

Vendor# 8065

Return to: Angela Martinez

GL# 01104630-550300

**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: Gilliam Joe DATE: 2/14/2025
Last First

DESTINATION(CITY,STATE): McLean, Virginia

PURPOSE: 2025 HIDTA (High Intensity Drug Trafficking) Awards Banquet

TRAVEL DATE(S): March 26-28, 2025

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

<u>3</u>	# of Breakfasts	@ \$15.00	per meal	=	\$ <u>45.00</u>
<u>3</u>	# of Lunches	@ \$16.00	per meal	=	\$ <u>48.00</u>
<u>3</u>	# of Dinners	@ \$30.00	per meal	=	\$ <u>90.00</u>
Total Advance				=	\$ <u>183.00</u>

Org: 01104630 Object: 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

2-18-25
DATE

I hereby certify the above-requested travel for official Lubbock County business is directly related to this department's operations. There are sufficient unexpended funds in the current budget line item to cover all reimbursable expenses incurred. **Agendas, brochures, flyers, and supporting documents are attached and 1 meals are included in the registration fee and will not be reimbursed.** Please issue a travel expense advance if requested.

[Signature]
DEPARTMENT DIRECTOR

2-18-25
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.



Dear Award Winner,

The **2025 HIDTA Awards Banquet** is planned for **Thursday, March 27, 2025**, at the Ritz Carlton in McLean Virginia.

Meeting Location:

Ritz - Carlton Tysons Corner
1700 Tysons Corner Boulevard
McLean, Virginia 22102

Meeting Schedule (Tentative):

Thursday, March 27, 2025
6:00 PM – 9:00 PM – Awards Banquet

Dress Code:

Semi-Formal – HIDTA Awards Dinner

Hotel Accommodations

Overnight accommodations for the 2025 HIDTA Awards Banquet, are being offered by the Ritz-Carlton Tysons Corner at \$276.00 (Government Rate) plus 13% Tax for Single and Double Occupancy. This rate includes complimentary Standard Wireless Internet connection in the guestrooms.

Reservations may be made, modified or cancelled at the following site:

[Reservations](#) (Click on link)

Ritz - Carlton Reservation – 1.800.542.8680 or 703.506.4300

To secure the group rate, be sure to mention that you are making a reservation under the **NHAC 2025 Directors Meeting & Dinner**. The Hotel requires that all reservations be guaranteed either by a credit card or by a cash/check deposit for one night's room and tax. This deposit will not be refunded unless the reservation is cancelled 24 hours prior to the day of arrival, hotel time.

Cut Off Date

Please make your reservation before the cut-off date of Friday, February 21, 2025, to guarantee availability at the prevailing Government Rate of \$278.00 plus tax. Reservation requests received after this cut-off date will be based on availability at the Hotel's prevailing rates.

Hotel Accommodations (Overflow Hotel)

HIDTA has also secured additional overnight accommodations for the 2025 HIDTA Awards Banquet, are being offered by The Westin Tysons Corner at **\$276.00** (Government Rate) plus 13% Tax for Single and Double Occupancy. This rate includes complimentary Standard Wireless Internet connection in the guestrooms. The Westin offers complimentary shuttle service to and from the Ritz Carlton hotel.

Reservations at The Westin Tysons Corner may be made, modified or cancelled at the following site:

[Reservations](#) *(Click on link)*

Westin Reservation – 1.888.627.8970 or 703.893.1340

To secure the group rate, be sure to mention that you are making a reservation under the **2025 HIDTA Awards Banquet**. The Hotel requires that all reservations be guaranteed either by a credit card or by a cash/check deposit for one night's room and tax. This deposit will not be refunded unless the reservation is cancelled 48 hours prior to the day of arrival, hotel time.

Cut Off Date

Please make your reservation before the cut-off date of Friday, February 28, 2025, to guarantee availability at the prevailing Government Rate of \$278.00 plus tax. Reservation requests received after this cut-off date will be based on availability at the Hotel's prevailing rates.

Registration:

The Registration Fee for the Awards Banquet is \$175.00 per person. Children 12 & under \$90.00.

The website to register is:

[Awards Banquet](#)

Cancellation Policy for Registration: Full refund by **Tuesday, March 18, 2025**, with a written notification of your cancellation to Paul O'Rourke pjorourke@nhac.org. All funds will be committed to the Hotel on Wednesday, March 19, 2025, and we will not be able to refund the registration fee after Wednesday, March 19, 2025.

Registration Payment

If you paid your registration fee by credit card, the expense will appear on your statement as a charge from **Capital Meeting Planning, Inc.** A payment receipt will automatically be sent to you in a separate email message at the time you submit your payment.

If you plan to send a check, please make it payable to:

Capital Meeting Planning, Inc.
Attn: 2025 HIDTA Awards Banquet
5765 - F Burke Center Parkway,
Suite 331
Burke, Virginia 22015-2233
EIN#54-1950092

If you are unable to attend the Awards Banquet, and wish to designate a substitute attendee, or have questions about registration, please contact Paul O'Rourke via email at pjorourke@nhac.org, or by phone at 305.715.7759.

Best regards,



Paul J. O'Rourke
Event Coordinator
National HIDTA Assistance Center
11200 N.W. 20th Street, Suite 100
Miami, Florida 33172

Office Number: 305.715.7759 | Mobile Number: 786.734.0008