



# LUBBOCK COUNTY

## TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: KELLY ROWE Department: LSO  
Vendor #: 01-07278 G/L Account: 01104630-550300  
Purpose of Travel: 2025 HIDTA AWARDS BANQUET Destination(City,State): MCLEAN, VA  
Departure Date: 3/26/25 Return Date: 3/28/25

ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)							
Dates of Travel	3/26/25	3/27/25	3/28/25				WEEKLY TOTALS
Breakfast-Per Diem		\$ 23.00	\$ 23.00				\$ 46.00
Lunch-Per Diem	\$ 26.00	\$ 26.00	\$ 26.00				\$ 78.00
Dinner-Per Diem	\$ 38.00		\$ 38.00				\$ 76.00
TOTAL PER DIEM							\$ 200.00
EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts)							
Lodging	\$ 311.88	\$ 311.88					\$ 623.76
Parking			\$ 39.00				\$ 39.00
Airline (describe)	SOUTHWEST						\$ 1,005.35
Rental Car (describe)	UBER						\$ 71.26
Registrations							\$ 750.00
Other (describe)							
Mileage Rate	0.70	# of Miles					\$ 0.00
TOTAL ESTIMATED TRAVEL EXPENSES							\$ 2,489.37

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: 4/2/25 totaling, \$ 200.00

KELLY ROWE  
PRINTED NAME OF EMPLOYEE

[Signature]  
EMPLOYEE'S SIGNATURE

4-9-25  
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, GSA meal and incidentals and other supporting documents are attached and** 1 **meals are included in the registration fee and will not be reimbursed.** Please issue a travel expense advance if requested.

ANG CORWIN  
PRINTED NAME OF DIRECTOR

[Signature]  
DIRECTOR'S SIGNATURE

4-9-25  
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.

**ANGELA MARTINEZ**

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



Dear Award Winner,

The **2025 HIDTA Awards Banquet** is planned for **Thursday, March 27, 2025**, at the Ritz Carlton in McLean Virginia.

**Meeting Location:**

**Ritz – Carlton Tysons Corner**  
1700 Tysons Corner Boulevard  
McLean, Virginia 22102

**Meeting Schedule (Tentative):**

**Thursday, March 27, 2025**

6:00 PM – 9:00 PM – Awards Banquet

**Dress Code:**

Semi-Formal – HIDTA Awards Dinner

**Hotel Accommodations**

Overnight accommodations for the 2025 HIDTA Awards Banquet, are being offered by the Ritz-Carlton Tysons Corner at \$276.00 (Government Rate) plus 13% Tax for Single and Double Occupancy. This rate includes complimentary Standard Wireless Internet connection in the guestrooms.

**Reservations may be made, modified or cancelled at the following site:**

**Reservations** (Click on link)

**Ritz – Carlton Reservation – 1.800.542.8680 or 703.506.4300**

To secure the group rate, be sure to mention that you are making a reservation under the **NHAC 2025 Directors Meeting & Dinner**. The Hotel requires that all reservations be guaranteed either by a credit card or by a cash/check deposit for one night's room and tax. This deposit will not be refunded unless the reservation is cancelled 24 hours prior to the day of arrival, hotel time.

**Cut Off Date**

**Please make your reservation before the cut-off date of Friday, February 21, 2025, to guarantee availability at the prevailing Government Rate of \$278.00 plus tax.** Reservation requests received after this cut-off date will be based on availability at the Hotel's prevailing rates.

***Hotel Accommodations (Overflow Hotel)***

HIDTA has also secured additional overnight accommodations for the 2025 HIDTA Awards Banquet, are being offered by The Westin Tysons Corner at **\$276.00** (Government Rate) plus 13% Tax for Single and Double Occupancy. This rate includes complimentary Standard Wireless Internet connection in the guestrooms. The Westin offers complimentary shuttle service to and from the Ritz Carlton hotel.

***Reservations at The Westin Tysons Corner may be made, modified or cancelled at the following site:***

**Reservations** *(Click on link)*

***Westin Reservation – 1.888.627.8970 or 703.893.1340***

To secure the group rate, be sure to mention that you are making a reservation under the **2025 HIDTA Awards Banquet**. The Hotel requires that all reservations be guaranteed either by a credit card or by a cash/check deposit for one night's room and tax. This deposit will not be refunded unless the reservation is cancelled 48 hours prior to the day of arrival, hotel time.

***Cut Off Date***

**Please make your reservation before the cut-off date of Friday, February 28, 2025, to guarantee availability at the prevailing Government Rate of \$278.00 plus tax.** Reservation requests received after this cut-off date will be based on availability at the Hotel's prevailing rates.

**Registration:**

**The Registration Fee for the Awards Banquet is \$175.00 per person. Children 12 & under \$90.00.**

***The website to register is:***

**Awards Banquet**

**Cancellation Policy for Registration:** Full refund by **Tuesday, March 18, 2025**, with a written notification of your cancellation to Paul O'Rourke [pjorourke@nhac.org](mailto:pjorourke@nhac.org). All funds will be committed to the Hotel on Wednesday, March 19, 2025, and we will not be able to refund the registration fee after Wednesday, March 19, 2025.

**Registration Payment**

If you paid your registration fee by credit card, the expense will appear on your statement as a charge from **Capital Meeting Planning, Inc.** A payment receipt will automatically be sent to you in a separate email message at the time you submit your payment.

If you plan to send a check, please make it payable to:

Capital Meeting Planning, Inc.  
Attn: 2025 HIDTA Awards Banquet  
5765 - F Burke Center Parkway,  
Suite 331  
Burke, Virginia 22015-2233  
EIN#54-1950092

If you are unable to attend the Awards Banquet, and wish to designate a substitute attendee, or have questions about registration, please contact Paul O'Rourke via email at [pjorourke@nhac.org](mailto:pjorourke@nhac.org), or by phone at 305.715.7759.

Best regards,



Paul J. O'Rourke  
Event Coordinator  
National HIDTA Assistance Center  
11200 N.W. 20<sup>th</sup> Street, Suite 100  
Miami, Florida 33172

Office Number: 305.715.7759 | Mobile Number: 786.734.0008