

**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: Schmidt Lance DATE: 3/2/2022  
Last First

DESTINATION: Indianapolis, Indiana

PURPOSE: Tyler Connect Conference

DATE(S): May 14-19 2022

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
<b>Total Advance</b>	=	\$	_____	<b>0.00</b>

Fund #: 011-013-5503000-15 Line Item: \_\_\_\_\_

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.

Lance Schmidt  
Digitally signed by Lance Schmidt  
Date: 2022.03.02 14:51:24 -06'00'

3/2/2022  
DATE

EMPLOYEE SIGNATURE

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.

[Signature]  
DEPARTMENT DIRECTOR

03/02/2022  
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.**

Vendor# \_\_\_\_\_

GL# \_\_\_\_\_

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NAME: Farrington Connor DATE: 3/2/2022

Last First

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DEPARTMENT DIRECTOR DATE

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\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
SIGNATURE DATE

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# Full Conference Agenda

All times listed are Eastern Time.



**Sunday, May 15**

**Registration Open**  
12:00 p.m.–8:00 p.m.

**Solutions Hub Open**  
12:00 p.m.–8:00 p.m.

**Workshops (additional cost)**  
1:00 p.m.–5:00 p.m.



**Monday, May 16**

**Registration Open**  
6:30 a.m.–4:45 p.m.

**Session 1 (Opening)**  
8:00 a.m.–9:15 a.m.

**Networking Break**  
9:15 a.m.–9:45 a.m.

**Solutions Hub Open**  
9:15 a.m.–4:45 p.m.

**Session 2**  
9:45 a.m.–10:45 a.m.

**Break**  
10:45 a.m.–11:00 a.m.

**Session 3**  
11:00 a.m.–12:00 p.m.

**Lunch**  
12:00 p.m.–1:30 p.m.

**Session 4**  
1:30 p.m.–2:00 p.m.

**Break**  
2:00 p.m.–2:15 p.m.

**Session 5**  
2:15 p.m.–3:15 p.m.

**Networking Break**  
3:15 p.m.–3:45 p.m.

**Session 6**  
3:45 p.m.–4:45 p.m.



**Tuesday, May 17**

**Registration Open**  
7:30 a.m.–5:30 p.m.

**Session 7 (Keynote)**  
8:30 a.m.–9:30 a.m.

**Solutions Hub Open**  
9:30 a.m.–5:30 p.m.

**Break**  
9:30 a.m.–9:45 a.m.

**Session 8**  
9:45 a.m.–10:45 a.m.

**Break**  
10:45 a.m.–11:00 a.m.

**Session 9**  
11:00 a.m.–12:00 p.m.

**Lunch**  
12:00 p.m.–1:30 p.m.

**Session 10**  
1:30 p.m.–2:00 p.m.

**Break**  
2:00 p.m.–2:15 p.m.

**Session 11**  
2:15 p.m.–3:15 p.m.

**Networking Break**  
3:15 p.m.–3:45 p.m.

**Session 12**  
3:45 p.m.–4:45 p.m.

**Client Appreciation Event**  
7:30 p.m.–10:30 p.m.



**Wednesday, May 18**

**Registration Open**  
7:00 a.m.–12:00 p.m.

**Session 13**  
8:30 a.m.–9:30 a.m.

**Break**  
9:30 a.m.–9:45 a.m.

**Session 14**  
9:45 a.m.–10:45 a.m.

**Break**  
10:45 a.m.–11:00 a.m.

**Session 15**  
11:00 a.m.–12:00 p.m.