



LUBBOCK COUNTY

TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: Poole, Ashlie Department: Lubbock Sheriff's Office
Vendor #: 12989 G/L Account: 01104630-550300
Purpose of Travel: National Peace Officer Memorial Destination(City,State): Washington, DC
Departure Date: 5/11/25 Return Date: 5/17/25

ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)								
Dates of Travel	5/11/25	5/12/25	5/13/25	5/14/25	5/15/25	5/16/25	5/17/25	WEEKLY TOTALS
Breakfast-Per Diem	\$ 23.00	\$ 23.00	\$ 23.00	\$ 23.00	\$ 23.00	\$ 23.00	\$ 23.00	\$ 161.00
Lunch-Per Diem	\$ 26.00	\$ 26.00	\$ 26.00	\$ 26.00	\$ 26.00	\$ 26.00	\$ 26.00	\$ 182.00
Dinner-Per Diem	\$ 38.00	\$ 38.00	\$ 38.00	\$ 38.00	\$ 38.00	\$ 38.00	\$ 38.00	\$ 266.00
TOTAL PER DIEM								\$ 609.00
EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts)								
Lodging		\$ 532.00	\$ 532.00	\$ 532.00	\$ 532.00	\$ 532.00		\$ 2,660.00
Parking								\$ 0.00
Airline (describe)								
Rental Car (describe)								
Registrations								
Other (describe)								
Mileage Rate	0.70	# of Miles						\$ 0.00
TOTAL ESTIMATED TRAVEL EXPENSES								\$ 2,128.00

I hereby request authorization to travel outside of 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.

☒ Please provide an advance Per Diem by the following date: 5/9/25 totaling: \$609.00

Poole Ashlie
PRINTED NAME OF EMPLOYEE

Ashlie Poole 8931
EMPLOYEE'S SIGNATURE

4/8/25
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, GSA meal and incidentals and other 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.

DAN CORBIN
PRINTED NAME OF DIRECTOR

[Signature]
DIRECTOR'S SIGNATURE

4-8-25
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. OUT OF STATE TRAVEL REQUIRES COMMISSIONERS COURT APPROVAL AS AN AGENDA ITEM.

Return to: ANGELA MARTINEZ

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Police Week Schedule 2025

SCHEDULE OF EVENTS

Mark your calendars for the following programs and events!

SUNDAY, MAY 11, 2025

10:00am – 5:00pm | Museum Open
1:00pm – 2:00pm | National Police X9 Memorial Service

MONDAY, MAY 12, 2025

10:00am – 5:00pm | Museum Open
2:00pm – 3:00pm | Police Unity Tour Bicycle Ride-In | Memorial
3:00pm – 3:30pm | Police Unity Tour Ceremony | Memorial
7:00pm | Honor Guard and Ambassadors Reception

TUESDAY, MAY 13, 2025

10:00am – 5:00pm | Museum Open
6:00pm – 7:30pm | Pre-Vigil Reception | Invitation Only | National Mall
8:00pm – 10:00pm | Candlelight Vigil | National Mall and Livestream

WEDNESDAY, MAY 14, 2025

10:00am – 5:00pm | Museum Open

THURSDAY, MAY 15, 2025

10:00am – 5:00pm | Museum Open
12:00pm – Midnight | Stand Watch for the Fallen | Memorial

FRIDAY, MAY 16, 2025

10:00am – 5:00pm | Museum Open

SATURDAY, MAY 17, 2025

10:00am – 5:00pm | Museum Open

Beyond the events above, all are welcome at the Memorial any time, day or night. The Memorial remains open to the public 24/7. If you are interested in attending the museum, you can get more information here: nleomf.org/museum/

Events