

**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: **HOLBERT** **ROBBY** DATE: **2/15/2022**

Last First

DESTINATION: WASHINGTON, D.C.

PURPOSE: 2022 NATL PO MEMORIAL (ADDING SGT J BARTLETT TO MEMORIAL WALL)

DATE(S): MAY 11-17, 2022

Travel advance requested and required by the 11 day of MAY, 2022.

_____	Registration Fee	=	\$	_____	0.00
<u>7</u>	# of Breakfasts @ \$10.00	per meal	=	\$	_____
<u>7</u>	# of Lunches @ \$15.00	per meal	=	\$	_____
<u>7</u>	# of Dinners @ \$21.00	per meal	=	\$	_____
_____	# of Days lodging @ \$_____	per night	=	\$	_____
	Total Advance	=	\$	_____	322.00

Fund #: 01104630 Line Item: 550300

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 SIGNATURE

2/17/22
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.


DEPARTMENT DIRECTOR

2-17-22
DATE

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

SIGNATURE

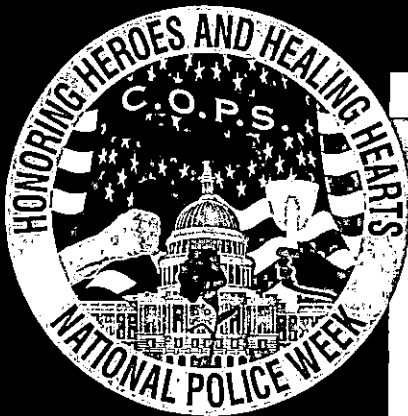
DATE

SIGNATURE

DATE

NOTE: TRAVEL IS NOT APPROVED WITHOUT ALL SIGNATURES. TRAVEL MAY NOT BE REIMBURSED WITHOUT PROPER AUTHORIZATION AND SUPPORTING DOCUMENTATION.

SCHEDULE OF EVENTS



Wednesday, May 11

Early arrival day at Reagan National Airport (DCA)

C.O.P.S. provides escorted transportation between 9:00 a.m. - 6:00 p.m. to your C.O.P.S. hotel. Transportation is provided to those who have both pre-registered with C.O.P.S. and will be staying at a C.O.P.S. hotel.

Thursday, May 12

Official Arrival day at Reagan National Airport (DCA)

C.O.P.S. provides escorted transportation between 9:00 a.m. - 6:00 p.m. to your C.O.P.S. hotel. Transportation is provided to those who have both pre-registered with C.O.P.S. and will be staying at a C.O.P.S. hotel.

Law Enforcement United (LEU) Arrival Ceremony

LEU raises awareness of law enforcement officers who have died in the line of duty. The Road to Hope bicycle ride concludes after over 250 miles are ridden in honor of officers who will be recognized during the May 15 Memorial Service hosted by the Fraternal Order of Police and its Auxiliary. Transportation will be provided.

The **Police Unity Tour** bicycle ride will also be arriving this day at the National Law Enforcement Officers Memorial Wall; however, no transportation will be provided to this event.

Friday, May 13

Candlelight Vigil hosted by the National Law Enforcement Officers Memorial Fund

The NLEOMF will host the Annual Candlelight Vigil on the National mall at 8:00 p.m. to honor the law enforcement officers who have died in the line of duty.

Saturday, May 14

C.O.P.S. hosts day one of the National Police Survivors' Conference Surviving family member sessions will be held at the Hilton Alexandria Mark Center. Surviving co-worker sessions will be held at the DoubleTree Crystal City.

C.O.P.S. hosts day one of the Kids/Teens Program

Surviving children, step-children, and siblings of the fallen officer, grades K-12, can attend while their parent/guardian attends the conference.

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Saturday, May 14 (continued)

C.O.P.S. hosts day one of the Daycare Program Surviving children, step-children, and siblings of the fallen officer, ages infant to six, can attend while their parent/guardian attends the conference.

C.O.P.S. hosts the Annual Blue Honor Gala formal event in the evening. Tickets must be purchased in advance at concernsofpolicesurvivors.org.



Sunday, May 15

National Peace Officers' Memorial Service hosted by the Fraternal Order of Police and its Auxiliary (FOP)

The FOP will host the Annual National Peace Officers' Memorial Service on the West Front Lawn of the U.S. Capitol to honor officers listed on the 2022 Roll Call of Heroes.



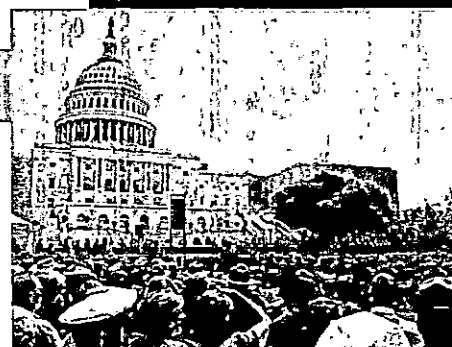
Monday, May 16

C.O.P.S. hosts day two of the National Police Survivors' Conference Both surviving family member and co-worker sessions will be held at the Hilton Alexandria Mark Center on this day.

C.O.P.S. hosts day two of the Kids/Teens Program for surviving children, step-children, and siblings of the fallen officer.

C.O.P.S. hosts day two of the Daycare Program for surviving children, step-children, and siblings of the fallen officer.

C.O.P.S. hosts the Picnic on the Patio at the Hilton Alexandria Mark Center. Join us for a fun evening to relax and enjoy activities and dinner with other survivors!



Tuesday, May 17

Official Departure Day

There is no organized transportation to the area airports. Contact your hotel front desk for shuttle information.

