

Return to: Angela Martinez

GL# 01104630-550300

**LUBBOCK COUNTY
TRAVEL AUTHORIZATION & PER DIEM 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. AGENDAS, BROCHURES, FLYERS, OR OTHER SUPPORTING DOCUMENTS MUST BE ATTACHED.

NAME: ROWE, KELLY DATE: August 21, 2024

Last First

DESTINATION(CITY,STATE): DURANT, OK

PURPOSE: HIDTA EXECUTIVE BOARD MEETING


TRAVEL DATE(S): SEPT. 3-6, 2024

Per Diem requested by the 1 day of SEPT., 2024.

<u>3</u>	# of Breakfasts	@ \$15.00	per meal =	\$ <u>45.00</u>
<u>4</u>	# of Lunches	@ \$16.00	per meal =	\$ <u>64.00</u>
<u>3</u>	# of Dinners	@ \$30.00	per meal =	\$ <u>90.00</u>
Total Advance =				\$ <u>199.00</u>

Org: 01104630 Object: 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 expense form within ten days of returning from this travel or the full advance will be deducted from my next paycheck.



EMPLOYEE SIGNATURE

8/21/24

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, and 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.



DEPARTMENT DIRECTOR

8-22-24

DATE

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

SIGNATURE

DATE

SIGNATURE

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.



LUBBOCK COUNTY SHERIFF'S OFFICE

P. O. Box 10536
LUBBOCK, TX 79408
PHONE: (806) 775-1469
FAX: (806) 775-1491

KELLY S. ROWE
Sheriff

Mike Reed
Chief Deputy LE

Ryan Braus
Chief Deputy Detention

MEMORADUM

To: Honorable Curtis Parrish, County Judge
Honorable Terence Kovar, County Commissioner Precinct #1
Honorable Jason Corley, County Commissioner Precinct #2
Honorable Gilbert Flores, County Commissioner Precinct #3
Honorable Jordan Rackler, County Commissioner Precinct #4

From: Sheriff Kelly Rowe
Date: July 25, 2024
Re: Requesting Travel Authorization

I am submitting a travel request to attend the Texoma HIDTA Executive Meeting, September 3-6, 2024, in Durant, OK.

Thank you in advance for your consideration.

Kelly S. Rowe
Sheriff
Lubbock County

KR/fv

From: Keith Brown <KBrown@texomahidta.org>

Date: June 25, 2024 at 10:39:08 AM CDT

Subject: Executive Board Retreat and Initiative Commander Training

All

Below is the link for Reservations for the Texoma HIDTA Initiative Supervisors Meeting and the Texoma HIDTA Executive Board Retreat. Travel day for the Initiative Commanders Meeting is Tuesday, September 3, 2024, with the Initiative Commanders Training on September 4, 2024 (travel home on September 5, 2024). The Executive Board Retreat will be September 5, 2024, with the Executive Board Meeting at 9:00 a.m. on Friday, September 6, 2024.

You can start booking reservations in the Individual Pay Block, either by call-in or you can make them online.

The following is the online reservation steps for your guests. Guests will also have the option of contacting our reservation department open 24 hours a day by calling 1-800-788-2464 press #1 and giving the agent the offer code TEXOMA HIDTA24 for the group rate.

If you would like to book your reservations online, please use the link below.

book.rquest.com/onecart/wbe/offers/1180/Choctaw-Durant-Book?offerCode=TEXOMA HIDTA24

(AUGUST 19TH DEADLINE DATE)

If any of you feel that If you have any questions or issues, please let me know.

Keith Brown
Executive Director
Texoma HIDTA
(571) 480-1068

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