

Vendor# _____

GL# 081-081-5503000-25

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: CAMPBELL MICHELE DATE: FEBRUARY 6, 2023

Last

First

DESTINATION: Boston, MassachusettsPURPOSE: to attend the annual conference of the American Association of Law LibrariesDATE(S): July 15-18, 2023☒ Travel advance requested and required by the 13th day of July, 2023.

_____	Registration Fee	=	\$	_____	0.00
<u>3</u>	# of Breakfasts @ \$10.00	per meal	=	\$	_____ 30.00
<u>3</u>	# of Lunches @ \$15.00	per meal	=	\$	_____ 45.00
<u>3</u>	# of Dinners @ \$21.00	per meal	=	\$	_____ 63.00
_____	# of Days lodging @ \$_____	per night	=	\$	_____ 0.00
Total Advance				=	\$ _____ 138.00

Fund #: 081-081-5503000-25Line Item: Law Library Travel & Training

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.

Michelle Campbell
EMPLOYEE SIGNATURE2-6-2023
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 0 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

Michelle Campbell
DEPARTMENT DIRECTOR2-6-2023
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

ATTEND

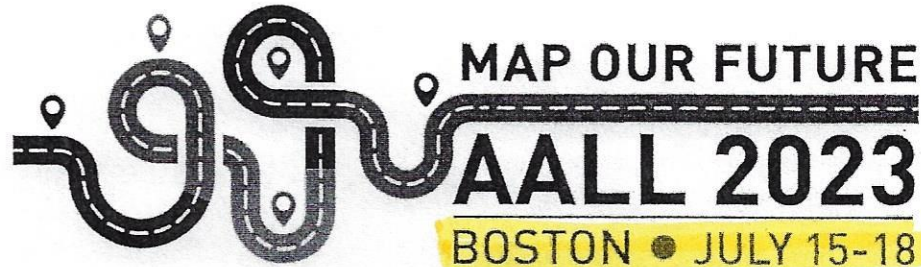
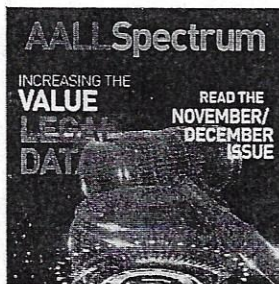
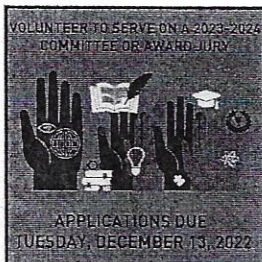


REGISTRATION

HOUSING

JUSTIFICATION TOOLKIT

JOIN AALL



REGISTRATION

We are thrilled to be back on the East Coast! AALL 2023 will be held July 15-18 in Boston. To take advantage of member pricing, join AALL today. Retired individuals and students may apply to register for the full conference at discounted rates. Eligibility is based on AALL membership type. Proof of eligibility will be requested for the nonmember retired or student rates.

REGISTRATION FOR 2023 IS NOT YET OPEN AND THE EARLY BIRD DEADLINE IS STILL TBD.

FULL CONFERENCE REGISTRATION

AALL INDIVIDUAL MEMBER	NONMEMBER INDIVIDUAL	AALL MEMBER RETIRED/STUDENT	NONMEMBER RETIRED/STUDENT
Early Bird: \$795 Standard: \$895	Early Bird: \$1,095 Standard: \$1,195	Early Bird: \$175 Standard: \$225	Early Bird: \$275 Standard: \$325

PER-DAY CONFERENCE REGISTRATION

AALL MEMBER	NONMEMBER
Early Bird: \$395 Standard: \$495	Early Bird: \$595 Standard: \$695

ADDITIONAL REGISTRATION ITEMS

Association Luncheon Tickets: \$65 for members; \$95 for guests

PRECONFERENCE WORKSHOPS AND CONELL

CONELL (Conference of Newer Law Librarians): \$195

Please note preconference workshops topics and prices have not yet been determined.

HOUSING

The discounted conference rate is \$249 per night (rates are subject to state and local taxes).