

Vendor #: 01-56681

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: Alexander Ronda DATE: May 15, 2023

DESTINATION: Washington, D.C. - Arlington / Crystal City, Virginia

PURPOSE: Chaperone and Coordinate 4-17 Capital Citizenship Tour

DATE(S): July 15-19, 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	=	\$ _____ 0.00

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.

Ronda Alexander  
EMPLOYEE SIGNATURE

May 15, 2023  
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 0 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

Ronda Alexander  
DEPARTMENT DIRECTOR

May 15, 2023  
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.

4-H Capital Citizenship Tour - Washington, D.C.  
July 15 - 19, 2023

- July 15 - Saturday 11:05 am - Depart Lubbock - SWA  
Flight #WN3701 to Dallas; Flight #WN1262 to DC - depart at 5:40 pm  
9:30 pm - Arrive Washington Reagan Airport  
10 pm - Check in at Hotel:  
Hampton Inn & Suites Reagan National Airport  
2000 Jefferson Davis Highway, Arlington, VA 703-418-8181
- July 16 - Sunday 7:30 am - Breakfast at Hotel  
8 am - Leave for Metro  
9 am - Petersen House & Ford's Center for Education & Leadership (2 hours)  
11:15 am - Line for Holocaust Tour  
11:45 am - Begin Holocaust Tour (approx. 3 hours)  
3 pm - Tentative - Tour of Longworth House Building - Rep. Arrington's Office  
4 pm - Library of Congress - Self-Guided Tour  
6 pm - Dinner/Return to Hotel Area  
9 am - Depart for
- July 17 - Monday 8 am - Breakfast at Hotel  
8:30 am - Leave for Metro  
9:30 am - Tour Capital  
12 pm - Lunch  
1 pm - Tour Smithsonian Museums  
6 pm - head back to Hotel  
7 pm - Dinner
- July 18 - Tuesday 7:30 am - Breakfast at Hotel  
8:00 am - Leave for Metro  
8:30 - 9:30 am - White House Visitor Center  
10:30 am - Meet tour bus  
11 am - Leave for Mt. Vernon and Old Town Alexandria Tour (5 hours)  
4 pm - Smithsonian Museums  
- Air & Space (open until 7:30 pm), Natural History, American History,  
American Indian  
7:30 pm - Dinner/Return to Hotel Area
- July 19 - Wednesday 8 am - Breakfast at Hotel  
9:30 am - Hotel Check-out  
10 am - Tour Smithsonian Museums/Zoo  
3 pm - Metro back to Hotel  
4 pm - Depart for Airport  
6 pm Flight #WN3466 to Dallas; 10:45 pm Flight #WN3300 to Lubbock  
11:50 pm - Arrive in Lubbock

Vendor #: 01-15206

LUBBOCK COUNTY  
TRAVEL AUTHORIZATION & ADVANCE REQUEST

GL#: 011 - 5072 - 5503000 - 60

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NAME: Edwards Cory DATE: 5/16/23

DESTINATION: <sup>Last</sup> Washington <sup>First</sup> D.C.

PURPOSE: Lubbock County 4th Capital Leadership Tour

DATE(S): July 15-19, 2023

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

_____ Registration Fee	=	\$ _____
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Total Advance	=	\$ _____ 0.00

Fund #: \_\_\_\_\_ Line Item: \_\_\_\_\_

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Cory Edwards  
EMPLOYEE SIGNATURE

5/16/23  
DATE

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Londa Alexander  
DEPARTMENT DIRECTOR

5/16/23  
DATE

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
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