

Vendor# 10611

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: Fillman Ryan DATE: 04/11/2022  
Last First

DESTINATION: Huntsville, AL

PURPOSE: Advanced Post Blast Investigative Techniques

DATE(S): 05/01/2022-05/12/2022

Travel advance requested and required by the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

_____	Registration Fee	=	\$	_____	0.00
<u>0</u>	# of Breakfasts @ \$10.00	per meal	=	\$	_____
<u>0</u>	# of Lunches @ \$15.00	per meal	=	\$	_____
<u>0</u>	# of Dinners @ \$21.00	per meal	=	\$	_____
<u>0</u>	# of Days lodging @ \$0.00	per night	=	\$	_____
<b>Total Advance</b>				=	\$ <b>_____</b>
					<b>0.00</b>

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.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: 04-12-2022

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.

DEPARTMENT DIRECTOR: \_\_\_\_\_ DATE: 4-14-22

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.



**U.S. Department of Justice**

Bureau of Alcohol, Tobacco,  
Firearms and Explosives  
Redstone Arsenal, AL 35898

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*www.atf.gov*

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is pleased to announce that you have been selected to attend the following training.

Course: Advanced Post-Blast Investigative Techniques SO: 110079  
Dates: May 2-11, 2022  
Location: National Center for Explosives Training and Research NCETR  
Redstone Arsenal, AL 35898  
Start Time: 0800, Monday May 2, 2022  
Travel Dates: May 1, 2022 (Sunday) and May 12, 2022 (Thursday)

**Deadline Date:**

Please complete and return the Confirmation of Enrollment and UFMS Vendor Form by the close of business Wednesday **April 8, 2022**. ATTENTION: Delay in returning your forms by the requested date will result in delay of your travel reimbursement.

**Program Costs:**

Tuition and lodging are funded by ATF. All students (except for other Federal or Military personnel) will be reimbursed for airfare, baggage fees, taxi, or shuttle and daily per diem. Incidental expenses such as laundry, ATM fees, overweight baggage fees, second baggage fees and rental vehicles are not reimbursable (you will be reimbursed for one checked bag each way).

**Reimbursement for State & Local Students:**

Reimbursement for travel expenses will be made by direct deposit to each student. Students must provide all travel receipts to Program Manager David Taylor at [David.R.Taylor@atf.gov](mailto:David.R.Taylor@atf.gov) upon conclusion of this training. In addition to your travel receipts, you will be reimbursed daily per diem in the amount of \$59 for meals and incidental expenses for the full training days and \$44.25 for your two travel days. If you travel on Wednesday, after the course, Wednesday will be considered your second travel day and you will be reimbursed accordingly.

**Reimbursements cannot be made to your employer!** Reimbursements will be paid out via direct deposit into the account that you provided on your UFMS Vendor form. You can expect the reimbursement between two and three weeks following the submission of your completed voucher, which includes all receipts.

We are unable to reimburse mileage or gas for Privately Owned Vehicles (POV) or Government Owned Vehicles (GOV), driven to the training. We are also unable to reimburse expenses incurred