

Vendor# \_\_\_\_\_

Return to: \_\_\_\_\_

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: \_\_\_\_\_ DATE: \_\_\_\_\_  
Last First

DESTINATION(CITY,STATE): \_\_\_\_\_

PURPOSE: \_\_\_\_\_

TRAVEL DATE(S): \_\_\_\_\_

☐ Per Diem requested by the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

_____ # of Breakfasts	@ \$15.00	per meal	=	\$	_____ 0.00
_____ # of Lunches	@ \$16.00	per meal	=	\$	_____ 0.00
_____ # of Dinners	@ \$30.00	per meal	=	\$	_____ 0.00
<b>Total Advance</b>				=	\$ _____ 0.00

Org: \_\_\_\_\_ Object: \_\_\_\_\_

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.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
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 \_\_\_\_\_ meals are included in the registration fee and will not be reimbursed.** Please issue a travel expense advance if requested.

\_\_\_\_\_  
DEPARTMENT DIRECTOR

\_\_\_\_\_  
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.**

06/23-TA507



# LUBBOCK COUNTY, TEXAS

## TRAVEL EXPENSE FORM

Vendor:

G/L Account:

Employee:			Department:		
Purpose of Travel:			Destination (City, State):		
Departure Date:		Departure Time:		Return Date:	
				Return Time:	

### A. MEALS AND LODGING EXPENSE SUMMARY (attach receipts, excluding meal receipts)

Description of Expenditure	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	TOTALS
Breakfast-Per Diem \$15								\$0.00
Lunch-Per Diem \$16								\$0.00
Dinner-Per Diem \$30								\$0.00
Lodging								\$0.00
Parking								\$0.00
								\$0.00
<b>TOTAL: A</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

NOTE: If meal was provided by the conference/seminar, please write "0" in the space designated for that meal.

### B. TRAVEL, TRANSPORTATION AND OTHER EXPENSES (attach receipts)

Registrations	(Attach copy of registration form and agenda)	\$
Mileage	Number of miles per googlemaps.com	\$ 0.655 rate per mile \$0.00
Airline (describe)		\$
Rental Car (describe)		\$
Other (describe):		\$
<b>TOTAL: B</b>		<b>\$0.00</b>

### TOTALS (ALLOWABLE COSTS)

A. Meals & Lodging Expenses Summary Total	+	\$0.00
B. Travel, Transportation and Other Expense Total	+	\$0.00
Less Prior Payments by Per Diem Advance, Purchasing Card or Check	-	
<b>Total Due Employee/(Due County)</b>	<b>=</b>	<b>\$0.00</b>

### TRAVEL AUTHORIZATION AND PER DIEM REQUEST MUST BE ATTACHED

#### CERTIFICATION

**EMPLOYEE:** "I certify that the Expenses as shown on this form are true and correct statements of expenses incurred by me while traveling on official county business and I have not received reimbursement from any other source. I have also attached all supporting documentation including receipts."

**OFFICIAL OR DEPARTMENT HEAD:** "I certify that the above named employee received proper authorization for official county travel. I have examined the request for reimbursement and approve the same for payment."

Signature of Employee

Signature of Official/Department Head



## Travel Authorization & Per Diem Request (TA) Process

**All departments must send the original Travel Authorization (TA) forms to the Commissioner's Court office for approval at least seven business days prior to the in-state travel request date. Two signatures from the Commissioners Court are needed for every TA form approval.**

Be aware of invoice deadlines, Commissioners Court dates, and Commissioners Court agenda item deadlines when submitting TA forms. If the deadline to submit an item on the next Commissioners Court agenda has passed, but it is an **emergency**, make sure to get approval from the members of the court before trying to submit it on the next Commissioners Court Agenda date.

The turnaround time for an approved TA is usually 3-7 business days. Please be patient and prepare adequately. If you drop off TA forms in person, they will not be signed at the time of delivery. Commissioners Court will **only** accept the TA forms through interoffice mail or in person and will not accept via e-mail. Do not hand deliver any TA forms to any elected members of the Commissioners Court. The Commissioners Court staff is required to check all necessary documents and log all travel authorizations.

Attach any related brochures or other supporting data, as instructed on the TA. This includes any applicable trip expenses for registration fees, travel expenses, lodging, and meals. TA requests will be sent back through interoffice if any supporting documents are missing, and this could delay the approval process.

Once the submitted TA has gone through this process, the court staff will send back TA(s) through interoffice mail, unless you request to pick them up in person. Include specific instructions and department contact information if needed.

**Out-of-State Travel Authorizations** must be added to the Commissioners Court Agenda before they are sent to Commissioners Court Office for approval. Once approved on the set Commissioners Court date, the original signed TA form will be sent back to the department that requested the approval.

**\*If ANY changes below occur after a TA is approved, please inform the Commissioners Court staff. \***

### **Cancellations/changes**

If the cancellation of an **Out-of-State Travel Authorization** takes place while in the possession of the Commissioners Court, the requesting department must submit a cancellation notification by e-mail to [commissionerscourt@lubbockcounty.gov](mailto:commissionerscourt@lubbockcounty.gov). Once the cancellation is received and removed from the Commissioners Court agenda, the original form will be returned to the submitting department and stamped VOID.

### **Date Change-**

If there is a change of date for travel, it is the responsibility of the submitting department to change the date on the TA form and notify both the Auditors Office and the Commissioners Court office.

### **Substituting a prior approved employee travel-**

Travel is specific to the person, not the position. Submit a new travel authorization form to the Commissioners Court for new employee travel. If it is an out-of-state Travel Authorization form, the request will then need to go back through the Commissioners Court office for approval.

**\*\*Any questions regarding filling out the TA form need to be directed to the Auditor's office. Every Travel Authorization & Per Diem Request requires a Travel Expense Form to be filled out completely so that it shows the total cost of the entire trip and turned into the Auditor's Office. \*\***