

Vendor# 7278

Return to: Kim Ammons

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: April 23, 2024  
Last First

DESTINATION(CITY,STATE): Oklahoma City, Oklahoma

PURPOSE: National Sheriff's Association Annual Conference

TRAVEL DATE(S): June 23 - 28, 2024

Per Diem requested by the 10th day of June, 2024.

<u>5</u>	# of Breakfasts	@ \$15.00	per meal	=	\$ <u>75.00</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>
				<b>Total Advance</b>	= \$ <u>229.00</u>

Org: 011 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.

[Signature] 4/23/24  
EMPLOYEE SIGNATURE 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 4 meals are included in the registration fee and will not be reimbursed. Please issue a travel expense advance if requested.

[Signature] 4-29-24  
DEPARTMENT DIRECTOR 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: April 23, 2024  
Re: Requesting Travel Authorization.

I am submitting a travel request to attend the National Sheriff's Association Annual Conference, June 23-28, 2024, in Oklahoma City, OK.

Thank you in advance for your consideration.

A handwritten signature in black ink, appearing to be "K. Rowe", written over a faint circular stamp.

Kelly S. Rowe  
Sheriff  
Lubbock County

KR/fv

# AGENDA

*All events located at the Oklahoma City Convention Center, unless otherwise noted*

## COMMITTEE DAY – SUNDAY, JUNE 23, 2024

- 7:00am –  
4:00pm                      Conference Registration Open
- 7:40am –  
9:00am                      Committee Day Grab and Go Breakfast
- 8:00am –  
11:30am                     Committee Meetings
- 11:45am  
–  
12:45pm                     Committee Day Lunch Event
- 1:00pm –  
5:00pm                      Committee Meetings Continue
- 6:00pm                      NSA Board of Directors Dinner *(Invite Only)*

## DAY 1 – MONDAY, JUNE 24, 2024

- 7:00am –  
7:00pm                      Attendee & Exhibitor Registration
- 7:30am –  
8:30am                      First-Time Attendee Breakfast *(Invitation Only)*
- 8:00am –  
2:30pm                      Seminars *(est 30 different sessions, covering 11 different tracks)*
- 8:00am –  
1:00pm                      NSA Board of Directors Meeting
- 8:00am –  
12:00pm                     Spouses' Breakfast *(additional purchase)*

9:00am –  
1:00pm DHSLA Training, Day 1 (*pre-registration required*)

3:00pm –  
5:00pm General Session

5:00pm –  
7:00pm Welcome Reception and Grand Opening of the Exhibit Hall

## DAY 2 – TUESDAY, JUNE 25, 2024

7:30am –  
5:30pm Attendee & Exhibitor Registration

8:00am –  
10:00am Prayer Breakfast & Worship Service (*additional purchase*)

8:30am –  
2:00pm Exhibit Hall Open (*Coffee & Donuts will be available in the morning and Lunch at 11:30am*)

10:00am  
–  
11:00am Spouses Meeting

1:00pm –  
5:00pm DHSLA Training, Day 2 (*pre-registration required*)

2:00pm –  
5:30pm Seminars (*est 20 different sessions; covering 11 different tracks*)

2:30pm –  
5:30pm *Precision Cup – Shooting and Drone Competition and Special Vendor Fair.*  
*All conference attendees welcome. (busses will begin to leave the Center at 2:00 pm)*  
Various Vendor events – details to follow.

## DAY 3 – WEDNESDAY, JUNE 26, 2024

9:00am –  
5:00pm Attendees & Exhibitor Registration

9:00am –  
12:30pm Exhibit Hall Open (*Coffee & Donuts in the morning*)

9:00am –  
12:30pm Voting in NSA Booth, in Exhibit Hall

12:30pm  
– 2:00pm NSA Awards Lunch

2:00pm –  
5:30pm Seminars

Oklahoma City Experience

5:00pm –  
10:00pm Food, Fun, and Live Entertainment

All conference attendees welcome

## DAY 4 – THURSDAY, JUNE 27, 2024

9:00am –  
12:30pm Seminars *(est 20 different sessions, covering 11 different tracks)*

10:00am  
– NSA Board of Directors Meeting

11:00am

1:00pm –  
3:30pm Leadership Symposium

5:45pm –  
6:30pm Past Presidents Reception & Live Auction *(additional purchase)*

6:30pm –  
8:30pm President's Banquet *(additional purchase)*

REGISTER NOW

