



LUBBOCK COUNTY

TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: Isaac Badu Department: Information Technology Services
Vendor #: 14273 G/L Account: 01100510 - 550300
Purpose of Travel: Tyler Courts & Justice Executive Forum 2025 Destination(City,State): Beaver Creek, Colorado
Departure Date: 9/22/25 Return Date: 9/24/25

ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)							
Dates of Travel	9/22/25	9/23/25	9/24/25				WEEKLY TOTALS
Breakfast-Per Diem	\$ 0.00	\$ 0.00	\$ 0.00				\$ 0.00
Lunch-Per Diem	\$ 26.00	\$ 0.00	\$ 0.00				\$ 26.00
Dinner-Per Diem	\$ 38.00	\$ 0.00	\$ 0.00				\$ 38.00
TOTAL PER DIEM							\$ 64.00
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	0.70	# 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, _____

Isaac Badu
PRINTED NAME OF EMPLOYEE

EMPLOYEE'S SIGNATURE

8/5/25
DATE

I hereby certify the above-requested travel for official Lubbock County business is directly related to this department's operations. There are sufficient 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.

Isaac Badu
PRINTED NAME OF DIRECTOR

DIRECTOR'S SIGNATURE

8/5/25
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.

Return to: Information Technology Services

[Home](#) [Agenda](#) [Events](#) [Travel/Lodging](#)

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Park Hyatt Beaver Creek Resort & Spa
136 E. Thomas Pl.
Beaver Creek, CO 81620

September 22, 2025 – September 24, 2025

This invitation-only event connects leaders and innovators in the Justice community who are Enterprise Justice clients – senior court, IT, and elected officials from some of the largest jurisdictions in the country.

8/5/25, 9:17 AM

Home - 2025 Courts & Justice Executive Forum

Please do not share this website. We have limited spaces available for this by-invitation-only event.

Home **Agenda** Events Travel/Lodging

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Agenda Topics Listed Below

The meeting will focus on the following core ideas.

- Explore AI Powered Tools
- SaaS and Cyber Resilience
- Integrations and Cross-Agency Process Improvements
- Leveraging Data to Drive Outcomes

Agenda at a Glance

Monday, Sept. 22

Check-in and Welcome Reception

5:00 PM - 6:30 PM

Dine Arounds

6:45 PM - 9:00 PM

Tuesday, Sept. 23

Breakfast

7:00 AM - 8:00 AM

General Session

8:15 AM - 11:30 AM

Lunch

11:30 PM - 12:30 PM

Afternoon Networking Activities

12:45 PM - 4:30 PM

Dinner and Entertainment

5:30 PM - 9:30 PM

Wednesday, Sept. 24

Breakfast

7:00 AM - 8:00 AM

General Session

8:15 AM - 11:30 AM

Lunch

11:30 AM - 12:30 PM

Departures

After 12:30 PM

[Register Now](#)

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For questions regarding the 2025 Courts & Justice Executive Forum, please get in touch with [Tyler Events](#).

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Hotel & Meeting Space

The Executive Forum will be held at the Park Hyatt Beaver Creek Resort in Beaver Creek, Colorado. The resort is located at the base of Creek Mountain and provides year-round access to Vail Valley, Colorado. It is the only ski-in/ski-out hotel situated at Beaver Creek Village ski base, offering convenient access to Village activities and shopping. Visitors can engage in various activities such as golf, horseback riding, and exploring the village shops.

We have arranged a special rate of \$219.00 plus taxes per night during the meeting nights. Tyler Technologies will also pay the resort fee of \$30.00 for each night of the meeting. The rooms are subject to availability and may be reserved on a first-come, first-served basis.

This is an exclusive rate available only to meeting registrants. You will receive the hotel booking details after you finish your meeting registration.

Airport Transportation

Complimentary transportation will be available for arrivals and departures for this event. We strongly recommend flying to Eagle County Regional Airport (EGE), which is 28.8 miles away and takes approximately 35 minutes to reach the hotel.

We will plan the transportation according to the itineraries you provide. If feasible, we may use a 15-passenger bus for group travel for up to 10 attendees. The Tyler Events team will communicate with you regularly and ask for the required information before the event.

To take advantage of the free transport, please send your flight details for arrival and departure to [Tyler Events](#) by **Friday, August 29**. We will reserve your seat for the transport the week before the event and send you instructions.

Below are estimated costs for getting from the Eagle County Regional Airport if you want to arrange transportation.

- Private Sedan | Approximately \$140 – \$175 each way
- Uber or Lyft | Approximately \$44 – \$55 each way



FY 2025 per diem rates for Beaver Creek, Colorado

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Vail	Eagle	\$92	\$23	\$26	\$38	\$5	\$69.00