

Return to: Angela Martine

Vendor# 15400

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: Daniel, Chris

DATE: 11/14/2023

Last

First

DESTINATION(CITY,STATE): St. Augustine, FL

PURPOSE: Mandatory visit with Ring Power to approve Armored Rook

TRAVEL DATE(S): 12/11-12/13/2023

☐ Per Diem requested by the 9th day of December, 2023.

3 # of Breakfasts @ \$15.00 per meal = \$ 45.00

3 # of Lunches @ \$16.00 per meal = \$ 48.00

2 # of Dinners @ \$30.00 per meal = \$ 60.00

Total Advance = \$ 153.00

Org: 01104630

Object: 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.

  
EMPLOYEE SIGNATURE

11-14-23  
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.

  
DEPARTMENT DIRECTOR

11-20-23  
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.

Return to:

Angela Martinez

Vendor#

12656

GL#

01104630-550300

**LUBBOCK COUNTY  
TRAVEL AUTHORIZATION & PER DIEM REQUEST**

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NAME: Siegfried, TraceyDATE: 11/14/2023

Last

First

DESTINATION(CITY,STATE): St. Augustine, FLPURPOSE: Mandatory visit with Ring Power to approve Armored RookTRAVEL DATE(S): 12/11-12/13/2023
☐ Per Diem requested by the 9th day of December, 2023.

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<u>3</u>	# of Lunches	@ \$16.00	per meal	=	\$	<u>48.00</u>
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Total Advance					=	\$ <u>153.00</u>

Org:

01104630

Object:

550300

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EMPLOYEE SIGNATURE

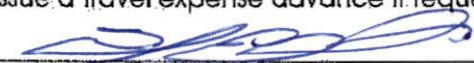


DATE

11/14/2023

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DEPARTMENT DIRECTOR



DATE

11-20-23

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SIGNATURE

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06/23-TA507





## LUBBOCK COUNTY SHERIFF'S OFFICE

P. O. BOX 10536  
LUBBOCK, TX 79408  
PHONE: (806) 775-1469  
FAX: (806) 775-1491

**KELLY S. ROWE**  
Sheriff

**Mike Reed**  
Chief Deputy LE

**Cody Scott**  
Chief Deputy Detention

Date: November 15, 2023  
To: Chief Corbin  
From: Lt. Chris Daniel  
Re: Travel to St. Augustine, Florida

When purchasing an armored Rook through Ring Power Corporation, one of the requirements is to go to the manufacturing location, toward the completion of the vehicle being purchased. This is for inspection of their facilities, the vehicle being purchased and a walk through of the vehicle's capabilities to have a full understanding of the operational concept. This travel includes two days of travel, paid for by Ring Power, and one full day at their facilities. Ring Power also pays for lodging.

The trip has been planned for December 11 through December 13, 2023. The flights and hotel have already been set up and paid for by Ring Power for SSgt. Siegfried and Lt. Daniel. This will be at the completion of the armored Rook, just prior to it being ready for shipment.

Lubbock County will only need to provide funding for a rental car and per diem.