

Vendor# 15076

GL# 01104530

**LUBBOCK COUNTY
TRAVEL AUTHORIZATION & ADVANCE 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. RELATED BROCHURES OR OTHER SUPPORTING DATA MUST BE ATTACHED.

NAME: Takahashi Lori DATE: 03/10/2022
Last First

DESTINATION: Gettysburg Pennsylvania

PURPOSE: To Attend a Fatal Fire and Mass Disaster Scene Recovery Course

DATE(S): 07/24/2022 to 07/30/2022

Travel advance requested and required by the 11th day of July, 2022.

<u> </u>	Registration Fee	=	\$ <u> </u>	0.00
<u> 7 </u>	# of Breakfasts @ \$10.00	per meal =	\$ <u> </u>	70.00
<u> 7 </u>	# of Lunches @ \$15.00	per meal =	\$ <u> </u>	105.00
<u> 6 </u>	# of Dinners @ \$21.00	per meal =	\$ <u> </u>	126.00
<u> </u>	# of Days lodging @ \$ <u> </u>	per night =	\$ <u> </u>	0.00
Total Advance			=	\$ <u> </u> 301.00

Fund #: 550300 Line Item: Travel and Training

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.

Lori Takahashi
EMPLOYEE SIGNATURE

3/11/2022
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. 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.

[Signature]
DEPARTMENT DIRECTOR

3-11-22
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.



Core Principles: Fatal Fire and Mass Disaster Scene Recovery

Primary Course Instructors: [Dennis Dirkmaat](#), Ph.D., D-ABFA; [Michael J Hochrein](#), Special Agent FBI, Ret.; and Todd Jester, Precision Laser and Instrument, Inc.

The five-day course is designed to introduce participants to the basics of properly processing rather complex and difficult fire and mass disaster scenes involving human victims. The course will cover the basics of scene documentation (written, photographic, and cartographic [mapping] means) of both burned structures and car fires. The effects of fire and heat on soft and hard biological tissues will also be detailed. Forensic cases and the protocols developed as part of the U.S. National Institute of Justice Grant #2008- DN-BX-K131 will be discussed. Nationally-recognized standards (Weldon Spring and Clarence Center Protocols) developed, tested, and published by the course directors will be presented and demonstrated. The course will discuss past recovery efforts at incidents such as the USAir Flight 427, ColganAir Flight 3407, and United Flight 93 (9/11), as well as the prioritization of various types of evidence associated with these incidents and scenes. An emphasis will be placed on demonstrating and utilizing the multiple levels of scene mapping equipment including electronic total stations, high-end GPS units, 3D scanners, and mapping and documentation drones. We have moved the course to a venue in Gettysburg, PA, less than a mile from the battlefields, in which we now have 200 acres of woods and field and ponds to take advantage of a wide variety of mock scenarios. Plus, Gettysburg offers much in terms of Civil War history.

This course is offered in conjunction with [Tripwire Operations Group](#).

Course Location: Gettysburg, PA

Course Participants: Individuals over 18yrs of age. **Limited to 20 participants.**

1. College and University students (undergraduate and graduate);
2. College professors and instructors (teaching classes in Forensic Anthropology, Biological

July 25-29, 2022
\$699



Anthropology, Forensic Science, Criminalistics, Medicolegal Death Investigation, and Criminal Law);
and

3. Professionals in law enforcement, criminal investigation, medicolegal death investigation, and the legal profession (prosecutors, defense attorneys).

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hdforensicsllc@gmail.com

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