

ANGELA MARTINEZ

Vendor# 5832

Return to: ~~01104630-550300~~

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: Eppler, Christopher M DATE: 01/21/2025
Last First

DESTINATION(CITY,STATE): Huntsville, Alabama

PURPOSE: Bomb Tech Recertification

TRAVEL DATE(S): 02/02/2025 thru 02/07/2025

Per Diem requested by the NA day of NA, NA.

<u> </u> # of Breakfasts	@ \$15.00	per meal	=	\$ <u> </u>	<u>0.00</u>
<u> </u> # of Lunches	@ \$16.00	per meal	=	\$ <u> </u>	<u>0.00</u>
<u> </u> # of Dinners	@ \$30.00	per meal	=	\$ <u> </u>	<u>0.00</u>
Total Advance				=	\$ <u> </u>
					<u>0.00</u>

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.

Ch. Eppler 8820
EMPLOYEE SIGNATURE

01-21-2025
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, 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]
DEPARTMENT DIRECTOR

1-30-25
DATE

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.

FEDERAL BUREAU OF INVESTIGATION



Hazardous Devices School

7010 Redstone Road, Huntsville, AL 35898

**SUBJECT: HAZARDOUS DEVICES SCHOOL
PUBLIC SAFETY BOMB TECHNICIAN
RECERTIFICATION COURSE**

Attention Bomb Technician:

I want to take a moment to welcome you back to the Hazardous Devices School (HDS) for your triennial recertification. Within the attached packet, you will find information about travel, lodging, the Recertification course, Law Enforcement Enterprise Portal (LEEP) access, and answers to frequently asked questions. This letter, information packet, and additional documents for guidance regarding pre-requisites and applications processes can be found on the HDS website via LEEP.

In addition to reading the provided information, you are requested by the HDS Registrar's office to return required documents covering a variety of administrative, travel funding, and legal matters. These forms, their quantity, and requirements may change over time. As such, any additional forms you will be required to execute, and return will be provided in a separate email from the HDS Registrar Office.

If you are a full time Task Force Officer (TFO) assigned to an ECM team, please notify the HDS Registrar to ensure you receive your training and certification as an Electronic Countermeasure (ECM) operator.

Further questions should be addressed either to your local Federal Bureau of Investigation Field Office Special Agent Bomb Technician, the HDS Registrar Office, or the program and deputy program managers, Jordan Clark and Ed Amacher. The Recertification Team, and I look forward to your arrival at HDS.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay Henze", is written over a horizontal line.

Unit Chief Jay Henze
Director, Hazardous Devices School

HDS ~ THE SCHOOL OF EXCELLENCE