

**LUBBOCK COUNTY**  
**TRAVEL AUTHORIZATION & ADVANCE REQUEST**

GL# \_\_\_\_\_

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: SALAZAR DILLON DATE: 8/26/2021  
Last First

DESTINATION: AURORA, CO

PURPOSE: NATIONAL LOCKSMITH INSTITUTE TRAINING CLASS - 9.27.2021 - 10.1.2021

DATE(S): SEPTEMBER 26 - OCTOBER 2

☒ Travel advance requested and required by the 13 day of SEPTEMBER, 2021.

_____	Registration Fee	=	\$	_____	0.00
<u>7</u>	# of Breakfasts @ \$10.00	per meal	=	\$	_____
					70.00
<u>7</u>	# of Lunches @ \$15.00	per meal	=	\$	_____
					105.00
<u>7</u>	# of Dinners @ \$21.00	per meal	=	\$	_____
					147.00
_____	# of Days lodging @ \$_____	per night	=	\$	_____
					0.00
<b>Total Advance</b>			<b>=</b>	<b>\$</b>	<b>322.00</b>

Fund #: 01106140-550300

Line Item: IFMA 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.

Dillon Salazar  
 EMPLOYEE SIGNATURE

8/27/2021  
 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.

Natalie Y. Howell  
 DEPARTMENT DIRECTOR

8-27-21  
 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.

## Hollifield, Katy

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**From:** Melissa Jenkins <melissa@natlock.com>  
**Sent:** Wednesday, August 25, 2021 2:20 PM  
**To:** Hollifield, Katy; Salazar, Dillon  
**Subject:** Re: Registration for Dillon Salazar - 9/20-9/24

**Importance:** High

Good afternoon,

I have just been informed that due to low turnout (we have had several cancellations due to COVID) that the class in Texas has been cancelled. We still have space in the CO, AZ, CA, and OR classes for 2021 if you would like to transfer into one of those, and we will also be in Texas in March of 2022 if you want to re-register for that class when our new registration forms come out in October. I apologize for the inconvenience and we hope to see Dillon soon.

*Melissa Jenkins*

**National Locksmith Institute**  
2820 N. Pinal Ave, Ste. 12  
Casa Grande, AZ 85122  
Phone: 888-682-0522  
Fax: 602-391-2120

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**From:** Melissa Jenkins <melissa@natlock.com>  
**Sent:** Tuesday, August 10, 2021 2:39 PM  
**To:** Hollifield, Katy <KHollifield@lubbockcounty.gov>; dsalazar@lubbockcounty.gov <dsalazar@lubbockcounty.gov>  
**Subject:** Re: Registration for Dillon Salazar - 9/20-9/24

Good afternoon,

Attached is the registration confirmation and important class information. The credit card provided will not be run until the week of the class. You will be emailed a copy of the receipt at that time. Please feel free to email me with any questions or visit our website at [www.natlock.com](http://www.natlock.com) We look forward to seeing Dillon in class!

*Melissa Jenkins*

**National Locksmith Institute**  
2820 N. Pinal Ave, Ste. 12  
Casa Grande, AZ 85122  
Phone: 888-682-0522  
Fax: 602-391-2120

original registration  
for class in  
Austin

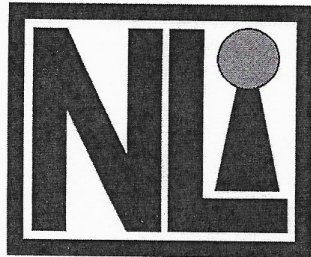
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**From:** Hollifield, Katy <KHollifield@lubbockcounty.gov>  
**Sent:** Tuesday, August 10, 2021 2:16 PM  
**To:** Melissa Jenkins <melissa@natlock.com>  
**Subject:** Registration for Dillon Salazar - 9/20-9/24

Good afternoon,

Please see the attached registration for our locksmith Dillon Salazar to attend the NLI training in Austin Texas on 9/20-9/24.

Thank you,  
Katy Hollifield  
Lubbock County  
Facilities Maintenance  
Administrative Assistant  
806-775-1006



NATIONAL LOCKSMITH INSTITUTE™

# REGISTRATION CONFIRMATION

Date: 8/26/21 9:57 AM

Phone:

Re: Dillon Salazar

Fax:

## Comments:

This is to confirm that the aforementioned person listed in the subject line is enrolled in the Certified Facility Locksmithing class to be held on September 27 - October 1, 2021 at the Residence Inn - Denver Airport at Gateway Park, 16490 East 40th Circle, Aurora, Colorado 80011. Attendees are responsible for their own accommodations and meals. For accommodations (if needed), go to [www.natlock.com](http://www.natlock.com) to see the special rate for class attendees.

Classes will run from 8:00 a.m. to 5:00 p.m. Monday through Friday. There will be a lunch break from 12-1:00 and a 15-minute morning and afternoon restroom break. There are restaurants at or near the hotel.

This is a highly structured and comprehensive course that is designed to provide maximum training in the shortest amount of time possible. This allows us to provide the best value to your organization. Due to the amount of curriculum covered, it is imperative that the student is present and on-time every day. It is common for many attendees to spend time after class to study the material so plan accordingly. Instructors will be made available after-hours to help to ensure that everyone has the best opportunity to get the most out of the training.

Tools will be made available to perform the required performance evaluations. It is not necessary to bring any tools but, we do encourage students to bring any simple hand tools they feel will make them more successful. For example, some students wish to bring lights or magnification tools they use to help see markings on a key better. The book is 300+ pages and many find it helpful to bring highlighters and sticky-tabs to make it easier to find important information in the book and prepare for the exam.

National Locksmith Institute  
WEB: [natlock.com](http://natlock.com) E-Mail: [info@natlock.com](mailto:info@natlock.com)  
P. (888) 682-0522 F. (602) 391-2120



## Omaha Airport (Council Bluffs, IA)

Aug 16 - 20, 2021

## St. Louis, Missouri

August 23 - 27, 2021

## Austin, Texas

September 20 - 24, 2021

## Denver, Colorado

Sep 27 - Oct. 1, 2021

Residence Inn - DIA  
6490 E. 40th Circle  
Aurora, CO 80011

The hotel group rate for overnight stays (not required) is \$119/night. Mention that you are with the National Locksmith Institute group for discount. The group discount expires September 3, 2021. There is not a cut-off time to register for the Certified Facility Locksmith class but enrollment is limited to 24 people.

**Hotel Phone:** (303) 459-8000 or  
Overnight stay [LINK](#)

Go to [HOME](#) page for the registration form to sign up for this class.

## Albuquerque, New Mexico

October 4 - 8, 2021

## Casa Grande, Arizona

October 11 - 15, 2021

## Northern California

November 29 - Dec. 3, 2021

## Eugene, Oregon


December 6 - 10, 2021


From Denver International  
Airport (DEN) ✓


To 16490 E 40th Cir ✓


Available in 3 mins


Now ✓


 **UberX** 3 **\$21.91**  
Affordable rides, all to yourself  
In 3 mins. 01:35 pm dropoff ⓘ

 **Comfort** 3 **\$27.09**  
Newer cars with extra legroom  
In 4 mins. 01:37 pm

 **UberXL** 5 **\$37.55**  
Affordable rides for groups up to 5  
In 3 mins. 01:36 pm

 **Uber Green** 3 **\$22.96**  
Eco-Friendly  
In 4 mins. 01:37 pm

 **Uber Pet** 3 **\$27.00**  
Affordable rides for you and your pet  
In 3 mins. 01:35 pm

 6327

**Request UberX**

anschutz medical campus

## Thanks for flying with us!

Price

Payment

Confirmation

## ✓ Your flight is booked!

We're sending you a confirmation email to the address below. If the email hasn't arrived in 2 minutes, check your junk or spam folder.  
khollfield@lubbockcounty.gov

## Trip summary

Print

## ✈ Flight

CONFIRMATION #

33PXCN

SEP 26 - OCT 2

LBB ✈ DEN

FLIGHT TOTAL

\$216.26

## Add a car



Book now. Pay later!

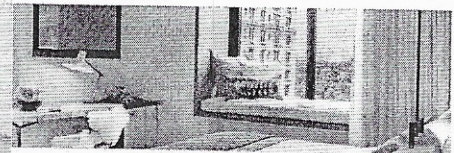
From \$277.19\*/week in  
Denver

\*Taxes and fees excl. Taxes apply.



Book now

## Add a hotel



The perfect stay is moments away

DESTINATION/HOTEL NAME:

Denver

CHECK-IN

09/26/2021

CHECK-OUT

10/02/2021

Search



Earn 40,000 points.

Plus, earn 3X points per \$1 spent on dining purchases  
for 12 months.

\$69 annual fee

Learn more &gt;

- 3,000 anniversary points every year
- 2X points on Southwest® purchases
- 1X points on all other purchases
- Your Rapid Rewards® points never expire

9/26 - Denver



Who's coming with me?

Let your friends and family know you're traveling!

Share on Facebook!

SEP 26 - OCT 2

Lubbock, TX to Denver, CO

Confirmation # 33PXCN

PASSENGERS

EST. POINTS

EXTRAS

FARE

Dillon Ross Salazar

+ 925 PTS

Rapid Rewards® number &gt;

Add Known Traveler # / Redress # &gt;

Special Assistance &gt;

Wanna Get Away®

## Departing 9/26/21 Sunday

Wanna Get Away® \$104.91  
(Passenger x1)





DEPARTS

**7:00** AM

**LBB**

Lubbock, TX - LBB

FLIGHT

**1333**  

SCHEDULED AIRCRAFT

Boeing 737-700

Subject to change

ARRIVES

**8:15** AM

**DAL**

Dallas (Love Field), TX - DAL

TRAVEL TIME

1hr 15min

stop 1: Dallas (Love Field), TX - DAL



DEPARTS

**9:20** AM

**DAL**

Dallas (Love Field), TX - DAL

FLIGHT

**836**  

SCHEDULED AIRCRAFT

Boeing 737-700

Subject to change



ARRIVES

**10:25** AM

**DEN**

Denver, CO - DEN

TRAVEL TIME

2hr 5min

SUBTOTAL

**\$104.91**

## Returning 10/2/21 Saturday

Wanna Get Away® \$49.10  
(Passenger x1)





DEPARTS

**10:25** AM

**DEN**

Denver, CO - DEN

FLIGHT

**2756**  

SCHEDULED AIRCRAFT

Boeing 737-700

Subject to change

ARRIVES

**1:45** PM

**IAH**

Houston (Bush-Intercontl), TX - IAH

TRAVEL TIME

2hr 20min

stop 1: Houston (Bush-Intercontl), TX - IAH

no plane change



DEPARTS

**2:45** PM

**IAH**

Houston (Bush-Intercontl), TX - IAH

FLIGHT

**2756**  

SCHEDULED AIRCRAFT

Boeing 737-700

Subject to change

ARRIVES

**4:05** PM

**DAL**

Dallas (Love Field), TX - DAL

TRAVEL TIME

1hr 20min

stop 2: Dallas (Love Field), TX - DAL





DEPARTS

**6:05** PM

**DAL**

Dallas (Love Field), TX - DAL

FLIGHT

**2474**  

SCHEDULED AIRCRAFT

Boeing 737-700

Subject to change



ARRIVES

**7:15** PM

**LBB**

Lubbock, TX - LBB

TRAVEL TIME

1hr 10min

SUBTOTAL

**\$49.10**