

Return to: Kim Ammons

Vendor# 9289

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: Reed, Michael DATE: 08/21/2024

DESTINATION(CITY,STATE): Durant, Oklahoma

PURPOSE: TEXOMA HIDTA meeting and awards

TRAVEL DATE(S): 09/04 - 09/05

Per Diem requested by the 1st day of September, 2024.

<u>1</u>	# of Breakfasts	@ \$15.00	per meal	=	\$	<u>15.00</u>
<u>2</u>	# of Lunches	@ \$16.00	per meal	=	\$	<u>32.00</u>
<u>2</u>	# of Dinners	@ \$30.00	per meal	=	\$	<u>60.00</u>
						<u>107.00</u>
					Total Advance	= \$

Org: 01104630-550300 Object: 01104630-550300

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] DATE: 08/21/2024
EMPLOYEE SIGNATURE

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

[Signature] DATE: 8-22-24
DEPARTMENT DIRECTOR

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.

Reed, Mike

From: Williams, Tony
Sent: Friday, August 9, 2024 5:57 PM
To: Reed, Mike; Gilliam, Joseph (Joe); Rowe, Kelly
Subject: Fwd: Texoma HIDTA Awards

Didn't know they even did awards but we got one!!

Get [Outlook for iOS](#)

From: Williams, Tony D <Tony.D.Williams2@dea.gov>
Sent: Friday, August 9, 2024 3:55:54 PM
To: Williams, Tony <TDWilliams@lubbockcounty.gov>
Subject: FW: Texoma HIDTA Awards

From: Keith Brown <KBrown@texomahidta.org>
Sent: Friday, August 9, 2024 2:45 PM
To: Simonton, Leigha (USATXN) <LSimonton@usa.doj.gov>; Eggers, Tiffany (USATXN) <TEggers@usa.doj.gov>; Chavez, Eduardo A. <Eduardo.A.Chavez@dea.gov>; Ethridge, Thomas A (Aden) <Thomas.A.Ethridge@dea.gov>; Carrera, Ivan <Ivan.Carrera@dea.gov>; Epps, Brian F. <Brian.F.Epps@dea.gov>; Baker, William G. (Guy) <William.G.Baker@dea.gov>; Powell, Nicholas C. <Nicholas.C.Powell@dea.gov>; Beasley, John V. <John.V.Beasley@dea.gov>; Mata, Andres C. <Andres.C.Mata@dea.gov>; Williams, Tony D <Tony.D.Williams2@dea.gov>
Cc: Kelly Rowe <krowe@lubbockcounty.gov>; John Wells <jwells@texomahidta.org>; Christine Lunger <Christine.Lunger@texomahidta.org>; carey.dunn@hickorycreek.tx.gov
Subject: [EXTERNAL] Texoma HIDTA Awards

All

Below are the recipients for the first ever Texoma HIDTA Awards. With the exception of the Directors Award for Initiative of the Year, these recipients were selected by the Texoma HIDTA Steering Committee based on the submissions of their supervisors. These recipients will be acknowledged before the Executive Board on September 5, 2024 at the Executive Board Retreat at the Choctaw Casino in Durant, OK. It is recommended that the award recipients travel to Durant on September 4 with the presentation in the morning of September 5. HIDTA funding is authorized for all attendees. The reservation link is at the bottom of the email. If anyone has any questions or concerns, please let me know.

Federal Officer of the Year – S/A Sean Lively, DEA Oklahoma City

State and Local Officer of the Year – TFO Bert Ingram (Hickory Creek Police Department), DEA HIDTA Group 2

Analyst of the Year – Dorthy Sparks, HIDTA Analyst – Texas Panhandle Initiative

Prosecutor of the Year – AUSA Sean Long

Director's Award for Texoma HIDTA Initiative of the Year – Caprock Drug Initiative (DEA RAC Nick Powell and Supervisor Tony Williams)

Special Acknowledgment: DEA OKC SA Brook Wilson

book.rquest.com/onecart/wbe/offers/1180/Choctaw-Durant-Book?offerCode=TEXOMA_HIDTA24

Keith Brown
Executive Director
Texoma HIDTA
(571) 480-1068