

Vendor# 10611

GL# 01104630 - 550300

**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: Fillman Ryan DATE: 01/30/2023  
Last First

DESTINATION: Huntsville, AL

PURPOSE: Homemade Explosives Course

DATE(S): March 19-25th

Travel advance requested and required by the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

<u>\$ 0.00</u>	Registration Fee	=	\$	<u>0.00</u>
<u>0</u>	# of Breakfasts @ \$10.00	per meal	=	\$ <u>0.00</u>
<u>0</u>	# of Lunches @ \$15.00	per meal	=	\$ <u>0.00</u>
<u>0</u>	# of Dinners @ \$21.00	per meal	=	\$ <u>0.00</u>
<u>0</u>	# of Days lodging @ \$_____	per night	=	\$ <u>0.00</u>
<b>Total Advance</b>			=	\$ <b><u>0.00</u></b>

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.

[Signature]  
EMPLOYEE SIGNATURE

01/30/2023  
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.

[Signature]  
DEPARTMENT DIRECTOR

2-3-22  
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.**



**U.S. Department of Justice**

Bureau of Alcohol, Tobacco,  
Firearms and Explosives

*NCETR*

3750 Corporal Road  
Redstone Arsenal, AL 35898  
[www.atf.gov](http://www.atf.gov)

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is pleased to announce that you have been selected to attend the following training:

Course: HME-IPD – 111841  
ATF Homemade Explosives-Identify-Process-Dispose

Dates: March 20-24, 2023

Location: National Center for Explosives Training and Research  
Redstone Arsenal, AL 35898

Start Time: 0800, Monday, March 20, 2023

Travel Dates: March 19, 2023 (Sunday) and March 25, 2023 (Saturday)

ATF HME provides operator-level training for the identification of precursor chemicals and manufacturing equipment, processing techniques, along with safe handling, mitigation, and disposal of hazardous HME mixtures. The course utilizes government chemist-led lectures, approved hands-on laboratory classes, domestic and overseas based practical exercises, explosives range demonstrations, mixing of secondary high explosives, and live disposal exercises. The training program has been validated by the National Bomb Squad Commanders Advisory Board, Department of Justice, and Department of Defense Explosives Safety Board.

Respectfully,

Gray Lane  
Special Agent/HME Program Manager

**Enclosures:**

UFMS Vendor Request Form  
Confirmation of Enrollment Form  
Information Sheet