

Vendor# 11288GL# (051)5051-5503-35**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: Rodriguez Kendrick DATE: 05/13/2022

Last


First

DESTINATION: Ruidoso, NMPURPOSE: West Texas Chief's Conference Ruidoso 2022DATE(S): June 15-16, 2022☐ Travel advance requested and required by the _____ day of ASAP, _____.

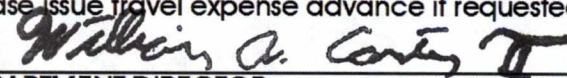
_____	Registration Fee	=	\$	_____	0.00
<u>2</u>	# of Breakfasts @ \$10.00	per meal	=	\$	_____
<u>1</u>	# of Lunches @ \$15.00	per meal	=	\$	_____
<u>1</u>	# of Dinners @ \$21.00	per meal	=	\$	_____
_____	# of Days lodging @ \$_____	per night	=	\$	_____
Total Advance				=	\$ <u>56.00</u>

Fund #: _____ Line Item: _____

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.


EMPLOYEE SIGNATURE5-13-22
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.


DEPARTMENT DIRECTOR5-17-22
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

**West Texas Juvenile Chief's Association
Conference Agenda
Ruidoso, New Mexico
June 14-17, 2022**

Tuesday: 06/14/2022

Financial Audit 1PM

Registration: 3PM

Opening Session:
6:00 to 7:30p

*Vicky Spriggs, Ex.Director CASA-
Staying in the Moment-The importance of staying in the moment and establishing a culture
for service for your agency when you are no longer there to lead. (1.5hrs Mgt.)*

Wed: 06/15/2022

8:15-10:15 AM

Lisa Idais, TDCRS-

*Current rules, changes and procedures for navigating the Texas County
and District Retirement System. (2hrs.)*

Break

10:30-12:00

Amy Miller, TJJD-

Using Risk/Needs Assessment to Drive Case Planning(1.5hrs.)

Lunch

(on your own)

1:15-2:45p

Kendrick Rodriguez, LCJJA

Everybody Has A Plan: A Training on Resiliency (1.5)

Break

3:00-4:30p

Kendrick Rodriguez, LCJJA

"Do I have to do that?" A Training on How to Prevent Mediocrity (1.5)

Thurs: 06/16/2022

8:30-10:15 AM

Chris Ellison TJJD

*Hiring and Retaining Staff in Challenging Environments
(1.75hrs.Mgt.)*

Break

10:30-11:45

Chris Ellison TJJD

Ethics and Creating an Ethical Environment- (1.25hrs.Mgt.)

Lunch (on your own)

1:00 2:15

*Tonya Gonzales- FY 2023 Financial Assistance Contract Budget Procedures,
Additions and Changes (1.25hrs.Mgt.)*

Break

2:30-4:00pm

Tonya Gonzales FLUXX Introduction to the TJJD FLUXX System (1.5hrs.Mgt.)

4:05pm

West Region/PAJPO Meetings

Friday: 06/17/2022

8:30-10:15 AM

TJJD Updates (Mark Williams, Chris Ellison and Tonya Gonzales) (1.75hrs. Mgt.)

Break

10:30 AM

West Texas Chief's Meeting (Dismiss at Conclusion)



Lubbock County Juvenile Justice Center
Lubbock County Juvenile Probation
Detention and Residential Services

Office Memorandum

TO: Kendrick Rodriguez

DT: 05/18/2022

RE: West Texas Juvenile Chief's Association Conference 2022

On June 15-16, 2022 Training Officer Kendrick Rodriguez will be traveling Ruidoso, NM to present at the Wet Texas Juvenile Chief's Association Conference.

Please make necessary arrangements.