



Lubbock County Juvenile Justice Center
PO Box 10536
Lubbock, Texas 79408
(806)775-1800

APRIL 15, 2024

TO: COMMISSIONERS COURT

FROM: KYMBERLEE DINWIDDIE, ADMIN. ASST. 806-775-1803

SUBJECT: TRAVEL

Commissioners,

Kyriea Richards will be traveling to Omaha Nebraska for a site visit. The placement has paid the cost of hotel and flight costs. Kyriea Richards will only need to be reimbursed for meals during this travel.

Thank you!

Kymberlee Dinwiddie

Administrative Assistant

LCJJC

806-775-1803



Vendor# 11985

Return to: Kymerlee Dinwiddie

GL# 05105135-550300

**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: Richards, Kyriea DATE: 04/15/2024

Last First

DESTINATION(CITY,STATE): Omaha, Nebraska

PURPOSE: Placement visit

TRAVEL DATE(S): 04/25/2024-04/26/2024

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

_____ # of Breakfasts	@ \$15.00	per meal	=	\$	_____	0.00
_____ # of Lunches	@ \$16.00	per meal	=	\$	_____	0.00
_____ # of Dinners	@ \$30.00	per meal	=	\$	_____	0.00
Total Advance					=	\$ _____

Org: _____ Object: _____

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.

Kyriea Richards
EMPLOYEE SIGNATURE

4/15/24
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.

William A. Carr Jr
DEPARTMENT DIRECTOR

04/15/2024
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.



LUBBOCK COUNTY, TEXAS

TRAVEL EXPENSE FORM

Vendor:

11985

G/L Account:

05105135-550300

Employee:	Kyriea Richards	Department:	JJC
Purpose of Travel:	Placement Visit	Destination(City,State):	Omaha, Nebraska
Departure Date:	04/25/24	Departure Time:	8am
		Return Date:	04/26/24
		Return Time:	930pm

A. MEALS AND LODGING EXPENSE SUMMARY (attach receipts, excluding meal receipts)

Description of Expenditure	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	TOTALS
	4/25/2024	4/26/2024						
Breakfast-Per Diem \$15		\$15.00						\$15.00
Lunch-Per Diem \$16	\$16.00	\$16.00						\$32.00
Dinner-Per Diem \$30	\$30.00	\$30.00						\$60.00
Lodging								\$0.00
Parking								\$0.00
								\$0.00
TOTAL: A	\$46.00	\$61.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107.00

NOTE: If meal was provided by the conference/seminar, please write "0" in the space designated for that meal.

B. TRAVEL, TRANSPORTATION AND OTHER EXPENSES (attach receipts)

Registrations	(Attach copy of registration form and agenda)	\$
Mileage	Number of miles per googlemaps.com	\$ 0.655 rate per mile \$0.00
Airline (describe)		\$
Rental Car (describe)		\$
Other (describe):		\$
TOTAL: B		\$0.00

TOTALS (ALLOWABLE COSTS)

A. Meals & Lodging Expenses Summary Total	+	\$107.00
B. Travel, Transportation and Other Expense Total	+	\$0.00
Less Prior Payments by Per Diem Advance, Purchasing Card or Check	-	
Total Due Employee/(Due County)	=	\$107.00

TRAVEL AUTHORIZATION AND PER DIEM REQUEST MUST BE ATTACHED

CERTIFICATION

EMPLOYEE: "I certify that the Expenses as shown on this form are true and correct statements of expenses incurred by me while traveling on official county business and I have not received reimbursement from any other source. I have also attached all supporting documentation including receipts."

Kyriea Richards

Signature of Employee

OFFICIAL OR DEPARTMENT HEAD: "I certify that the above named employee received proper authorization for official county travel. I have examined the request for reimbursement and approve the same for payment."

William A. Carr Jr

Signature of Official/Department Head

Dinwiddie, Kimberlee

From: Hilton Garden Inn Confirmed <noreply@h6.hilton.com>
Sent: Monday, April 15, 2024 8:50 AM
To: Cunningham, Megan
Subject: Your Apr-25-2024 Confirmation #3506676312



Join Hilton Honors 
Get instant benefits by joining – for free.


See you soon, KYRIEA KANA

Your reservation for Apr-25-2024 has been confirmed.

Confirmation #3506676312



Hilton Garden Inn Omaha West

 17879 Chicago Street
Omaha NE 68118 US
[Maps & Directions>>](#)

 [+14022899696](tel:+14022899696)

25 THU
APR

Check In: 3:00 PM


1 Night

26 FRI
APR

Check Out: 11:30 AM



[Add to Calendar](#)

Your Room Information

Guest Name: KYRIEA KANA
Guests: 1 Adult
Rooms: 1
Room Plan: 2 QUEEN BEDS

Your Rate Information LOCAL CORP RATE 122

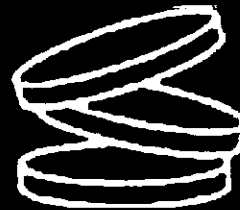
Rate per night
25-Apr-2024 - 26-Apr-2024 122.00 USD

Total for Stay per Room Rate 122.00 USD

Taxes 22.16 USD

Total price for Stay 144.16 USD

 [Modify Your Reservation >>](#)



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Rate Rules and Cancellation Policy

- Please contact us should you need to cancel your reservation

Tax

5.8%	Per Room	Per Night
5.5%	Per Room	Per Night
4.22%	Per Room	Per Night
1.58%	Per Room	Per Night
1.06%	Per Room	Per Night

Please do not reply to this email, as mail sent to this address cannot be answered. If you have questions please visit our [Customer Support](#) page and select the applicable contact method.

[Welcome Bonus Terms & Conditions](#)

Disclaimer: Room interior varies by hotel and the room booked may differ from room shown in this email.

*Standard Wi-Fi is free for Hilton Honors members. Premium, if available, has a fee (except for Diamond members). Wi-Fi access is not free in meeting spaces or at properties with a resort charge.

** Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age. Hilton Requests Upon Arrival(TM) items are subject to availability.

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Offer is valid for any eligible stays booked directly with Hilton through Hilton-approved booking channels and completed within six months ("Promotion Period"), beginning the day, the participant enrolls in Hilton Honors, at any hotel or resort in the Hilton Portfolio All stays must be completed in the 6 months following enrollment date to earn Bonus Points.

Hilton Honors™ participants must complete up to two (2) paid stays during the Promotional Period to obtain Hilton Honors™ Bonus Points. The first stay within the Promotional Period will earn 1,000 Bonus Points. The second stay within the Promotional Period will earn 2,000 Bonus Points. If a guest completes just (1) eligible stay, they will receive 1,000 Hilton Honors™ Bonus Points. Any stays with a checkout date after the Promotional Period end date will not count towards earning Bonus Points.

Hilton reserves the right to decline any application at any time for any reason. Hilton may require additional validation in its complete discretion and this

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This offer may be terminated without notice. Bonus Points do not count toward elite tier qualification. Please allow six to eight weeks from completion of your stay for Bonus Points to appear in your Hilton Honors account. A 'stay' is defined as the total number of consecutive nights spent at the same hotel, whether or not a guest checks out and checks back in again. Offer is not valid for groups and cannot be combined with other select offers. In-Room Internet Access, Fitness Center/Health Club Access and Bottled Water benefits may not be complimentary at properties with a resort charge. Space-available upgrades only available at select brands. Elite status benefits are subject to availability and vary by brand. For more information, please visit [HiltonHonors.com](https://www.hiltonhonors.com).

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Any change to your arrival or departure date or room type is subject to hotel availability and may result in a possible rate change or additional fee. Changes also may not be possible at a later date.

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R03_B02_NMK_OTR_V33_MULTIBR_H03_EN

Dinwiddie, Kymberlee

From: Egencia <noreply.us@mail.egencia.com>
Sent: Friday, April 12, 2024 9:04 AM
To: Cunningham, Megan; Travel Coordinators
Subject: Flight - APPROVED - Omaha for Kyriea Kana - 25 Apr, 2024 (212356699917)

AMEX GBT

Egencia

Trip Notification

Trip Notification

FLIGHT **BOOKED** Approved

LBB to OMA, OMA to LBB

\$495.21

Omaha

April 25, 2024 - April 26, 2024

Itinerary/Egencia reference # 212356699917

[Manage Booking](#)

[Print PDF](#)



LBB to OMA

#212356699917

April 25, 2024

✓ Booked

\$495.21

✓ Approved

TICKET

0167063695541

CONFIRMATION

GSPG67

United Airlines UA6164
Operated by United Airlines

DEPARTURE

Apr 25, 2024 at 9:14 am
Lubbock, TX, United States of
America (LBB-Preston Smith
Intl.)

ARRIVAL

Apr 25, 2024 at 11:00 am
Houston, TX, United States of
America (IAH-George Bush
Intercontinental)

TERMINAL

CLASS

Economy

SEAT

DURATION

1h 46m

CARBON FOOTPRINT

441lb of CO₂

BAGGAGE

No information is available.
Contact the airline for baggage
information.

Layover in Houston IAH 55m -----

United Airlines UA6196
Operated by United Airlines

DEPARTURE

Apr 25, 2024 at 11:55 am
Houston, TX, United States of
America (IAH-George Bush
Intercontinental)

ARRIVAL

Apr 25, 2024 at 2:17 pm
Omaha, NE, United States of
America (OMA-Eppley Field)

TERMINAL

B

CLASS

Economy

SEAT

21D

DURATION

2h 22m

CARBON FOOTPRINT

506lb of CO₂

BAGGAGE

No information is available.
Contact the airline for baggage
information.

Reservation details

TRAVELLERS

Kyriea Kana

TOTAL DURATION

5h 3m

MAIN CONTACT

Kyriea Kana
KCK@boystown.org
+1 806-549-8161

BOOKED BY

Megan Cunningham

PAYMENT

One off credit card
Base : \$414.89
Taxes : \$80.32
Total Price : \$495.21

FATHER FLANAGANS BOYS HOME INFO

Department code: Youth Care - .
Reason for Travel: Campus Visit
PIDM: NA
Program: PG32310
Company: Father Flanagans Boys Home



OMA to LBB

#212356699917

April 26, 2024

- Booked
- Approved

\$495.21

CONFIRMATION
GSPG67

TICKET
0167063695541

United Airlines UA1592
Operated by United Airlines

DEPARTURE
Apr 26, 2024 at 2:10 pm
Omaha, NE, United States of America (OMA-Eppley Field)

ARRIVAL
Apr 26, 2024 at 2:52 pm
Denver, CO, United States of America (DEN-Denver Intl.)

TERMINAL

CLASS
Economy

SEAT
26E

DURATION
1h 42m

CARBON FOOTPRINT

454lb of CO2

BAGGAGE

No information is available.
 Contact the airline for baggage information.

Layover in Denver DEN 3h 28m -----**United Airlines UA5428**

Operated by United Airlines

DEPARTURE**Apr 26, 2024 at 6:20 pm**

Denver, CO, United States of America (DEN-Denver Intl.)

ARRIVAL**Apr 26, 2024 at 8:59 pm**

Lubbock, TX, United States of America (LBB-Preston Smith Intl.)

TERMINAL**CLASS**

Economy

SEAT

10A

DURATION

1h 39m

CARBON FOOTPRINT

440lb of CO2

BAGGAGE

No information is available.
 Contact the airline for baggage information.

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