



FY26
LUBBOCK COUNTY

TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: Tracey Siegfried Department: 046
Vendor #: 12656 G/L Account: 01104630-550300
Purpose of Travel: Royce Gracie's LE Seminar Destination(City,State): Edmond, Oklahoma
Departure Date: 10/6/25 Return Date: 10/11/25

ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)							
Dates of Travel	10/6/25	10/7/25	10/8/25	10/9/25	10/10/25	10/11/25	WEEKLY TOTALS
Breakfast-Per Diem		\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 100.00
Lunch-Per Diem	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 132.00
Dinner-Per Diem	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00		\$ 165.00
TOTAL PER DIEM							\$ 397.00
EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts)							
Lodging	\$ 103.91	\$ 103.91	\$ 103.91	\$ 103.91	\$ 103.91		\$ 519.55
Parking							\$ 0.00
Airline (describe)							
Rental Car (describe)							
Registrations							\$ 850.00
Other (describe)							
Mileage Rate	0.70	# of Miles					\$ 0.00
TOTAL ESTIMATED TRAVEL EXPENSES							\$ 1,369.55

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: 10/16 totaling, 397.00

Tracey Siegfried
PRINTED NAME OF EMPLOYEE

[Signature]
EMPLOYEE'S SIGNATURE

8/6/25
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.

DAN CORBIN
PRINTED NAME OF DIRECTOR

[Signature]
DIRECTOR'S SIGNATURE

8-11-25
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.

ANGELA MARTINEZ

Return to: _____



FY26
LUBBOCK COUNTY

TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: Michael Soto Department: 046
Vendor #: 15014 G/L Account: 01104630-550300
Purpose of Travel: Royce Gracie's LE Seminar Destination(City,State): Edmond, Oklahoma
Departure Date: 10/6/25 Return Date: 10/11/25

ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)								
Dates of Travel	10/6/25	10/7/25	10/8/25	10/9/25	10/10/25	10/11/25		WEEKLY TOTALS
Breakfast-Per Diem		\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00		\$ 100.00
Lunch-Per Diem	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00		\$ 132.00
Dinner-Per Diem	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00			\$ 165.00
TOTAL PER DIEM								\$ 397.00
EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts)								
Lodging	\$ 103.91	\$ 103.91	\$ 103.91	\$ 103.91	\$ 103.91			\$ 519.55
Parking								\$ 0.00
Airline (describe)								
Rental Car (describe)								
Registrations								\$ 850.00
Other (describe)								
Mileage Rate	0.70	# of Miles						\$ 0.00
TOTAL ESTIMATED TRAVEL EXPENSES								\$ 1,369.55

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: 10/6 totaling, 397.00

Michael Soto
PRINTED NAME OF EMPLOYEE

EMPLOYEE'S SIGNATURE

8/6/25
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.

DAN CORBIN
PRINTED NAME OF DIRECTOR

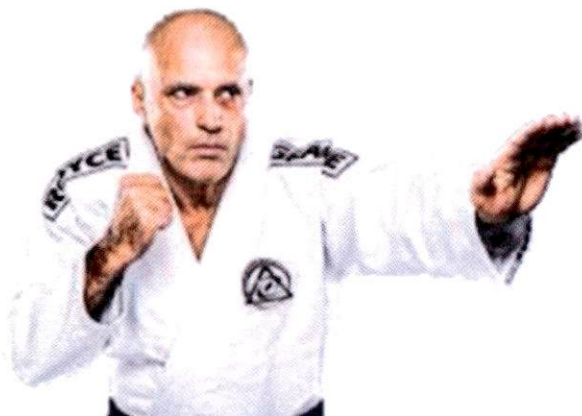
DIRECTOR'S SIGNATURE

8-11-25
DATE

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Return to: ANGELA MARTINEZ

Royce Gracie LE Instructor School



Oct 7th - 10th



8:00am



2000 West Danforth Rd ste
126 Edmond, Oklahoma
73003



(405) 613 - 8735



wdiaz@obn.ok.gov

KUDOS
JIU-JITSU

G.R.A.C.I.E. is the defensive tactics and weapons retention course created by renowned MMA pioneer, Royce Gracie.

Royce earned his titles by defeating his opponents using Brazilian Jiu-Jitsu, proving the effectiveness of leverage and technique over strength and size. Royce has incorporated

these techniques into a comprehensive training

program, specifically designed for Law Enforcement. Like many skills, defensive tactics

are perishable, and the

G.R.A.C.I.E. program is the only defensive tactics program that truly enables officers to properly defend their weapons in any and all altercations. The

course is four consecutive days. At the end of the course, instructors must be able to demonstrate and teach the techniques in order to receive instructor certification.