



## LUBBOCK COUNTY

### TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: Bambi Trevino Department: Medical Examiner  
Vendor #: 14747 G/L Account: 011-045-550300  
Purpose of Travel: APC 2026 Conference-Chief of Staff Certification Destination(City,State): Nashville, TN  
Departure Date: 9/12/26 Return Date: 9/17/26

| ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)     |                                                                     |            |           |           |           |          |  |               |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|------------|-----------|-----------|-----------|----------|--|---------------|
| Dates of Travel                                                                                     | 9/12/26                                                             | 9/13/26    | 9/14/26   | 9/15/26   | 9/16/26   | 9/17/26  |  | WEEKLY TOTALS |
| Breakfast-Per Diem                                                                                  | \$ 22.00                                                            | \$ 0.00    | \$ 0.00   | \$ 0.00   | \$ 0.00   | \$ 22.00 |  | \$ 44.00      |
| Lunch-Per Diem                                                                                      | \$ 23.00                                                            | \$ 0.00    | \$ 0.00   | \$ 0.00   | \$ 0.00   | \$ 23.00 |  | \$ 46.00      |
| Dinner-Per Diem                                                                                     | \$ 36.00                                                            | \$ 36.00   | \$ 36.00  | \$ 36.00  | \$ 36.00  | \$ 36.00 |  | \$ 216.00     |
| TOTAL PER DIEM                                                                                      |                                                                     |            |           |           |           |          |  | \$ 306.00     |
| EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts) |                                                                     |            |           |           |           |          |  |               |
| Lodging                                                                                             | \$ 328.00                                                           | \$ 328.00  | \$ 328.00 | \$ 328.00 | \$ 328.00 |          |  | \$ 1,640.00   |
| Parking                                                                                             |                                                                     |            |           |           |           |          |  | \$ 0.00       |
| Airline (describe)                                                                                  | Southwest Airlines                                                  |            |           |           |           |          |  | \$ 682.19     |
| Rental Car (describe)                                                                               | Enterprise Rental                                                   |            |           |           |           |          |  | \$ 377.44     |
| Registrations                                                                                       | Administrative Professional Conference-Chief of Staff Certification |            |           |           |           |          |  | \$ 3,385.00   |
| Other (describe)                                                                                    |                                                                     |            |           |           |           |          |  |               |
| Mileage Rate                                                                                        | 0.76                                                                | # of Miles |           |           |           |          |  | \$ 0.00       |
| TOTAL ESTIMATED TRAVEL EXPENSES                                                                     |                                                                     |            |           |           |           |          |  | \$ 6,084.63   |

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: 8/24/26 totaling, \$ 306.00

Bambi Trevino  
PRINTED NAME OF EMPLOYEE

  
EMPLOYEE'S SIGNATURE

8/11/26  
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 8 meals are included in the registration feed and will not be reimbursed. Please issue a travel expense advance if requested.

Charles Addington  
PRINTED NAME OF DIRECTOR

  
DIRECTOR'S SIGNATURE

8/11/26  
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: btrevino@lubbockcounty.gov

# Schedule at a Glance

## Training Topics at APC

Strategic Partnership & Leadership

Communication & Operations

Technology & Innovation

Career Growth & Personal Branding

Discover more on Training Topics › (<https://www.apcevent.com/trainingtopics/>)

View the full agenda › (<https://www.apcevent.com/agenda>)

## The 2026 Schedule at a Glance

*\* Please note: schedule is subject to change.*



### Attendee Services / Badge Pick-Up

|                         |                  |
|-------------------------|------------------|
| Saturday, September 12  | 3:30pm - 6:00pm  |
| Sunday, September 13    | 7:00am - 6:00pm  |
| Monday, September 14    | 7:00am - 5:00pm  |
| Tuesday, September 15   | 7:00am - 5:00pm  |
| Wednesday, September 16 | 8:00am - 11:30am |



### Saturday, September 12, 2026

|                 |                                   |
|-----------------|-----------------------------------|
| 3:30pm - 6:00pm | Attendee Services / Badge Pick-Up |
|-----------------|-----------------------------------|



### Sunday, September 13, 2026

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7:00am - 6:00pm  | Attendee Services / Badge Pick-Up                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 8:00am - 12:30pm | Certification Tracks ( <a href="https://www.apcevent.com/certifications/">https://www.apcevent.com/certifications/</a> )<br><i>*Additional registration required.</i>                                                                                                                                                                                                                                                                                                                                                    |
| 9:00am - 4:00pm  | Nova Chief Of Staff Certification ( <a href="https://www.apcevent.com/certifications/">https://www.apcevent.com/certifications/</a> )<br><i>*Registration required.</i>                                                                                                                                                                                                                                                                                                                                                  |
| 1:30pm - 4:30pm  | Premium Workshops ( <i>Premium Members Only</i> ):<br><ul style="list-style-type: none"> <li>Carve AI Foundations for Executive Assistants (<a href="https://www.apcevent.com/session/premium-works-assistants/">https://www.apcevent.com/session/premium-works-assistants/</a>)</li> <li>Project Management Essentials (<a href="https://info.apcevent.com/NzU2LUZXSi0wNjEAAAGgPzsm4pL_CnrcLovPZr8tonE4BuvFb0zpGpcy">https://info.apcevent.com/NzU2LUZXSi0wNjEAAAGgPzsm4pL_CnrcLovPZr8tonE4BuvFb0zpGpcy</a>)</li> </ul> |
| 4:00pm - 6:00pm  | Braindates ( <a href="https://www.apcevent.com/networking/">https://www.apcevent.com/networking/</a> )                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4:00pm - 6:00pm  | Exhibit Showcase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



### Monday, September 14, 2026

|                   |                                                                                                                                                                            |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7:00am - 5:00pm   | Attendee Services / Badge Pick-Up                                                                                                                                          |
| 7:45am - 8:30am   | Early Bird Sessions Breakout                                                                                                                                               |
| 8:00am - 5:00pm   | Braindates<br>( <a href="https://www.apcevent.com/networking/">https://www.apcevent.com/networking/</a> )                                                                  |
| 8:00am - 5:00pm   | Exhibit Showcase                                                                                                                                                           |
| 11:00am - 3:00pm  | Certification Tracks<br>( <a href="https://www.apcevent.com/certifications/">https://www.apcevent.com/certifications/</a> )<br><i>*Additional registration required.</i>   |
| 8:00am - 5:00pm   | Nova Chief Of Staff Certification<br>( <a href="https://www.apcevent.com/certifications/">https://www.apcevent.com/certifications/</a> )<br><i>*Registration required.</i> |
| 9:30am - 10:30am  | General Session                                                                                                                                                            |
| 11:00am - 12:30pm | Masterclass / Lab / Roundtable                                                                                                                                             |
| 1:30pm - 3:00pm   | Masterclass / Lab / Roundtable                                                                                                                                             |

|                 |                                |
|-----------------|--------------------------------|
| 3:15pm - 4:45pm | Masterclass / Lab / Roundtable |
|-----------------|--------------------------------|



## Tuesday, September 15, 2026

|                   |                                                                                                                                                                            |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7:00am - 5:00pm   | Attendee Services / Badge Pick-Up                                                                                                                                          |
| 7:45am - 8:30am   | Early Bird Session Breakout                                                                                                                                                |
| 8:00am - 3:30pm   | Braindates<br>( <a href="https://www.apcevent.com/networking/">https://www.apcevent.com/networking/</a> )                                                                  |
| 8:00am - 3:30pm   | Exhibit Showcase                                                                                                                                                           |
| 8:00am - 12:00pm  | Certification Tracks<br>( <a href="https://www.apcevent.com/certifications/">https://www.apcevent.com/certifications/</a> )<br><i>*Additional registration required.</i>   |
| 9:00am - 5:00pm   | Nova Chief Of Staff Certification<br>( <a href="https://www.apcevent.com/certifications/">https://www.apcevent.com/certifications/</a> )<br><i>*Registration required.</i> |
| 9:00am - 10:30am  | Masterclass / Lab / Roundtable                                                                                                                                             |
| 10:45am - 12:15pm | Masterclass / Lab / Roundtable                                                                                                                                             |
| 1:30pm - 3:00pm   | Masterclass / Lab / Roundtable                                                                                                                                             |
| 3:30pm - 5:00pm   | ASAP Awards and State of the Profession Panel                                                                                                                              |
| 7:00pm - 9:00pm   | Grand Ole APC Social                                                                                                                                                       |



## Wednesday, September 16, 2026

|                   |                                                                                                                                                                          |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:00am - 11:30am  | Attendee Services / Badge Pick-Up                                                                                                                                        |
| 8:30am - 11:30am  | Certification Tracks<br>( <a href="https://www.apcevent.com/certifications/">https://www.apcevent.com/certifications/</a> )<br><i>*Additional registration required.</i> |
| 8:30am - 9:45am   | Masterclass / Roundtable                                                                                                                                                 |
| 10:15am - 11:30am | Masterclass / Roundtable                                                                                                                                                 |



## Ready to join us?

Discover the many training pass options that we offer! There is something for everyone.

**Register Now**

**(<https://attend.apcevent.com/register?sourcePage=%2Fschedule-at-a-glance%2F>)**

## Justification Tools

If you're looking for resources to help build a case around investing in your professional development, use these tools!

**Get Started**

**(</build-your-business-case/>)**



## Registered and ready to start planning?

Book your hotel and get started on next steps to plan your time at APC.

**Hotel & Travel**  
**(</hotel-travel/>)**

**Plan Your Visit**  
**(</plan/>)**



APC 2026

September 13 - 16, 2026 Gaylord Opryland Nashville, TN



Group Name: Lubbock County M...



The Inn at Opryland, A Gaylord H  
2 Rooms: 2 Assigned, 0 Unassigned

Group Roster

Review and manage your  
room details using an Excel  
spreadsheet.

## Hotel Folio



The Inn at Opryland, A Gaylord  
Hotel  
Standard Room - Single Occupancy  
[View hotel policies »](#)

|                                    |            |
|------------------------------------|------------|
| 2 Reservations<br>(10 Room Nights) | \$2,800.00 |
| Taxes & Fees ⓘ                     | \$480.00   |
| Estimated Total                    | \$3,280.00 |
| Amount Charged Today               | \$0.00     |
| Guarantee ⓘ                        | \$656.00   |
| All prices are in USD.             |            |

View Confirmation

## Hotel Folio

View full hotel reservation  
details including policies,  
confirmation and more. [Click  
here »](#)

## Group RSV

Invite colleagues to select a  
room from your group  
inventory and manage their  
own reservation.





U.S. General Services Administration

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 |
|---------------------|----------|------------|-----------|-------|--------|---------------------|-----------------------------|
| Nashville           | Davidson | \$86       | \$22      | \$23  | \$36   | \$5                 | \$64.50                     |

## Trevino, Bambi

**From:** Southwest Airlines <southwestairlines@ifly.southwest.com>  
**Sent:** Tuesday, August 11, 2026 1:54 PM  
**To:** Trevino, Bambi  
**Subject:** You're going to Nashville on 09/12 (C9XLUE)!

Here's your itinerary & receipt. See ya soon!  
[View in web browser](#)



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

### Travel notice

**Do you have a REAL ID?** Passengers 18+ need a state-issued REAL ID-compliant license or identification card to fly domestically. Starting February 1, 2026, Passengers who do not have their REAL ID or another TSA acceptable form of ID can pay a \$45 fee to use TSA ConfirmID as an alternative identity verification option. Learn more at <https://www.tsa.gov/tsaconfirm-id>.



### Hello friends,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

SEPTEMBER 12 - SEPTEMBER 17

**LBB**  **BNA**

Lubbock to Nashville

Confirmation # **C9XLUE**

Corporate ID: 99275466

Confirmation date: 08/11/2026

**PASSENGER**      **Bambi Trevino**  
RAPID REWARDS #    **21040382322**  
TICKET #            **5262190157933**  
EST. POINTS EARNED **8,229**

**SEATS**  
LBB - DAL  
DAL - BNA  
BNA - HOU  
HOU - LBB

[Modify seat](#)  
**05A - Extra Legroom**  
**03A - Extra Legroom**  
**04A - Extra Legroom**  
**03A - Extra Legroom**



PASSENGER **Joanna Alba**  
RAPID REWARDS # [Join](#) or [Log in](#)  
TICKET # **5262190157932**

SEATS  
LBB - DAL  
DAL - BNA  
BNA - HOU  
HOU - LBB

[Modify seat](#)  
05B - Extra Legroom  
03B - Extra Legroom  
04B - Extra Legroom  
03B - Extra Legroom

Rapid Rewards® points are only estimations.

## Your itinerary

**Flight 1:** Saturday, 09/12/2026 Est. Travel Time: 5h 50m [Choice Extra](#)

FLIGHT  
WN #4595

DEPARTS  
**LBB 06:00AM**  
Lubbock



ARRIVES  
**DAL 07:15AM**  
Dallas (Love)

Stop: Change planes

FLIGHT  
WN #4780

DEPARTS  
**DAL 10:05AM**  
Dallas (Love)



ARRIVES  
**BNA 11:50AM**  
Nashville

**Flight 2:** Thursday, 09/17/2026 Est. Travel Time: 5h 45m [Choice Extra](#)

FLIGHT  
WN #0434

DEPARTS  
**BNA 07:35AM**  
Nashville



ARRIVES  
**HOU 09:35AM**  
Houston (Hobby)

Stop: Change planes

FLIGHT  
WN #3201

DEPARTS  
**HOU 11:50AM**  
Houston (Hobby)



ARRIVES  
**LBB 01:20PM**  
Lubbock

## Payment information

### Total cost

#### Air - C9XLUE

|                         |    |          |
|-------------------------|----|----------|
| Base Fare               | \$ | 1,175.42 |
| U.S. Transportation Tax | \$ | 88.16    |
| U.S. 9/11 Security Fee  | \$ | 22.40    |

### Payment

August 11, 2026

**Payment Amount** **\$682.19**  
Mastercard ending in 6925

August 11, 2026

|                             |           |                 |
|-----------------------------|-----------|-----------------|
| U.S. Flight Segment Tax     | \$        | 42.40           |
| U.S. Passenger Facility Chg | \$        | 36.00           |
| <b>Total</b>                | <b>\$</b> | <b>1,364.38</b> |

**Payment Amount** **\$682.19**  
Mastercard ending in 6925

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

Your ticket numbers: 5262190157933 , 5262190157932

## What to expect on your trip, and a few reminders.



With **Choice Extra fare**, you enjoy Extra Legroom and seat selection, early boarding, a free premium drink, two checked bags<sup>1</sup> free of charge, earn 14X Rapid Rewards® points per dollar, and free same-day changes and standby (taxes and fees may apply, but refunds will be provided). Refundable. [Learn more.](#)

<sup>1</sup> Weight and size limits apply.



Make sure you know [when to arrive at your airport](#). Times vary by city.



If your plans change, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited.

[Learn more.](#)



You need to check in at least 30 minutes before your flight's originally scheduled departure time. Check in online or in the Southwest® app starting 24 hours before your flight. [Learn more.](#)

## Prepare for takeoff

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



Download app now



Download app now



**Hertz**

**NEW! Up to 2,750 Rapid Rewards® points  
+ save up to 30% on base rates\***

Off the plane & on the road in our newest fleet yet.

\*Taxes/fees excluded. Terms apply.

**Rent a car >**





# Reservation Confirmed

Confirmation Number: **2128819005**

|                                                                                                                                                               |                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Pick-up</b></p> <p>Sep 12, 2026<br/>12:30 PM</p> <p><b>Nashville International Airport</b><br/>1 Terminal Dr<br/>Nashville, TN 37214<br/>8338982148</p> | <p><b>Return</b></p> <p>Sep 17, 2026<br/>5:30 AM</p> <p><b>Nashville International Airport</b><br/> This is an after-hours return<br/>1 Terminal Dr<br/>Nashville, TN 37214<br/>8338982148</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Directions from Terminal**  
The rental office and rental vehicles are located on-site at the airport. Self-service kiosks at this location can make your rental transaction quick and easy.

## Rental Details

### Renter

**Driver Name:** BAMBI TREVINO  
**Email Address:** b.....o@lubbockcounty.gov  
**Phone Number:** ....8254  
**Age:** 25+

### Flight Details

**Airline Name:** SOUTHWEST AIRLINES  
**Flight Number:** WN4780

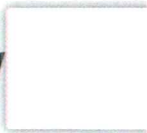
### Account

## Rental Checklist

- Familiarize yourself with your Pick-Up and Return location(s).
- Bring a valid driving license for each driver.
- Provide an acceptable method of payment in the renter's name. See pick-up location's policies for details.
- For additional policy or deposit information, please refer to the Rental Policies section below, or within your email confirmation.

Website Feedback

## After-Hours Policy



Account Number: LUBBOCK COUNTY

Trip Purpose: BUSINESS

Return vehicle to airport rental car parking area. Please park vehicle in an Enterprise designated spot. Leave keys in drop box located next to the kiosk in the Enterprise return lot.

Vehicle

Vehicle Class: Economy

Mitsubishi Mirage or similar  
Automatic

|                                           |            |
|-------------------------------------------|------------|
| Time & Distance 5 Day(s) @\$ 50.60 / Day  | \$ 253.00* |
| Vehicle Mileage: <b>Unlimited Mileage</b> | Included   |

Extras

|                       |          |
|-----------------------|----------|
| 9 Additional Drivers: | Included |
| Damage Waiver:        | Included |

Taxes & Fees

|                                                   |           |
|---------------------------------------------------|-----------|
| BUSINESS TAX .30 PCT (0.3%)                       | \$ 0.99*  |
| CONCESSION RECOVERY FEE (11.0%)                   | \$ 27.83* |
| CONVENTION CENTER TAX 1 PCT (1.0%)                | \$ 3.32*  |
| CUSTOMER FACILITY CHARGE 5 Day(s) @ \$10.00 / Day | \$ 50.00* |
| SALES TAX (9.75%)                                 | \$ 32.35* |
| TN RENTAL TAX (3.0%)                              | \$ 9.95*  |

Estimated Total

|                |                   |
|----------------|-------------------|
| Billing Number | <b>\$ 377.44*</b> |
| [....9478]     | Custom Rate       |

\*Rates, taxes and fees do not reflect rates, taxes and fees applicable to non-included optional coverages or extras added later.

