



## LUBBOCK COUNTY

### TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: Troy Havard Department: Elections  
Vendor #: 16848 G/L Account: 01107770-550300  
Purpose of Travel: 41st Annual National Conference - Election Ctr Destination(City,State): Kansas City, MO  
Departure Date: 8/18/26 Return Date: 8/21/26

| ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)     |          |            |         |          |  |  |               |
|-----------------------------------------------------------------------------------------------------|----------|------------|---------|----------|--|--|---------------|
| Dates of Travel                                                                                     | 8/18/26  | 8/19/26    | 8/20/26 | 8/21/26  |  |  | WEEKLY TOTALS |
| Breakfast-Per Diem                                                                                  | \$ 0.00  | \$ 20.00   | \$ 0.00 | \$ 0.00  |  |  | \$ 20.00      |
| Lunch-Per Diem                                                                                      | \$ 22.00 | \$ 22.00   | \$ 0.00 | \$ 0.00  |  |  | \$ 44.00      |
| Dinner-Per Diem                                                                                     | \$ 33.00 | \$ 33.00   | \$ 0.00 | \$ 33.00 |  |  | \$ 99.00      |
| TOTAL PER DIEM                                                                                      |          |            |         |          |  |  | \$ 163.00     |
| EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts) |          |            |         |          |  |  |               |
| Lodging                                                                                             |          |            |         |          |  |  | \$ 0.00       |
| Parking                                                                                             |          |            |         |          |  |  | \$ 0.00       |
| Airline (describe)                                                                                  |          |            |         |          |  |  |               |
| Rental Car (describe)                                                                               |          |            |         |          |  |  |               |
| Registrations                                                                                       |          |            |         |          |  |  |               |
| Other (describe)                                                                                    |          |            |         |          |  |  |               |
| Mileage Rate                                                                                        | 0.725    | # of Miles |         |          |  |  | \$ 0.00       |
| TOTAL ESTIMATED TRAVEL EXPENSES                                                                     |          |            |         |          |  |  | \$ 0.00       |

I hereby request authorization to travel outside of 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.

Please provide an advance Per Diem by the following date:  totaling,

Troy Havard  
PRINTED NAME OF EMPLOYEE

EMPLOYEE'S SIGNATURE

7/29/26  
DATE

I hereby certify the above-requested travel for official Lubbock County business is directly related to this department's operations. There are sufficient un-expended funds in the current budget line item to cover all reimbursable expenses incurred. **Agendas, brochures, flyers, GSA meal and incidentals and other supporting documents are attached and 5 meals are included in the registration fee and will not be reimbursed.** Please issue a travel expense advance if requested.

Troy Havard  
PRINTED NAME OF DIRECTOR

DIRECTOR'S SIGNATURE

7/29/26  
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. OUT OF STATE TRAVEL REQUIRES COMMISSIONERS COURT APPROVAL AS AN AGENDA ITEM.**

Return to: \_\_\_\_\_



# ELECTION CENTER

Election Center National Conference August 19<sup>th</sup> -23<sup>rd</sup>, 2026

*Times, Speakers, Rooms subject to change*

## **Wednesday, August 19<sup>th</sup>: Tour, Committee & Working Groups, Reception**

- |                    |                                                                                                                                                 |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>8am-5pm</b>     | <b>Registration Open ( )</b>                                                                                                                    |
| <b>9-11pm</b>      | <b>Tour</b><br>(Open to attendees who signed up prior to event—badge required. Bus leaves at 9am)                                               |
| <b>11-12:30pm</b>  | <b>Gamification for Election Training ( )</b>                                                                                                   |
| <b>12-1pm</b>      | <b>CLE course ( )</b>                                                                                                                           |
| <b>1-2pm</b>       | <b>Legislative Committee Meeting ( )</b><br>(Open to all attendees, <b>closed to the press</b> )                                                |
| <b>1-2pm</b>       | <b>Institute Ethics Committee Meeting ( )</b><br>(CLOSED --committee members only)                                                              |
| <b>2-3pm</b>       | <b>Postal Committee Meeting ( )</b><br>(Open to all attendees, <b>closed to the press</b> )                                                     |
| <b>2-3pm</b>       | <b>Institute CERA Advisory Committee Meeting ( )</b><br>(CLOSED --committee members only)                                                       |
| <b>3-4pm</b>       | <b>Security Committee Meeting ( )</b><br>(Open to all attendees, <b>closed to the press</b> )                                                   |
| <b>3-4pm</b>       | <b>Institute Research Advisory Committee Meeting ( )</b><br>(Open to all attendees, <b>closed to the press</b> )                                |
| <b>4-5pm</b>       | <b>#ElectionGeek Tech Working Group ( )</b><br>(Open to all attendees—focus on IT managers & line staff, <b>closed to the press</b> )           |
| <b>4-5pm</b>       | <b>Communications Committee Meeting ( )</b><br>(Open to all attendees—focus on PIOs & Outreach Coordinators/staff, <b>closed to the press</b> ) |
| <b>5-6pm</b>       | <b>Program Development &amp; Awards Committee Meeting ( )</b><br>(CLOSED --committee members only)                                              |
| <b>6-6:30pm</b>    | <b>Newbie Orientation &amp; Reception ( )</b><br>(Open to all attendees—focus on first-time members/attendees)                                  |
| <b>6:30-7:30pm</b> | <b>Opening Night Reception ( )</b><br>(Open to all attendees)                                                                                   |



# ELECTION CENTER

## Thursday, August 20th Conference Plenary Sessions

|               |                                                                           |
|---------------|---------------------------------------------------------------------------|
| 8am-5pm       | Registration Open ( )                                                     |
| 8-9am         | Full Breakfast Buffet ( )                                                 |
| 8-5pm         | Exhibit Hall ( )                                                          |
| 9am-5pm       | "Election Administrators: Hidden Designers" Stanford d.School Exhibit ( ) |
| 9am-5pm       | Research & Academic Poster Exhibit ( )                                    |
| 9am-5pm       | Media Room: Available for interviews & Podcasts ( )                       |
| 9-10am        | Welcome by Election Center Leadership & Organization Updates ( )          |
| 10-10:30am    | Keynote 1 ( )                                                             |
| 10:30-10:45am | Break ( )                                                                 |
| 10:45-11:15am | Keynote 2 ( )                                                             |
| 11:15-Noon    | Awards: Hall of Fame & Lifetime ( )                                       |
| 12-1:30pm     | Hosted Lunch ( )                                                          |
| 1:00-1:30     | Peg Perl Sticker Swap! ( )                                                |
| 1:30-2pm      | Awards: JEARP                                                             |
| 2-3pm         | Plenary Session: Federal Partners USPS, USPIS, FVAP, EAC                  |
| 3-3:30pm      | Break ( )                                                                 |
| 3:30-4:50pm   | Plenary Session: PPP Awards Ceremony & Presentations ( )                  |
| 4:50-5pm      | Close ( )                                                                 |
| 6-8pm         | Hosted Dinner Celebrating 250 Years of American Elections ( )             |



# ELECTION CENTER

**Friday, August 21<sup>st</sup> Conference Breakout & Workshop Sessions, Graduation, & Awards**

|            |                                                                                                                                                                                                                                                                                                                                                                                              |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8am-5pm    | Registration Open ( )                                                                                                                                                                                                                                                                                                                                                                        |
| 8-9am      | Full Breakfast Buffet ( )                                                                                                                                                                                                                                                                                                                                                                    |
| 8-5pm      | Exhibit Hall ( )                                                                                                                                                                                                                                                                                                                                                                             |
| 9am-5pm    | “Election Administrators: Hidden Designers” Stanford d.School Exhibit ( )                                                                                                                                                                                                                                                                                                                    |
| 9am-5pm    | Research & Academic Poster Exhibit ( )                                                                                                                                                                                                                                                                                                                                                       |
| 9am-5pm    | Media Room: Available for interviews & Podcasts ( )                                                                                                                                                                                                                                                                                                                                          |
| 9-9:45am   | <b>Breakouts &amp; Workshop Sessions 1</b> <ul style="list-style-type: none"><li>• Security &amp; Technology ( )</li><li>• Communications &amp; Outreach ( )</li><li>• Studies, Reports, &amp; Policy: ( )</li><li>• Management, Training, &amp; Logistics ( )</li><li>• Connections &amp; Associations: ( )</li><li>• Member Spotlights ( )</li></ul>                                       |
| 10-10:45am | <b>Breakout &amp; Workshop Sessions 2</b> <ul style="list-style-type: none"><li>• Security &amp; Technology ( )</li><li>• Communications &amp; Outreach ( )</li><li>• Studies, Reports, &amp; Policy: ( )</li><li>• Management, Training, &amp; Logistics ( )</li><li>• Connections &amp; Associations: ( )</li><li>• Member Spotlights ( )</li></ul>                                        |
| 11-11:45am | <b>Breakout &amp; Workshop Sessions 3</b> <ul style="list-style-type: none"><li>• Security &amp; Technology ( )</li><li>• Communications &amp; Outreach ( )</li><li>• Studies, Reports, &amp; Policy: ( )</li><li>• Management, Training, &amp; Logistics ( )</li><li>• Connections &amp; Associations: ( )</li><li>• Member Spotlights ( )</li></ul>                                        |
| 12-12:45pm | <b>Breakout &amp; Workshop Sessions 4</b> <ul style="list-style-type: none"><li>• Security &amp; Technology ( )</li><li>• Communications &amp; Outreach ( )</li><li>• Studies, Reports, &amp; Policy: ( )</li><li>• Management, Training, &amp; Logistics ( )</li><li>• Connections &amp; Associations: ( )</li><li>• Member Spotlights ( )</li><li>• <b>GRADUATE ASSEMBLY</b> ( )</li></ul> |

|                 |                                                          |
|-----------------|----------------------------------------------------------|
| <b>1-3pm</b>    | <b>Hosted Graduation Luncheon ( )</b>                    |
| <b>3-3:30pm</b> | <b>Closing</b>                                           |
| <b>7:10pm</b>   | <b>OPTIONAL: Royals vs. Detroit Tigers baseball game</b> |

**Saturday, August 22<sup>nd</sup>**

|                   |                              |
|-------------------|------------------------------|
| <b>8am-5pm</b>    | <b>Registration Open ( )</b> |
| <b>9am-4:30pm</b> | <b>Courses</b>               |

**Sunday, August 23<sup>rd</sup>**

|               |                          |
|---------------|--------------------------|
| <b>9-11am</b> | <b>Courses continued</b> |
|---------------|--------------------------|