

8/13



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: NORTH TEXAS HIDTA EXECUTIVE BOARD ME Destination(City,State): DURANT, OK
 Departure Date: 9/2/25 Return Date: 9/5/25

ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)							
Dates of Travel	9/2/25	9/3/25	9/4/25	9/5/25			WEEKLY TOTALS
Breakfast-Per Diem		\$ 16.00	\$ 16.00	\$ 16.00			\$ 48.00
Lunch-Per Diem	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00			\$ 76.00
Dinner-Per Diem	\$ 28.00	\$ 28.00	\$ 28.00	\$ 28.00			\$ 112.00
TOTAL PER DIEM							\$ 236.00
EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts)							
Lodging	\$ 125.81	\$ 125.81	\$ 125.81				\$ 377.43
Parking							\$ 0.00
Airline (describe)							
Rental Car (describe)							
Registrations							
Other (describe)							
Mileage Rate	0.70	# of Miles					\$ 0.00
TOTAL ESTIMATED TRAVEL EXPENSES							\$ 503.24

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: 9/1/25 totaling, \$ 236.00

Kelly Rowe
 PRINTED NAME OF EMPLOYEE

[Signature]
 EMPLOYEE'S SIGNATURE

7/25/25
 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 _____ meals are included in the registration feed and will not be reimbursed.** Please issue a travel expense advance if requested.

[Signature]
 PRINTED NAME OF DIRECTOR

DAN CONNIN
 DIRECTOR'S SIGNATURE

7-29-25
 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: ANGELA MARTINEZ



FY 2025 per diem rates for Durant, Oklahoma

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
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00

Vallejo, Felicia

From: John Wells <jwells@texomahidta.org>
Sent: Tuesday, June 24, 2025 10:14 AM
To: HIDTA Executive Board; Supervisors All
Subject: 2025 Texoma HIDTA Executive Board Retreat

All,

The retreats for the Texoma HIDTA Supervisors and the Texoma HIDTA Executive Board will be held on September 3 and 4, 2025, at the Choctaw Casino in Durant, OK, with the Texoma HIDTA Executive Board meeting to be held on September 5, 2025, at 9:00 a.m. Below is some important information:

- The rooms will be in the **non-smoking wing** of the hotel and your reservations receipt provides the location of the tower and parking availability.
- There are several restaurants at the Casino, as well as District Hall (food hall) with such choices as Velvet Taco, South Hot Chicken, Italia Kitchen, and The Pit (located in the Sky Tower)
- The Initiative Supervisors Meeting on 9/3/25 will begin at 8:30 am, until approximately 4:00 pm, with breaks and lunch. ASACs are welcome to attend as well.
- On September 4, 2025, we will hold the Executive Board Retreat.
- The Texoma HIDTA Executive Board Meeting on 9/5/25 will begin at 9:00 a.m. and adjourn approximately 10:30 a.m. The Executive Board meeting (not the retreat meetings) will have a virtual/call in option for those Executive Board members who cannot attend in person.
- All meetings will be held in the Grand Summit. There will be signage directing you to the Grand Summit. You will pass a Starbucks on the way to the Grand Summit room, if you wish to grab coffee, snacks, etc. Everyone will be on their own for breakfast, lunch, and dinner during the meetings.
- Dress attire for the entire retreat is BUSINESS CASUAL.

A full agenda to include a facility map will be forthcoming.