

LUBBOCK COUNTY
TRAVEL AUTHORIZATION & ADVANCE REQUEST

GL#: 011 - 072 - 5503000 - 60

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: Scott Robert DATE: 05/15/2023
Last First

DESTINATION: Ruidoso, NM

PURPOSE: D2 TCAA In-Service Meeting

DATE(S): August 23-25

☐ Travel advance requested and required by the _____ day of _____, _____.

_____ Registration Fee = \$ _____

_____ # of meals @ \$10.00 per meal = \$ _____ 0.00

_____ Days lodging @ \$ _____ per night = \$ _____ 0.00

Total Advance = \$ _____ 0.00

Fund #: _____ 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.

[Signature]
 EMPLOYEE SIGNATURE

5-13-23
 DATE

I hereby certify the above requested travel for official Lubbock County business 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 5 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

[Signature]
 DEPARTMENT DIRECTOR

5/15/23
 DATE

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

 SIGNATURE

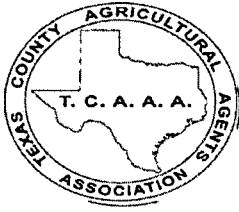
 DATE

 SIGNATURE

 DATE

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

District 2 TCAAA Professional Development Agenda



Ruidoso, NM

August 23-25

Eagle Creek Retreat

142 Eagle Creek Canyon Rd

Ruidoso, NM 88345

Wednesday 23rd

3 PM - Arrival

6 PM - District update from Michael Clawson DEA

6:30 PM – Evening Meal

7 PM – Committee Development for 2025 State TCAAA conference

Extension Administrative Update & Programming Efforts -Michael Clawson

Thursday 24th

8 AM – Breakfast

8:30 – South Plains Fair Update – Assignments/Responsibilities

9 AM – Committee feedback and thoughts for 2025 State TCAAA conference

9:30 – D.A.R Update – Curtis Preston

10 AM – Tour Hondo Iris Farm

12 PM – Lunch

1 PM – Individual tours of fisheries, nature tourism, and economic drivers of Ruidoso

6 PM – Evening Meal

Friday 25th

8 AM – Breakfast

9 AM – 2025 committee breakout session

11 AM – Committee input

12 PM – Depart

Vendor #: 01-14166

LUBBOCK COUNTY
TRAVEL AUTHORIZATION & ADVANCE REQUEST

GL#: 011 - 5072 - 5503000 - 60

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: Reid Christina DATE: 05/15/2023
Last First

DESTINATION: Ruidoso, NMPURPOSE: District 2 TCAAA Professional DevelopmentDATE(S): 08/23-25/2023
☒ Travel advance requested and required by the _____ day of _____.

_____ Registration Fee = \$ _____

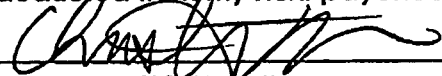
_____ # of meals @ \$10.00 per meal = \$ _____ 0.00

_____ Days lodging @ \$ _____ per night = \$ _____ 0.00

Total Advance = \$ _____ 0


Fund #: _____ 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

5/15/23
 DATE

I hereby certify the above requested travel for official Lubbock County business 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 5 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.


 DEPARTMENT DIRECTOR

5/10/23
 DATE

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

SIGNATURE _____

DATE _____

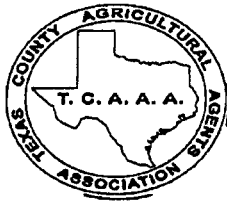
SIGNATURE _____

DATE _____

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

04/09-TA507

District 2 TCAAA Professional Development Agenda



Ruidoso, NM

August 23-25

Eagle Creek Retreat

142 Eagle Creek Canyon Rd

Ruidoso, NM 88345

Wednesday 23rd

3 PM - Arrival

6 PM - District update from Michael Clawson DEA

6:30 PM – Evening Meal

7 PM – Committee Development for 2025 State TCAAA conference

Extension Administrative Update & Programming Efforts -Michael Clawson

Thursday 24th

8 AM – Breakfast

8:30 – South Plains Fair Update – Assignments/Responsibilities

9 AM – Committee feedback and thoughts for 2025 State TCAAA conference

9:30 – D.A.R Update – Curtis Preston

10 AM – Tour Hondo Iris Farm

12 PM – Lunch

1 PM – Individual tours of fisheries, nature tourism, and economic drivers of Ruidoso

6 PM – Evening Meal

Friday 25th

8 AM – Breakfast

9 AM – 2025 committee breakout session

11 AM – Committee input

12 PM – Depart