

Return to: ANGELA MARTINEZ

Vendor# 11590
01104630-550300
GL# _____

**LUBBOCK COUNTY
TRAVEL AUTHORIZATION & PER DIEM 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.** AGENDAS, BROCHURES, FLYERS, OR OTHER SUPPORTING DOCUMENTS MUST BE ATTACHED.

NAME: White Byron DATE: 4/11/2024
Last First

DESTINATION(CITY,STATE): Hoover, Al

PURPOSE: NCFI - Internet of Things (National Computer Forensic Institute)

TRAVEL DATE(S): August 11th- August 16th 2024

Per Diem requested by the _____ day of _____, _____.

0 # of Breakfasts @ \$15.00 per meal = \$ 0.00

0 # of Lunches @ \$16.00 per meal = \$ 0.00

0 # of Dinners @ \$30.00 per meal = \$ 0.00

Total Advance = \$ 0.00

Org: 01104630-550300 Object: 01104630-550300

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 expense form within ten days of returning from this travel or the full advance will be deducted from my next paycheck.

[Signature]
EMPLOYEE SIGNATURE

4/11/24
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. **Agendas, brochures, flyers, and supporting documents are attached and 0 meals are included in the registration fee and will not be reimbursed.** Please issue a travel expense advance if requested.

[Signature]
DEPARTMENT DIRECTOR

4-11-24
DATE

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

SIGNATURE

DATE

SIGNATURE

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.

Course ID: IOT

Title: **Internet of Things**

Description: A 1-week course focused on forensically acquiring and analyzing common devices embedded with sensors, software, and other technologies for the purpose of connecting and exchanging data with other devices and systems over the internet. Through classroom instruction and hands-on lab practical's students learn to remove microchips, extract and analyze the data from these devices, connecting users to data.

Prerequisites:

Contact Name: Contact your U.S Secret Service Field Office

Contact Number:

Close