

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: 9/14/2023Last First
DESTINATION: DENVER, COLORADOPURPOSE: IFMA WORLD WORKPLACE CONFERENCEDATE(S): Friday September 22nd - Friday, September 29th☐ Travel advance requested and required by the _____ day of _____, _____.

_____ Registration Fee	=	\$	_____	0.00		
_____ # of Breakfasts @ \$10.00 per meal	=	\$	_____	0.00		
_____ # of Lunches @ \$15.00 per meal	=	\$	_____	0.00		
_____ # of Dinners @ \$21.00 per meal	=	\$	_____	0.00		
_____ # of Days lodging @ \$_____ per night	=	\$	_____	0.00		
Total Advance			=	\$	_____	0.00

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 SIGNATURE9/20/23
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 2 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.


DEPARTMENT DIRECTOR9-21-23
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

World Workplace 2023 Invoice



**IFMA WORLD
WORKPLACE**

SEPTEMBER 27-29, 2023
COLORADO CONVENTION CENTER | DENVER, COLORADO, USA

DENVER
COLORADO

WORLD WORKPLACE 2023 INVOICE DATE: July 27, 2023

Due Date: September 4, 2023

INVOICE #: 660279

Sold To:
Mitchell Bowen
Lubbock County
PO Box 10536
Lubbock, TX 79408

Date	Description	Unit Price	Qty	Gross Amount
07/27/2023	Full Event Regular	\$1,225.00	1	\$1,225.00
07/27/2023	Wednesday Lunch Voucher Additional	\$20.00	1	\$20.00
07/27/2023	Wednesday Lunch Voucher Included	\$0.00	1	\$0.00
07/27/2023	Thursday Brunch Voucher Additional	\$20.00	1	\$20.00
07/27/2023	Thursday Brunch Voucher Included	\$0.00	1	\$0.00
07/27/2023	IFMA's Operations & Maintenance Course - Regular	\$950.00	1	\$950.00
07/27/2023	IFMA's Leadership & Strategy Course - Regular	\$950.00	1	\$950.00
07/27/2023	Explore FM	\$0.00	1	\$0.00
Total Sales				\$3,165.00
07/27/2023	Payment by MC Natalie Harvill *6554			(\$3,165.00)
Balance Due				\$0.00

Remit To:
Mail your check payment to:
International Facility Management Association
P.O. Box 203648 Dallas, TX 75320-3648

Make checks payable to IFMA including note/memo of registrant's name(s) and must be received before September 4, 2023 to complete registration. Checks will accepted in U.S. funds only.

Natalie's registration
transferred to
Mitchell

Hollifield, Katy

From: Bowen, Mitchell
Sent: Monday, September 18, 2023 2:29 PM
To: Hollifield, Katy
Subject: Fwd: Mitchell Ben Bowen's 09/22 Denver trip (32I3HE): Your change is confirmed.

[Get Outlook for iOS](#)

From: Southwest Airlines <southwestairlines@ifly.southwest.com>
Sent: Monday, September 18, 2023 2:04:01 PM
To: Bowen, Mitchell <MBowen@lubbockcounty.gov>
Subject: Mitchell Ben Bowen's 09/22 Denver trip (32I3HE): Your change is confirmed.

Here's your updated itinerary and trip receipt.

[View our mobile site](#) | [View in browser](#)

Southwest
Business

[Manage Flight](#) | [Flight Status](#) | [My Account](#)



Hi Mitchell Ben,

We've confirmed the change to your trip. Below you'll find your updated itinerary, important travel information, and trip receipt. See you onboard soon!

SEPTEMBER 22 - SEPTEMBER 29

LBB ✈ **DEN**

Lubbock to Denver

Mitchell-amended flight

Confirmation # **32I3HE**

Confirmation date: 09/18/2023

Corporate ID: 99275466

PASSENGER Mitchell Ben Bowen

RAPID REWARDS # [Join or Log in](#)

TICKET # 5262203076847

EST. POINTS EARNED 1,728

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Friday, 09/22/2023 Est. Travel Time: 1h 30m [Wanna Get Away®](#)

FLIGHT # 2310	DEPARTS	ARRIVES
	LBB 06:20PM	DEN 06:50PM
	Lubbock	Denver

Flight 2: Friday, 09/29/2023 Est. Travel Time: 5h 20m [Wanna Get Away®](#)

FLIGHT # 0560	DEPARTS	ARRIVES
	DEN 11:25AM	LAS 12:15PM
	Denver	Las Vegas

Stop: ✈️ Change planes

FLIGHT # 3285	DEPARTS	ARRIVES
	LAS 01:35PM	LBB 05:45PM
	Las Vegas	Lubbock

Payment information

Total cost

Air - 32I3HE		
Base Fare	\$	287.95
U.S. Transportation Tax	\$	21.60
U.S. Passenger Facility Chg	\$	13.50
U.S. Flight Segment Tax	\$	14.40
U.S. 9/11 Security Fee	\$	11.20
Total	\$	348.65

Payment

Mastercard ending in 7375
Date: September 18, 2023
Payment Amount: \$163.86

Credit from ticket: #5262490630337 to
#5262203076847
Date: August 15, 2023

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number: 5262203076847

All your perks, all in one place. (Plus a few reminders.)



Wanna Get Away® fare: Your two bags fly free®, no change or cancel fees, and 6X Rapid Rewards® points. **NEW** – Free same-day standby (taxes and fees may apply). [Learn more](#)



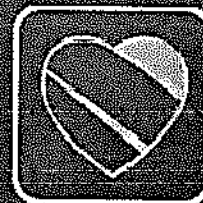
Make sure you know when to arrive at your airport. Times vary by city.



If your plans change, cancel your reservation at least 10 minutes before the original scheduled departure time of your flight to receive a flight credit. If you don't cancel your reservation in time, your funds will be forfeited.

Prepare for takeoff

Use our app to make changes to your trip, get a boarding pass, & more.



Download app now



Download app now

Don't miss out on automatic check-in



When available, EarlyBird Check-In® reserves your boarding position at 36 hours before your flight, earlier than regular check-in.

[Get it now >](#)



Earn up to 1,800 Rapid Rewards® points.

Plus save up to 30% off base rates with Budget®.



[Book car >](#)



Have questions about your upcoming trip?

Get all the answers before you leave for the airport.

[Prepare now >](#)

5262203076347; NONREF/NONTRANSFERABLE -BG WN LBB WN DEN65.46WN X/LAS WN LBB222.49USD287.95END ZP LAS4.80XF LAS4.5 PD XF DEN4.5LBB4.5 ZP DEN4.80LBB4.80

ALNVR2H/S05
QLA0P2H/S05|QLA0P2H/S05

If you do not plan to travel on your flight: In accordance with Southwest's No-Show Policy, if you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to the scheduled departure time of your flight. Any Customer who fails to cancel reservations for a Wanna Get Away® or Wanna Get Away Plus™ fare segment at least ten (10) minutes prior to the scheduled departure time and who does not board the flight will be considered a no-show, and all remaining unused Wanna Get Away or Wanna Get Away Plus funds will be forfeited. All remaining unused Business Select® or Anytime funds will be converted to a flight credit. If you no-show for your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards® account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of a flight credit. **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.

Prohibition on Multiple/Conflicting Reservations: to promote seat availability for our Customers, Southwest® prohibits multiple reservations for the same Passenger departing from the same city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to the Passenger or purchaser, Southwest may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest gift cards, funds from proactively canceled reservations by Southwest will be returned to the original form of payment. Reservations paid for with a Southwest gift card will have the amount applied from the gift card held as a flight credit for use by the Customer on a future Southwest Airlines® flight.

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Contact us



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Get the mobile app

If you have purchased a refundable fare and choose not to travel, you must request your refund to the original payment for within 1 year of ticket issuance.

This is a post-only mailing from Southwest Airlines®. Please do not attempt to respond to this message. Your privacy is important to us. Please read our privacy policy.

See Southwest Airlines Co. Notice of Incorporation.

Cualquier información publicitaria, promocional o de mercadotecnia contenida en este correo electrónico sólo será efectiva y únicamente será aplicable en los Estados Unidos de América.

Southwest Airlines
2702 Love Field Drive
Dallas, TX 75235
1-800-I-FLY-SWA (1-800-435-9792)

© Copyright 2023 Southwest Airlines Co. All Rights Reserved.

Hollifield, Katy

From: Bowen, Mitchell
Sent: Monday, September 18, 2023 1:57 PM
To: Hollifield, Katy
Subject: Fwd: Thank you for choosing Sonesta Denver Downtown

Get Outlook for iOS

From: reservations-noreply@sonesta.com <reservations-noreply@sonesta.com>
Sent: Monday, September 18, 2023 1:41:21 PM
To: Bowen, Mitchell <MBowen@lubbockcounty.gov>
Subject: Thank you for choosing Sonesta Denver Downtown



SONESTA

transfer Natalie's reservation

Your Upcoming Reservation at Sonesta Denver Downtown

Guest: Natalie Harvill

Number of adults: 1

Confirmation number:
31847SE103979

Number of children: 0

Arrival date: Monday, September 25,
2023
Check-in: 16:00 (4:00 PM)

Room type: Deluxe - King

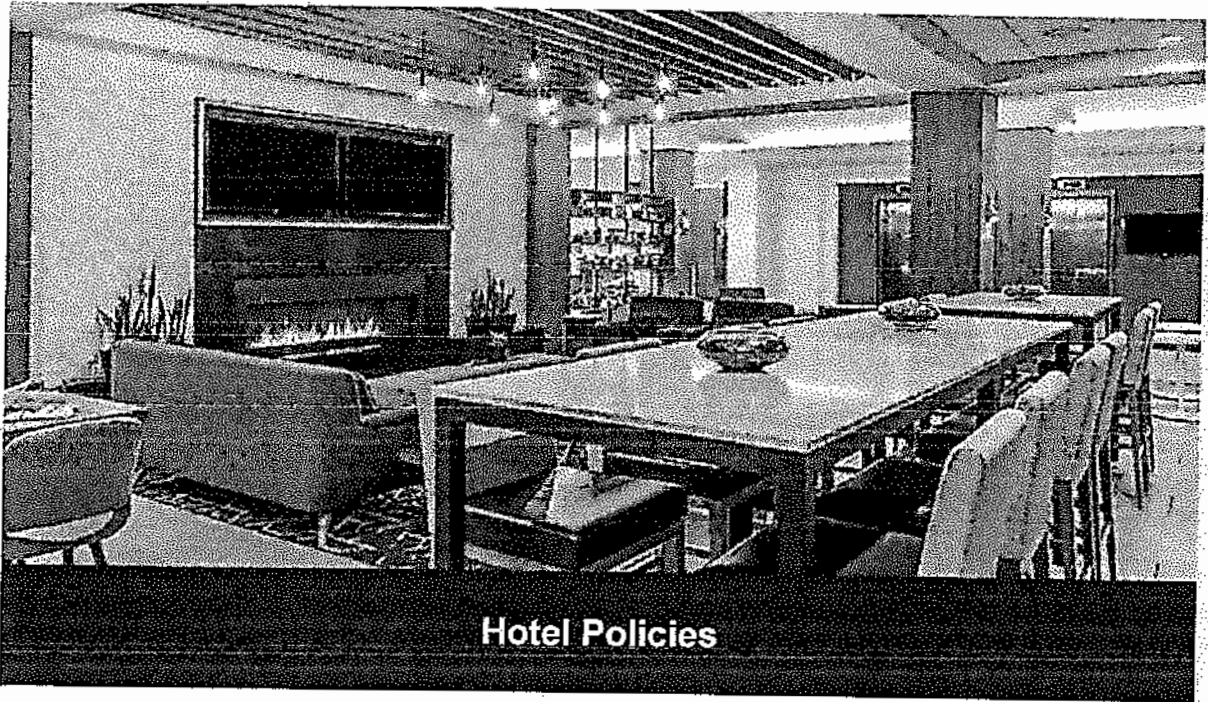
Average daily rate: USD 230.00

Departure date: Friday, September
29, 2023
Check out: 11:00 (11:00 AM)

Total price including tax: USD
1,064.92

Number of nights: 4

[view / modify reservation](#)



Hotel Policies

Guarantee & Cancellation Policy

Reservations must be guaranteed to a credit card. Valid credit card required at check-in for room charges and incidentals. Prior to check in, we must be able to authorize room and tax charges for your stay plus an authorization of \$100 toward incidental expenses. Cancel 24 hrs by 6pm prior to arrival to avoid a 1 night room/tax charge.

Checking In

Guests must be 21 years of age or older to check in.

Hotel amenities, policies and offerings:

[Learn More](#)



Your Stay

We have created a new program, **Stay Safe with Sonesta**. Learn how this new program will be implemented during your upcoming stay with us.

[LEARN MORE »](#)

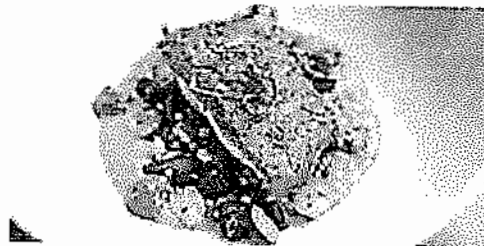
Your safety and health is our top priority. Based on our current housekeeping protocol, guests with a stay longer than 7 days will receive a full service cleaning of their guest room once per week. For additional services during your

stay, we would be delighted to accommodate your needs and kindly request a minimum of 24 hours' notice. In the meantime, for additional towels, coffee & tea, and other amenities, please contact the front desk.

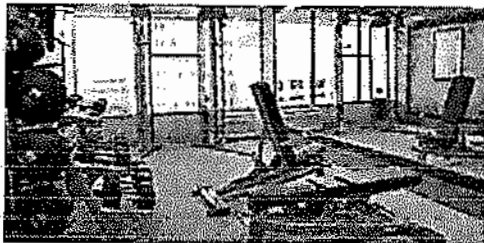
Plan Your Stay

Dining

The innovative American cuisine at Lockwood Kitchen & Bar uses locally sourced ingredients to artfully prepare each signature dish. Experience the best of Denver dining right here!



[LEARN MORE »](#)



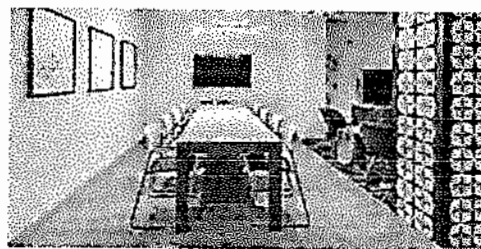
Fitness Center

Don't miss a workout during your travels! Our 24-hour state-of-the-art fitness center features free weights, treadmills, yoga-mats, and much more.

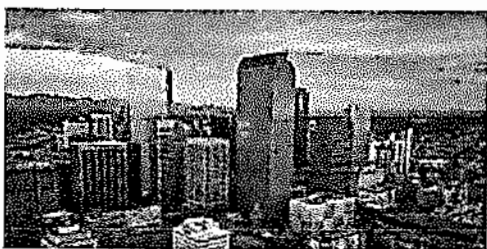
[LEARN MORE »](#)

The Hub

From personal work pods to intimate meeting spaces, Sonesta helps you eliminate distractions and stay productive.



[LEARN MORE »](#)



Explore

Our address is conveniently central, giving guests' access to the best the city has to offer plus a tucked-away haven in which to unwind.

[LEARN MORE »](#)

Sonesta Denver Downtown

1450 Glenarm Place

Denver, Colorado, 80202

1-303-5731450

www.sonesta.com/denver-downtown

[get directions](#)

EARN REWARDS ON EVERY STAY.








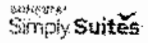



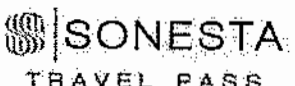
STAY. REWARDED.

JOIN NOW

 **SONESTA**







STAY. REWARDED.

© Sonesta – Hotels • Resorts • Suites
Sonesta International Hotels Corporation
255 Washington St. Suite 230
Newton, MA 02458, US | 1.800.SONESTA



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Mitchell TA - original

Vendor# 15439

GL# 01106140-550300

LUBBOCK COUNTY
TRAVEL AUTHORIZATION & ADVANCE REQUEST

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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	=	\$	_____ 30.00
<u>3</u>	# of Lunches @ \$15.00	per meal	=	\$	_____ 45.00
<u>3</u>	# of Dinners @ \$21.00	per meal	=	\$	_____ 63.00
_____	# of Days lodging @ \$_____	per night	=	\$	_____ 0.00
Total Advance				=	\$ <u>138.00</u>

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.

[Signature]
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.

[Signature]
DEPARTMENT DIRECTOR

20 Jul 23
DATE

APPROVAL FROM TWO (2) MEMBERS OF THE COMMISSIONERS' COURT:

[Signature]
SIGNATURE

7/21/23
DATE

[Signature]
SIGNATURE

7/21/23
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
3	Michael Bowen (Labback 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

✕ LBB → DEN

Lubbock County

Trip & Price Details

✕ Flight Modify

	# 2310						
 Fri 9/22	LBB	→	DEN	1 hr 30 min	Nonstop	Wanna Get Away	Price per Passenger \$157.44
	6:20 PM		8:50 PM				Taxes and fees per Passenger \$41.61
							Total per Passenger \$199.05
	# 614						
 Mon 9/25	DEN	→	LBB	1 hr 20 min	Nonstop	Wanna Get Away	Passenger(s) x1
	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.

✕ 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*

*Please read the [fare rules](#) associated with this purchase.
☐ Upgrade departing trip for \$15

☐ Upgrade returning trip for \$15

☐ Upgrade both for \$30

Apply upgrade

 Add a Car Products not compatible with purchase

Feedback



[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

REVIEW

Natalie TA - original

Vendor# 14231

GL# 01106140-550300

**LUBBOCK COUNTY
TRAVEL AUTHORIZATION & ADVANCE REQUEST**

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NAME: HARVILL NATALIE DATE: 6/27/2023
Last First

DESTINATION: DENVER, CO

PURPOSE: IFMA World Workplace Conference

DATE(S): Friday, September 22nd - Friday, September 29th

☒ Travel advance requested and required by the 11th day of September, 2023

Registration Fee	=	\$	0.00
<u>8</u> # of Breakfasts @ \$10.00 per meal	=	\$	80.00
<u>6</u> # of Lunches @ \$15.00 per meal	=	\$	90.00
<u>8</u> # of Dinners @ \$21.00 per meal	=	\$	168.00
# of Days lodging @ \$ per night	=	\$	0.00
Total Advance	=	\$	<u>338.00</u>

Fund #: 01106140-550300

Line Item: TRAVEL & TRAINING

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Natalie Harvill
EMPLOYEE SIGNATURE

6-29-23
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 2 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

Natalie Harvill
DEPARTMENT DIRECTOR

6-29-23
DATE

APPROVAL FROM TWO (2) MEMBERS OF THE COMMISSIONERS' COURT:

Robert A. Flores
SIGNATURE

7-6-23
DATE

Theresa Hov
SIGNATURE

7-6-23
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
	 Natalie Harvill (Lubbock County)	
1	Full Event Regular	\$1,225.00
1	Explore FM Wednesday, September 27, 2023, 8:00 AM - 10:00 AM	\$0.00
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
1	IFMA's Leadership & Strategy Course - Regular Tuesday, September 26, 2023, 8:00 AM - 5:00 PM Monday, September 25, 2023, 8:00 AM - 5:00 PM	\$950.00
1	Wednesday Lunch Voucher Included	\$0.00
1	Thursday Brunch Voucher Included	\$0.00

Balance Due \$3,125.00

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

Trip & Price Details

Payment

Confirmation

✖ Flight Modify

Fri 9/22

2310

LBB

→ DEN

6:50 PM

1 hr 30 min

Nonstop

Wanna Get Away

Price per Passenger

\$166.38

Taxes and fees per Passenger

\$51.58

Total per Passenger

\$217.96

Passenger(s)

x1

Flight total

\$217.96

Helpful Information:

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- 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.

✶ 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*

*Please read the 1200 rules associated with this purchase.

- ☐ Upgrade departing trip for \$15

- ☐ Upgrade returning trip for \$15

- ☐ Upgrade both for \$30

Apply upgrade

 Add a Car Products not available until car purchase

No worries, your flight will remain in your cart while you search for a car.



Book now. Pay later!
From \$370.75*/week in
Denver

*Taxes and fees apply. Terms apply.



Book now

PICK-UP LOCATION

Denver, CO - DEN

Denver, CO - DEN

RETURN LOCATION

Denver, CO - DEN

Denver, CO - DEN

PICK-UP DATE

9/22

Fri, Sep 22, 2023

RETURN DATE

9/29

Fri, Sep 29, 2023

PICK-UP TIME

8:00 PM

RETURN TIME

1:00 PM

RENTAL COMPANY (Optional)

No preference

VEHICLE SIZE (Optional)

No preference

Search

Flexibility comes with every fare.



Two bags fly free⁰¹



No change⁰² or cancel⁰³ fees. Change your flight
later without a fee. Fare difference may apply.

01 First and second checked bags fly free. Weight and size limits apply. A golf bag or skis in a container acceptable to SouthwestSM can be substituted for one checked bag.
02 For travel booked with Rapid Rewards points, starting July 1, 2023 (12:00 a.m. CT), for Wanna Get AwaySM or Wanna Get Away PlusSM 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.

BASIC FEE \$0.00
TAXES \$166.38
TAXES & FEES \$51.58
TRIP TOTAL \$217.96

03 Taxes and fees apply.

01 First and second checked bags fly free⁰¹. Weight and size limits apply.

Continue

By clicking "Continue", you agree to accept the [fare rules](#)
and want to continue with this purchase.

Fare Benefits

Two bags fly free⁰¹

First and second checked bags. Weight and size limits apply. A golf bag or skis in a container acceptable to SouthwestSM can be substituted for one checked bag.

No change⁰² or cancel⁰³ fees

If you need to change an upcoming flight itinerary, you'll only pay the difference in fare (if one applies). Failure to cancel a reservation at least 10 minutes prior to scheduled departure may result in forfeited travel funds.

Flight credit⁰⁴

Flight credits will be issued as long as the flight is canceled at least 10 minutes prior to the scheduled departure. Flight credits don't expire and are non-transferable. For travel booked with Rapid Rewards points, starting July 1, 2023 (12:00 a.m. CT), for Wanna Get AwaySM or Wanna Get Away PlusSM 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.

Transferable Flight Credit⁰⁵

Transferable Flight Credit⁰⁵ will be issued as long as the flight is canceled at least 10 minutes prior to the scheduled departure. Transferable Flight Credit can be transferred between Rapid RewardsSM Members. Only one transfer is permitted. For bookings made through a SouthwestSM Business channel, there is a limitation to transfer only between employees within the organization. Transferable Flight Credits don't expire. For travel booked with Rapid Rewards points, starting July 1, 2023 (12:00 a.m. CT), for Wanna Get AwaySM or Wanna Get Away PlusSM 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.

Free same-day change/standby⁰⁶

On the day of travel, you can switch free of airline charges to another flight with space available departing on the same calendar day between the same origin and destination as your original flight. If there isn't space available, you can ask to be added to the same-day standby list for a flight departing earlier than your original

FAIRPLAY



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

Homewood Suites by Hilton® Denver Downtown-Convention Center

[Edit stay](#)

Fri, Sep 22 – Fri, Sep 29, 2023

1 room for 1 adult

Payment and Guest Details

Step 3 of 3

Total for stay

\$1,878.56

[Hide price details](#)

Price in \$USD

1 King Bed Studio

Semi-Flex

22 Sep 2023

\$231.85

23 Sep 2023

\$231.85

24 Sep 2023

\$231.85

25 Sep 2023

\$231.85

26 Sep 2023

\$231.85

27 Sep 2023

\$231.85

28 Sep 2023

\$231.85

Total room charge

\$1,622.95

15.75 % per room, per night

Total taxes

\$255.61

Total for stay: \$1,878.56

Guarantee and Cancellation Policy

There is a Credit Card required for this reservation. **Free cancellation before 11:59 PM local hotel time on 16 Sep 2023.**

All fields are required unless marked optional.

Payment

Payment method must be a credit card. Debit cards are not accepted.

Card number


Month


Year


Choose a ride.

Denver International Airport (DEN)
550 15th St

Leave Now

 **UberX** 4
\$41.92 $\times 2 = \$83.84$
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

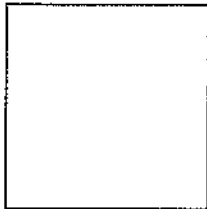
Request UberX

Hollifield, Katy

From: Harvill, Natalie
Sent: Thursday, September 14, 2023 10:48 AM
To: Hollifield, Katy
Subject: FW: World Workplace 2023 Registration Confirmation

Natalie Y. Harvill, P.E.

From: registrations@ifma.org <registrations@ifma.org>
Sent: Thursday, July 27, 2023 2:42 PM
To: Harvill, Natalie <NHarvill@lubbockcounty.gov>
Cc: Harvill, Natalie <NHarvill@lubbockcounty.gov>
Subject: World Workplace 2023 Registration Confirmation



Confirmation ID: 660279
Natalie Harvill
Lubbock County
915 Buddy Holly,
Lubbock TX 79401
Hello Natalie,

Thank you for registering to attend IFMA's World Workplace Conference & Expo on September 27-29, 2023. Unless otherwise noted, all activities will take place at the Colorado Convention Center, Denver, Colorado, USA.

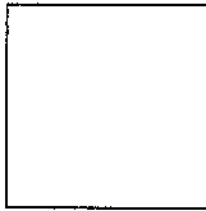
HOW TO PRINT YOUR NAME BADGE ON SITE

This email contains a barcode. Please print this email and bring it with you. You will also be able to scan your barcode from your smart phone and/or search by your name. Once on site, you'll be able to print your name badge and event tickets by:

1. Scanning your barcode (from your email or smart phone) at a self check-in kiosk or
2. Typing in your last name at a self check-in kiosk.

On-site check-in and registration will be located at the Colorado Convention Center.
Registrant

Registration Barcode	Registration Information
-----------------------------	---------------------------------



Natalie Harvill
Lubbock County
915 Buddy Holly
Lubbock, TX 79401
E-mail: nharvill@co.lubbock.tx.us

If you are having trouble viewing the above barcode image, click here to print your barcode.

Registration Detail

Purchases for Natalie Harvill

Sales Date	Description	Unit Price	Qty	Gross Amount
07/27/23	Full Event Regular Includes: <ul style="list-style-type: none">• Opening and Closing Keynote• Plenary Session• Education Sessions• Expo Access• Welcome Reception• Lunch Vouchers• IFMA's Awards of Excellence• All networking events & breaks• Online access to the session handouts	\$1,225.00	1	\$1,225.00
07/27/23	Wednesday Lunch Voucher Additional	\$20.00	1	\$20.00
07/27/23	Wednesday Lunch Voucher Included	\$0.00	1	\$0.00
07/27/23	Thursday Brunch Voucher Additional	\$20.00	1	\$20.00
07/27/23	Thursday Brunch Voucher Included	\$0.00	1	\$0.00
07/27/23	IFMA's Operations & Maintenance Course - Regular Learn how to assess and inspect facility needs. Manage, oversee and monitor O&M of buildings, systems and equipment. Understand the processes for developing occupant service specifications and more. Saturday, September 23, 8:00 AM - 5:00 PM Sunday, September 24, 8:00 AM - 5:00 PM	\$950.00	1	\$950.00
07/27/23	IFMA's Leadership & Strategy Course - Regular Effective strategies require facility managers to be able to integrate people,	\$950.00	1	\$950.00

	place and process. They must be able to align the facility portfolio and functionality with its organization's missions and available resources. Tuesday, September 26, 8:00 AM - 5:00 PM Monday, September 25, 8:00 AM - 5:00 PM			
07/27/23	Explore FM The FM profession is dynamic, constantly evolving as innovations are introduced to the industry. Explore FM is bringing together IFMA's industry partners, councils and communities to share insights and growth opportunities you can apply to your facility management career. Wednesday, September 27, 8:00 AM - 10:00 AM	\$0.00	1	\$0.00
Total Sales				\$3,165.00
07/27/23	Payment By MC Natalie Harvill *6554	(\$3,165.00)		
Balance Due				\$0.00

Saturday, September 23, 2023

8:00 AM - 5:00 PM IFMA's Operations & Maintenance Course

Sunday, September 24, 2023

8:00 AM - 5:00 PM IFMA's Operations & Maintenance Course

Monday, September 25, 2023

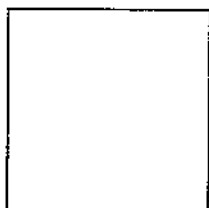
8:00 AM - 5:00 PM IFMA's Leadership & Strategy Course

Tuesday, September 26, 2023

8:00 AM - 5:00 PM IFMA's Leadership & Strategy Course

Wednesday, September 27, 2023

8:00 AM - 10:00 AM Explore FM



Click to View

To add additional tickets or to edit your registration, please visit the [Attendee Service Center](#) using the information below.

Email: nharvill@co.lubbock.tx.us

Password: WCVB7443

For questions or Correspondence

NAME BADGE & TICKET REPLACEMENT POLICY

Name badges are NON-transferable. There will be a US\$25 service fee to reprint lost or replacement badges. Lost or misplaced event tickets will not be replaced or reprinted. Attendees must wear their badge at all times—it is your passport to all conference and expo activities included with your registration.

Your name badge will include a barcode with your name and contact information. Scan your badge in order to leave your contact information with exhibitors.

RECOMMENDED ATTIRE

Business casual is recommended for World Workplace. Comfortable shoes are highly recommended at all times. Casual attire is appropriate for the Welcome Reception.

WORLD WORKPLACE EDUCATIONAL SESSIONS

All educational sessions are available on a first-come, first-serve basis. Wear your badge at all times—it is your passport to all scheduled sessions. There are no additional fees to attend educational sessions, which are open to all registrants except Expo-only participants. At past events, session rooms have frequently reached maximum capacity. To provide attendees with the opportunity to attend sessions, rooms will be arranged in a theater-style setting. Please plan accordingly—you may need to bring or have handy a hard surface to write on during the presentations. Please arrive as close to the scheduled start time as possible.

EDUCATIONAL SESSION PROCEEDINGS & HANDOUTS

In keeping with IFMA's sustainability efforts, handouts will NOT be provided to attendees on site; however, you may download and print handouts via the [Attendee Service Center](#) using the login information above. Proceedings and handouts provided by speakers will be online two weeks prior to the conference.

MANAGING CEUs & CFM® ACTIVITY CREDIT

You are eligible to receive Continuing Education Units (CEUs)* and Certified Facility Manager® (CFM) activity credit for attending sessions at World Workplace.

- Log into the Attendee Service Center. Your log in information is included in this e-mail at the top.
- Complete the session's evaluation then take the five questions CEU assessment.
- After passing the assessment you will receive your certificate of completion.
- CEUs can only be earned upon successful completion of the assessment

Note: Education sessions are worth .1 CEU credit each and the session has to be an hour long to be eligible. If a session is labeled "No CEU Offered", there will not be CEU credit available for that session

*must purchase CEU Processing Fee in registration

To successfully receive activity credit towards CFM recertification, you must record your attendance on your CFM Recertification Worksheet on the [CAMP website](#). At

recertification time, submit your completed CFM Recertification Worksheet.

PROGRAM UPDATES & CHANGES

Visit the [World Workplace website](#) regularly for the latest information and updates to the program schedule.

Cancellation Policy

IFMA reserves the right to cancel an IFMA educational event due to low enrollment, unforeseen factors, or any other reason making it practically or economically inadvisable to conduct the event. In the event of cancellation, registrants will be notified as promptly as the circumstances permit (although IFMA cannot be liable for any failure to notify). IFMA, however, cannot be responsible for any other costs, losses or inconveniences that a registrant may incur, such as costs of transportation (plane, train, rental car, etc.), hotel cancellation fees, reservation fees, lost pay, vacation or leave time, etc. Full refunds will be granted for cancellation received in writing to IFMA before July 31, 2023. A 50 percent cancellation fee will be applied to cancellations received in writing to IFMA between August 1, 2023 – August 28, 2023. No refunds/transfers will be issued on cancellations received after August 28, 2023, or for conference no-shows.

You are allowed a one-time transfer for your registration as long as your replacement is a member. If your substitute is not a member, he/she will need to become a member to receive the transfer. Transfers are one-time only and cannot be used from year to year.

SHARE YOU'RE ATTENDING

Help spread the word and invite your colleagues to attend with you. Make sure to use #worldworkplace and tag @IFMA. Promote your participation with the [official marketing kit](#) with logos, social media cards and banners will be coming soon!

We look forward to seeing you at World Workplace 2023!
QUESTIONS?

Call IFMA Service Center of Excellence at +1-713-623-4362 or send an email to registrations@ifma.org.

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Funds Remittance Form

Due to the Lubbock County Treasurer's Office

Date: 09/14/2023

Fiscal Year: 2023

Department: Maintenance

Remittance Total: \$ 338.00

Check Total: \$ 338.00 Cash Total: \$ 0.00

Check Amount	Check Number	Cash Amount	Line Item	Description of Funds
\$ 338.00	398717		01106140-550300	Return of Per Diem Check For Natalie Harvill - Cancelled Trip

Email Receipts To: ksprawls@lubbockcounty.gov

