

Return to: Angela Gschwend

Vendor# 17207

GL# 01100210-550300

**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: Parrish Curtis DATE: December 1, 2023  
Last First

DESTINATION(CITY,STATE): Washington, D.C.

PURPOSE: Ports to Plains Alliance Fly-In

TRAVEL DATE(S): Sun, March 3 - Friday, March 8, 2024

Per Diem requested by the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

_____ # of Breakfasts	@ \$15.00	per meal	=	\$	<u>0.00</u>
_____ # of Lunches	@ \$16.00	per meal	=	\$	<u>0.00</u>
_____ # of Dinners	@ \$30.00	per meal	=	\$	<u>0.00</u>
<b>Total Advance</b>				=	\$ <u>0.00</u>

Org: 011-002 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.

12/1/2023  
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 \_\_\_\_\_ meals are included in the registration fee and will not be reimbursed. Please issue a travel expense advance if requested.

12/1/2023  
DEPARTMENT DIRECTOR DATE

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

12/12/23  
SIGNATURE DATE

12-12-23  
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.