



LUBBOCK COUNTY

TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: Raymond Billington Department: Elections
Vendor #: 16843 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			
Breakfast-Per Diem	\$ 0.00	\$ 20.00	\$ 0.00	\$ 0.00			WEEKLY TOTALS
Lunch-Per Diem	\$ 22.00	\$ 22.00	\$ 0.00	\$ 0.00			\$ 20.00
Dinner-Per Diem	\$ 33.00	\$ 33.00	\$ 0.00	\$ 33.00			\$ 44.00
							\$ 99.00
TOTAL PER DIEM							\$ 163.00
EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts)							
Lodging							
Parking							\$ 0.00
Airline (describe)							\$ 0.00
Rental Car (describe)							
Registrations							
Other (describe)							
Mileage Rate	0.725	# of Miles					
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, ☐

Raymond Billington
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 National Conference August 19th -23rd, 2026

Times, Speakers, Rooms subject to change

Wednesday, August 19th: Tour, Committee & Working Groups, Reception

- | | |
|--------------------|---|
| 8am-5pm | Registration Open () |
| 9-11pm | Tour
(Open to attendees who signed up prior to event—badge required. Bus leaves at 9am) |
| 11-12:30pm | Gamification for Election Training () |
| 12-1pm | CLE course () |
| 1-2pm | Legislative Committee Meeting ()
(Open to all attendees, closed to the press) |
| 1-2pm | Institute Ethics Committee Meeting ()
(CLOSED --committee members only) |
| 2-3pm | Postal Committee Meeting ()
(Open to all attendees, closed to the press) |
| 2-3pm | Institute CERA Advisory Committee Meeting ()
(CLOSED --committee members only) |
| 3-4pm | Security Committee Meeting ()
(Open to all attendees, closed to the press) |
| 3-4pm | Institute Research Advisory Committee Meeting ()
(Open to all attendees, closed to the press) |
| 4-5pm | #ElectionGeek Tech Working Group ()
(Open to all attendees—focus on IT managers & line staff, closed to the press) |
| 4-5pm | Communications Committee Meeting ()
(Open to all attendees—focus on PIOs & Outreach Coordinators/staff, closed to the press) |
| 5-6pm | Program Development & Awards Committee Meeting ()
(CLOSED --committee members only) |
| 6-6:30pm | Newbie Orientation & Reception ()
(Open to all attendees—focus on first-time members/attendees) |
| 6:30-7:30pm | Opening Night Reception ()
(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 21st 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	Breakouts & Workshop Sessions 1 • Security & Technology () • Communications & Outreach () • Studies, Reports, & Policy: () • Management, Training, & Logistics () • Connections & Associations: () • Member Spotlights ()
10-10:45am	Breakout & Workshop Sessions 2 • Security & Technology () • Communications & Outreach () • Studies, Reports, & Policy: () • Management, Training, & Logistics () • Connections & Associations: () • Member Spotlights ()
11-11:45am	Breakout & Workshop Sessions 3 • Security & Technology () • Communications & Outreach () • Studies, Reports, & Policy: () • Management, Training, & Logistics () • Connections & Associations: () • Member Spotlights ()
12-12:45pm	Breakout & Workshop Sessions 4 • Security & Technology () • Communications & Outreach () • Studies, Reports, & Policy: () • Management, Training, & Logistics () • Connections & Associations: () • Member Spotlights () • GRADUATE ASSEMBLY ()



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

Saturday, August 22nd

[Redacted]	
8am-5pm	Registration Open ()
9am-4:30pm	Courses

Sunday, August 23rd

[Redacted]	
9-11am	Courses continued

[Redacted]
[Redacted]