://www.nsaconference.org/>), held annually in the summer at different locations.
 - › 2022: Kansas City, MO
 - › 2023: Grand Rapids, MI
 - › 2024: Oklahoma City, OK