



LUBBOCK COUNTY

TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: CURTIS PARRISH Department: COUNTY JUDGE
Vendor #: 14264 G/L Account: 011-00210-550300
Purpose of Travel: 2025 Youth Justice Peer Exchange w/ODR Destination(City,State): Tacoma, WA
Departure Date: 9/17/25 Return Date: 9/18/25

ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)							
Dates of Travel							WEEKLY TOTALS
Breakfast-Per Diem							\$ 0.00
Lunch-Per Diem							\$ 0.00
Dinner-Per Diem							\$ 0.00
TOTAL PER DIEM							\$ 0.00
EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts)							
Lodging							\$ 0.00
Parking							\$ 0.00
Airline (describe)							
Rental Car (describe)							
Registrations							
Other (describe)							
Mileage Rate	0.70	# of Miles					\$ 0.00
TOTAL ESTIMATED TRAVEL EXPENSES							\$ 0.00

I hereby request authorization to travel outside of 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.

Please provide an advance Per Diem by the following date: _____ totaling,

Curtis Parrish
PRINTED NAME OF EMPLOYEE


EMPLOYEE'S SIGNATURE

8/25/2025
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, GSA meal and incidentals and other 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.

Curtis Parrish
PRINTED NAME OF DIRECTOR


DIRECTOR'S SIGNATURE

8/25/2025
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. **OUT OF STATE TRAVEL REQUIRES COMMISSIONERS COURT APPROVAL AS AN AGENDA ITEM.**

Return to: Angela Gschwend