

Vendor# 11590GL# 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: White Byron DATE: 7/12/2022
Last First

DESTINATION: Hoover, Al

PURPOSE: NCFI Digital Investigations Supervisors Course

DATE(S): September 26th - September 30th, 2022

☐ Travel advance requested and required by the _____ day of _____, _____.

\$ 0.00	Registration Fee	=	\$	0.00
0	# of Breakfasts @ \$10.00	per meal	=	\$ 0.00
0	# of Lunches @ \$15.00	per meal	=	\$ 0.00
0	# of Dinners @ \$21.00	per meal	=	\$ 0.00
0	# of Days lodging @ \$0.00	per night	=	\$ 0.00
Total Advance			=	\$ 0.00

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

7/12/22
 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 _____ meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

[Signature]
 DEPARTMENT DIRECTOR

7-12-22
 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.

10/14-TA507



LUBBOCK COUNTY SHERIFF'S OFFICE

P. O. Box 10536
LUBBOCK, TX 79408
PHONE: (806) 775-1469
FAX: (806) 775-1491

KELLY S. ROWE
Sheriff

Mike Reed
Chief Deputy LE

Cody Scott
Chief Deputy Detention

To: Captain Joe Gilliam
From: Byron White
Date: July 12th, 2022
Reference: Digital Investigations Supervisors Course

I am writing to request to put in for Digital Investigations Supervisors Course (DISC). Course dates are September 27th – September 29th, 2022 at Hoover, Alabama. Travel days are September 26th and September 30th 2022. The cost of air fare, lodging and meals for the course is covered by the United States Secret Service. The course will be held at the National Computer Forensic Institute (2020 Valleydale Road Hoover Alabama). Hotel room reservations will be made a later date. Airline reservations will also be sent at a later date.

The Digital Investigations Supervisors Course is a 3 day course designed for individuals who manage digital forensics labs or analysts. Students learn technical skills of a digital forensics analyst, and how to efficiently manage workforce and case work flow in a digital forensics lab. Students receive hands-on experience with lab management software, digital evidence management, and learn to address potential legal issues encountered in investigations that contain digital evidence.

Sincerely,

A handwritten signature in black ink, appearing to read "BW", followed by a long, sweeping horizontal line that extends to the right.

Byron White