

Vendor# 15439GL# 01106140-550300

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: BOWEN MITCHELL DATE: 7/19/2023

Last

First

DESTINATION: DENVER, COLORADO

PURPOSE: IFMA WORLD WORKPLACE CONFERENCE

DATE(S): Friday, September 22nd - Monday, September 25th

☒ Travel advance requested and required by the 11TH day of SEPTEMBER, _____.

_____	Registration Fee	=	\$	_____	0.00
<u>3</u>	# of Breakfasts @ \$10.00	per meal	=	\$	_____
<u>3</u>	# of Lunches @ \$15.00	per meal	=	\$	_____
<u>3</u>	# of Dinners @ \$21.00	per meal	=	\$	_____
_____	# of Days lodging @ \$_____	per night	=	\$	_____
Total Advance				=	\$ _____
					138.00

Fund #: 01106140-550300

Line Item: TRAVEL & 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.



EMPLOYEE SIGNATURE

7/20/23
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.


DEPARTMENT DIRECTOR

20 Jul 23
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.

10/14-TA507

Attendee Registration Form

Exhibitor Service Center


Attendee Service Center

Speaker Service Center

Attendee Registration
Form

Review

Review the information below to confirm your registration is correct. Then, click Continue to submit your payment and complete the registration process.

Qty	Description	Amount
	 Mitchell Bowen (Lubbock County)	
1	Expo ONLY	\$20.00
1	IFMA's Operations & Maintenance Course - Regular Saturday, September 23, 2023, 8:00 AM - 5:00 PM Sunday, September 24, 2023, 8:00 AM - 5:00 PM	\$950.00
Balance Due		\$970.00

Enter your discount code in the box provided below. Then, select the Apply Discount button.

APPLY DISCOUNT

Group Registration

Select the button to the left to add an additional attendee(s). Reminder, groups of five or more from the same company (same physical address) receive the fifth full registration FREE! Please contact an IFMA Customer Service Specialist at +1-713-623-4362 or registrations@ifma.org for details. (Only valid for Full Event registrations and must be submitted and/or processed at the same time)

ADD ADDITIONAL ATTENDEES

BACK

CONTINUE



SEP 22, 25

✈ LBB → DEN

Lubbock County



Trip & Price Details

✈
Price

Payment

Confirmation

✈ Flight [Modify](#)

	Fri 9/22	# 2310	→	DEN	1 hr 30 min	Nonstop	Wanna Get Away <small>Wanna Get Away is a low-cost carrier.</small>	Price per Passenger	\$157.44		
		LBB						6:20 PM	6:50 PM	Taxes and fees per Passenger	\$41.61
									Total per Passenger	\$199.05	
	Mon 9/25	# 014	→	LBB	1 hr 20 min	Nonstop	Wanna Get Away <small>Wanna Get Away is a low-cost carrier.</small>	Passenger(s)	x1		
		DEN						11:05 AM	1:25 PM		
									Flight total	\$199.05	

Helpful Information:

- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): if you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- REAL ID Requirement:** Do you have a REAL ID? Beginning May 7, 2025, you will need a state-issued REAL ID compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit www.tsa.gov for a list of acceptable forms of ID and additional information regarding REAL ID requirement.

Feedback

✈ Flight Extras

Upgrade to Wanna Get Away *plus*

Prices shown per passenger, per one-way.

- ✓ Same-day confirmed change*
- ✓ Transferable Flight Credit™ within your organization*
- ✓ 8 Rapid Rewards points per dollar per qualifying flight*

☐ Upgrade departing trip for \$15☐ Upgrade returning trip for \$15☐ Upgrade both for \$30[Apply upgrade](#)*Please read the [fare rules](#) associated with this purchase. Add a Car Products not confirmed until purchase.



[Join](#) [Sign In](#)

Homewood Suites by Hilton® Denver Downtown-Convention Center

[Edit stay](#)

Sat, Sep 23 — Mon, Sep 25, 2023

1 room for 1 adult

Payment and Guest Details

Step 3 of 3

Total for stay

\$622.65

[Show price details](#)

Total room charge

\$537.93

Total taxes

\$84.72

Guarantee and Cancellation Policy

There is a Credit Card required for this reservation. **Free cancellation before 11:59 PM local hotel time on 17 Sep 2023.**

All fields are required unless marked optional.

Payment

Card number

Month

Year

Guest information

First name

Last name

Choose a ride.

Denver International Airport (DEN)
550 15th St

Leave Now



UberX 4 $\times 2 = \$83.84$
\$41.92
3 mins away • 11:40 AM dropoff
Affordable rides, all to yourself



Comfort Electric 4
\$53.96
3 mins away • 11:40 AM dropoff
Premium zero-emission cars



Comfort 4
\$49.91
2 mins away • 11:40 AM dropoff

Visa 6327

Request UberX