

6/12 Return to: ANGELA MARTINEZ

Vendor# 9891

GL# 04630-550300
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: KRAUS, WINDY DATE: 5/13/2024
Last First

DESTINATION(CITY,STATE): ORLANDO, FL

PURPOSE: 2024 NEENA Conference (National Emergency Number Association)

TRAVEL DATE(S): Saturday, June 29 - Wednesday, July 3, 2024

Per Diem requested by the 28th day of June, 2024.

<u>3</u>	# of Breakfasts	@ \$15.00	per meal	=	\$ <u>45.00</u>
<u>5</u>	# of Lunches	@ \$16.00	per meal	=	\$ <u>80.00</u>
<u>3</u>	# of Dinners	@ \$30.00	per meal	=	\$ <u>90.00</u>
Total Advance				=	\$ <u>215.00</u>

Org: 01104630-550300 Object: 01104630-550300

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.

[Signature]
EMPLOYEE SIGNATURE

5-13-2024
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 2 meals are included in the registration fee and will not be reimbursed.** Please issue a travel expense advance if requested.

[Signature]
DEPARTMENT DIRECTOR

5-13-24
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.

6/12 Return to: ANGELA MARTINEZ

Vendor# 11053

GL# 01104630-550300

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TRAVEL AUTHORIZATION & PER DIEM REQUEST**

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NAME: Alonzo, Adrienna DATE: 5/13/2024

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Friday, June 28

8:00AM – 4:00PM | Registration
 8:30AM – 5:00PM | Pre-Conference Courses*
 6:30PM – 8:00PM | Run for 9-1-1 Charity 5K Run/Walk*

Saturday, June 29

7:30AM – 8:15AM | Gold Line Scholarship Breakfast*
 7:30AM – 8:15AM | Chapter Leader Coffee & Connect*
 8:00AM – 6:30PM | Registration
 8:30AM – 5:00PM | CMCP Alumni Seminar
 8:30AM – 5:00PM | Pre-Conference Courses*
 11:00AM – 11:45AM | Awards Ceremony
 1:30PM – 3:30PM | PSAP Tours
 3:30PM – 4:30PM | International Meet & Greet*
 5:15PM – 6:15PM | Membership Meeting
 6:30PM – 8:30PM | NENA 2024 Kick-Off Celebration

Sunday, June 30

7:00AM – 5:00PM | Registration
 8:00AM – 10:00AM | Opening Keynote Session & Breakfast
 10:00AM – 1:30PM | Expo Hall Open
 10:15AM – 1:00PM | Innovation Theatre Sessions
 1:30PM – 3:30PM | PSAP Tours
 1:30PM – 5:00PM | Breakout Sessions
 4:00PM – 6:00PM | Expo Hall Open
 5:00PM – 6:00PM | Expo Hall Snacky Hour
 5:15PM – 5:45PM | K-9 Demonstration
 6:15PM – 7:45PM | Excellence in 9-1-1 Reception*
 8:00PM – 9:00PM | LGBTQ+ Meet Up

Monday, July 1

7:30AM – 5:00PM | Registration
 8:00AM – 9:15AM | Keynote Session: Spark Speeches
 9:15AM – 10:45AM | Coffee & Doughnuts With the Exhibitors
 9:15AM – 4:00PM | Expo Hall Open
 10:00AM – 12:00PM | Frontline Forum
 10:30AM – 12:30PM | Guest Activity*
 11:00AM – 1:00PM | Innovation Theatre Sessions
 12:15PM – 2:30PM | Breakout Sessions
 2:30PM – 3:00PM | Innovation Theatre Sessions
 3:00PM – 4:00PM | Expo Hall Snacky Hour
 4:00PM – 5:00PM | Breakout Sessions
 5:00PM – 6:00PM | Women in 9-1-1 Alliance Reception
 6:30PM – 8:00PM | Young Professionals Pool Party
 9:00PM – 10:00PM | DEI Mixer

Tuesday, July 2

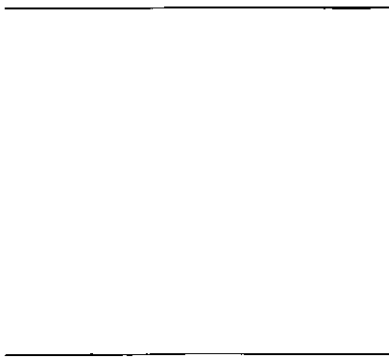
7:00AM – 7:45AM | Sunrise Session: Yoga for 9-1-1 Professionals
 8:15AM – 2:00PM | Registration
 8:45AM – 12:15PM | Breakout Sessions

- 10:00AM – 12:00PM | Culture, Community, & Belonging: A Roundtable Discussion
- 10:00AM – 12:00PM | PSAP Tours
- 12:30PM – 2:00PM | Board Installation Lunch
- 2:15PM – 4:15PM | PSAP Empowerment Exchange
- 2:15PM – 4:30PM | Breakout Sessions
- 6:00PM – 8:00PM | NENA 2024 Closing Celebration+

Wednesday, July 3

- 8:00AM – 9:00AM | NENA Board of Directors Open Meeting
- 8:00AM – 12:00PM | AI & Public Safety Workshop*
- 8:00AM – 12:00PM | ENP Exam-Prep Boot Camp*
- 9:00AM – 12:00PM | Chapter Leader Workshop*

**Indicates additional registration, invitation, or advance notice of participation required. All events take place or commence at the Gaylord Palms unless noted with a +.*



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SIGN IN