



LUBBOCK COUNTY

TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: Joanna Alba Department: Medical Examiner
Vendor #: 16148 G/L Account: 011-045-550300
Purpose of Travel: APC 2026 Conference-PACE Certification Destination(City,State): Nashville, TN
Departure Date: 9/12/26 Return Date: 9/17/26

ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)								
Dates of Travel	9/12/26	9/13/26	9/14/26	9/15/26	9/16/26	9/17/26		WEEKLY TOTALS
Breakfast-Per Diem	\$ 22.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 22.00		\$ 44.00
Lunch-Per Diem	\$ 23.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 23.00		\$ 46.00
Dinner-Per Diem	\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00		\$ 216.00
TOTAL PER DIEM								\$ 306.00
EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts)								
Lodging	\$ 328.00	\$ 328.00	\$ 328.00	\$ 328.00	\$ 328.00			\$ 1,640.00
Parking								\$ 0.00
Airline (describe)	Southwest Airlines							\$ 682.19
Rental Car (describe)								
Registrations	Administrative Professional Conference-PACE Certification							\$ 3,015.00
Other (describe)								
Mileage Rate	0.76	# of Miles						\$ 0.00
TOTAL ESTIMATED TRAVEL EXPENSES								\$ 5,337.19

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: 8/24/26 totaling, \$ 306.00

Joanna Alba
PRINTED NAME OF EMPLOYEE


EMPLOYEE'S SIGNATURE

8/11/2026
DATE

I hereby certify the above-requested travel for official Lubbock County business is directly related to this department's operations. There are sufficient un-expended 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 8 meals are included in the registration fee and will not be reimbursed. Please issue a travel expense advance if requested.

Bambi Trevino
PRINTED NAME OF DIRECTOR


DIRECTOR'S SIGNATURE

8/11/26
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: btrevino@lubbockcounty.gov

Schedule at a Glance

Training Topics at APC

Strategic Partnership & Leadership

Communication & Operations

Technology & Innovation

Career Growth & Personal Branding

Discover more on Training Topics › (<https://www.apcevent.com/trainingtopics/>)

View the full agenda › (<https://www.apcevent.com/agenda>)

The 2026 Schedule at a Glance

** Please note: schedule is subject to change.*



Attendee Services / Badge Pick-Up

Saturday, September 12	3:30pm - 6:00pm
Sunday, September 13	7:00am - 6:00pm
Monday, September 14	7:00am - 5:00pm
Tuesday, September 15	7:00am - 5:00pm
Wednesday, September 16	8:00am - 11:30am



Saturday, September 12, 2026

3:30pm - 6:00pm	Attendee Services / Badge Pick-Up
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**Sunday, September 13, 2026**

7:00am - 6:00pm	Attendee Services / Badge Pick-Up
8:00am - 12:30pm	Certification Tracks (https://www.apcevent.com/certifications/) <i>*Additional registration required.</i>
9:00am - 4:00pm	Nova Chief Of Staff Certification (https://www.apcevent.com/certifications/) <i>*Registration required.</i>
1:30pm - 4:30pm	Premium Workshops (<i>Premium Members Only</i>): - Carve AI Foundations for Executive Assistants (https://www.apcevent.com/session/premium-works-assistants/) - Project Management Essentials (https://info.apcevent.com/NzU2LUZXSi0wNjEAAAGgPzsm4pL_CnrcLovPZr8tonE4BuvFb0zpGpcY)
4:00pm - 6:00pm	Braindates (https://www.apcevent.com/networking/)
4:00pm - 6:00pm	Exhibit Showcase

**Monday, September 14, 2026**

7:00am - 5:00pm	Attendee Services / Badge Pick-Up
7:45am - 8:30am	Early Bird Sessions Breakout
8:00am - 5:00pm	Braindates (https://www.apcevent.com/networking/)
8:00am - 5:00pm	Exhibit Showcase
11:00am - 3:00pm	Certification Tracks (https://www.apcevent.com/certifications/) <i>*Additional registration required.</i>
8:00am - 5:00pm	Nova Chief Of Staff Certification (https://www.apcevent.com/certifications/) <i>*Registration required.</i>
9:30am - 10:30am	General Session
11:00am - 12:30pm	Masterclass / Lab / Roundtable
1:30pm - 3:00pm	Masterclass / Lab / Roundtable

3:15pm - 4:45pm	Masterclass / Lab / Roundtable
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Tuesday, September 15, 2026

7:00am - 5:00pm	Attendee Services / Badge Pick-Up
7:45am - 8:30am	Early Bird Session Breakout
8:00am - 3:30pm	Braindates (https://www.apcevent.com/networking/)
8:00am - 3:30pm	Exhibit Showcase
8:00am - 12:00pm	Certification Tracks (https://www.apcevent.com/certifications/) <i>*Additional registration required.</i>
9:00am - 5:00pm	Nova Chief Of Staff Certification (https://www.apcevent.com/certifications/) <i>*Registration required.</i>
9:00am - 10:30am	Masterclass / Lab / Roundtable
10:45am - 12:15pm	Masterclass / Lab / Roundtable
1:30pm - 3:00pm	Masterclass / Lab / Roundtable
3:30pm - 5:00pm	ASAP Awards and State of the Profession Panel
7:00pm - 9:00pm	Grand Ole APC Social



Wednesday, September 16, 2026

8:00am - 11:30am	Attendee Services / Badge Pick-Up
8:30am - 11:30am	Certification Tracks (https://www.apcevent.com/certifications/) <i>*Additional registration required.</i>
8:30am - 9:45am	Masterclass / Roundtable
10:15am - 11:30am	Masterclass / Roundtable

Ready to join us?

Discover the many training pass options that we offer! There is something for everyone.

Register Now

(<https://attend.apcevent.com/register?sourcePage=%2Fschedule-at-a-glance%2F>)

Justification Tools

If you're looking for resources to help build a case around investing in your professional development, use these tools!

Get Started

(</build-your-business-case/>)



Registered and ready to start planning?

Book your hotel and get started on next steps to plan your time at APC.

Hotel & Travel
(</hotel-travel/>)

Plan Your Visit
(</plan/>)

APC 2026

September 13-16, 2026 - Gaylord Opryland | Nashville, TN

Group Name: Lubbock County Ma



The Inn at Opryland, A Gaylord H
2 Rooms: 2 Assigned, 0 Unassigned

Group Roster

Review and manage your room details using an Excel spreadsheet.

Hotel Folio



The Inn at Opryland, A Gaylord Hotel
Standard Room - Single Occupancy
[View hotel policies »](#)

2 Reservations (10 Room Nights)	\$2,800.00
Taxes & Fees	\$480.00
Estimated Total	\$3,280.00
Amount Charged Today	\$0.00
Guarantee	\$656.00
All prices are in USD.	

View Confirmation

Hotel Folio

View full hotel reservation details including policies, confirmation and more. [Click here »](#)



Group RSVP

Invite colleagues to select a room from your group inventory and manage their own reservation.



U.S. General Services Administration

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Nashville	Davidson	\$86	\$22	\$23	\$36	\$5	\$64.50

Trevino, Bambi

From: Southwest Airlines <southwestairlines@ifly.southwest.com>
Sent: Tuesday, August 11, 2026 1:54 PM
To: Trevino, Bambi
Subject: You're going to Nashville on 09/12 (C9XLUE)!

Here's your itinerary & receipt. See ya soon!
[View in web browser](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)

Travel notice

Do you have a REAL ID? Passengers 18+ need a state-issued REAL ID-compliant license or identification card to fly domestically. Starting February 1, 2026, Passengers who do not have their REAL ID or another TSA acceptable form of ID can pay a \$45 fee to use TSA ConfirmID as an alternative identity verification option. Learn more at <https://www.tsa.gov/tsaconfirm-id>.



Hello friends,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

SEPTEMBER 12 - SEPTEMBER 17

LBB  **BNA**

Lubbock to Nashville

Confirmation # **C9XLUE**

Corporate ID: 99275466

Confirmation date: 08/11/2026

PASSENGER **Bambi Trevino**
RAPID REWARDS # **21040382322**
TICKET # **5262190157933**
EST. POINTS EARNED **8,229**

SEATS
LBB - DAL
DAL - BNA
BNA - HOU
HOU - LBB

[Modify seat](#)
05A - Extra Legroom
03A - Extra Legroom
04A - Extra Legroom
03A - Extra Legroom

PASSENGER
RAPID REWARDS #
TICKET #

Joanna Alba
[Join](#) or [Log in](#)
5262190157932

SEATS

LBB - DAL
DAL - BNA
BNA - HOU
HOU - LBB

[Modify seat](#)
05B - Extra Legroom
03B - Extra Legroom
04B - Extra Legroom
03B - Extra Legroom

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Saturday, 09/12/2026 Est. Travel Time: 5h 50m [Choice Extra](#)

FLIGHT
WN #4595

DEPARTS
LBB 06:00AM
Lubbock



ARRIVES
DAL 07:15AM
Dallas (Love)

Stop: Change planes

FLIGHT
WN #4780

DEPARTS
DAL 10:05AM
Dallas (Love)



ARRIVES
BNA 11:50AM
Nashville

Flight 2: Thursday, 09/17/2026 Est. Travel Time: 5h 45m [Choice Extra](#)

FLIGHT
WN #0434

DEPARTS
BNA 07:35AM
Nashville



ARRIVES
HOU 09:35AM
Houston (Hobby)

Stop: Change planes

FLIGHT
WN #3201

DEPARTS
HOU 11:50AM
Houston (Hobby)



ARRIVES
LBB 01:20PM
Lubbock

Payment information

Total cost

Air - C9XLUE

Base Fare	\$	1,175.42
U.S. Transportation Tax	\$	88.16
U.S. 9/11 Security Fee	\$	22.40

Payment

August 11, 2026

Payment Amount **\$682.19**
Mastercard ending in 6925

August 11, 2026

U.S. Flight Segment Tax	\$	42.40
U.S. Passenger Facility Chg	\$	36.00
Total	\$	1,364.38

Payment Amount **\$682.19**
Mastercard ending in 6925

Fare rules: if you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket numbers: 5262190157933 , 5262190157932

What to expect on your trip, and a few reminders.



With **Choice Extra fare**, you enjoy Extra Legroom and seat selection, early boarding, a free premium drink, two checked bags¹ free of charge, earn 14X Rapid Rewards® points per dollar, and free same-day changes and standby (taxes and fees may apply, but refunds will be provided). Refundable. [Learn more.](#)

¹ Weight and size limits apply.



Make sure you know [when to arrive at your airport](#). Times vary by city.



If your plans change, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited. [Learn more.](#)



You need to check in at least 30 minutes before your flight's originally scheduled departure time. Check in online or in the Southwest® app starting 24 hours before your flight. [Learn more.](#)

Prepare for takeoff

Use our app to make changes to your trip, get a boarding pass, & more.



Download app now



Download app now



Hertz

**NEW! Up to 2,750 Rapid Rewards® points
+ save up to 30% on base rates***

Off the plane & on the road in our newest fleet yet.

*Taxes/fees excluded. Terms apply.

Rent a car >