

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: PHELPS BENJAMIN DATE: 04/11/2022

Last

First

DESTINATION: BOSTON, MA

PURPOSE: TRAINING FEC OPERATIONS/TROUBLESHOOTING 4703

DATE(S): 06/13/2022 - 06/16/2022

Travel advance requested and required by the 30 day of MAY, 2022.

_____	Registration Fee	=	\$	_____	0.00
_____	# of Breakfasts @ \$10.00	per meal	=	\$	_____
<u>3</u>	# of Lunches @ \$15.00	per meal	=	\$	_____
<u>4</u>	# of Dinners @ \$21.00	per meal	=	\$	_____
_____	# of Days lodging @ \$_____	per night	=	\$	_____
	Total Advance	=	\$	_____	129.00

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.

Benjamin R Phelps
 EMPLOYEE SIGNATURE

 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.

Dorothy Y. Howell
 DEPARTMENT DIRECTOR

4-18-22
 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.

JOHNSON CONTROLS TRAINING INSTITUTE: COURSE APPLICATION



We encourage you to register for classes online at: www.jctraininginstitute.com. This form should be used by those unable to register online, such as government agencies, and Johnson Controls branch offices. You can fill the form out then print this page and either email (cg-customer.registrar@jci.com) or fax (877-403-6625) it to the Johnson Controls Training Institute.

Student Information

Name of Applicant (Please Print)

Student E-mail Address (REQUIRED FOR CONFIRMATION / CANCELLATION NOTIFICATION)
Please provide a unique email address for each applicant.

Company/Organization Name

Company/ Organization Address (No P.O. Box)

City State Zip

Telephone Number () -

Course Registration Information

Course Name

Course # Location

First Choice Date

Second Choice Date

Payment must be received 10 days prior to course start date.

Payment Policy
Please include check or credit card information with your application. To mail your application & payment, use Institute address (below). Thank you.

Tax Deduction
U.S. Treasury Regulation 1.162.5 permits an income tax deduction for educational expenses incurred to maintain or improve professional skills. Consult your tax advisor for details.

Payment Method Selected:

Visa® or MasterCard® or American Express®

0.00 Exp. Date

0.00

(Signature)

(Email address to send receipt)

For Johnson Controls Branch Use Only

Installation Contract #

Cancellation Policy

Refunds are issued only if you notify the Institute at 414-524-4286 or 800-524-8540 that you cannot attend, no less than ten business days prior to the start of the course. You are liable for the entire course fee if cancellation is received after this deadline; you may substitute another student, or enroll in another session. Johnson Controls reserves the right to cancel classes and assumes no liability for expenses, all registrants will be notified at least ten days before the start of class.



Mail form and payments to:
Johnson Controls
Training Institute/M45
507 East Michigan Street
Milwaukee, WI 53202



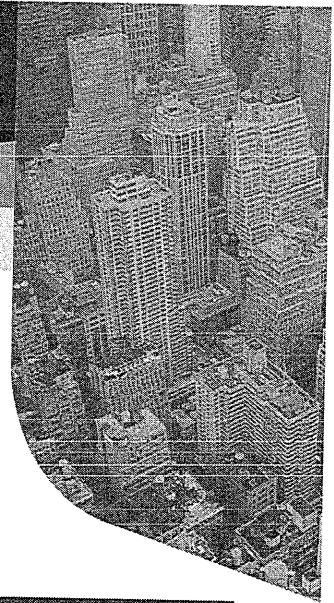
Telephone:
414-524-4286
800-524-8540



Fax:
877-403-6625



Internet:
www.johnsoncontrols.com/institute



FEC Operations/Troubleshooting Course #4703, 2.0 CEU

Designed as a beginners course for people working with Field Equipment Controllers (FECs), this course shows students how to connect to FECs and how to download and test existing control programs. It also covers calibration of input sensors and setup and verification of inputs and outputs. This course is designed for building personnel who want to better understand field controller operation, commissioning and troubleshooting.

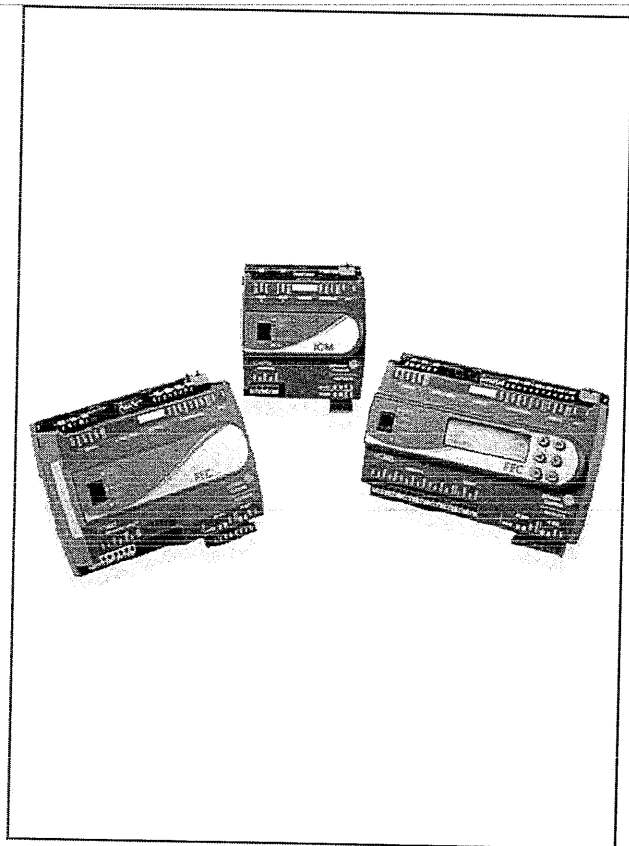
Recommended Prerequisite:

Fundamental Control Strategies for HVAC Systems (#215) or equivalent experience.

Course Topics

- Introduction to Controllers
- CCT User Interface
- Mobile Access Portal
- Transferring Files
- Data Flow and Connections
- IO Commissioning
- Peer-to-Peer
- PRAC+ and PID
- Commissioning Programs
- Simulating Programs
- Hands-on Labs
- Final Review

Course Duration	Course Fee
Tuesday-Thursday Class ends at 3:30 p.m. on Thursday	\$2200 per student



ENROLL NOW

Your trip summary

Main Cabin

Round trip (Non-refundable)

\$779 per person

Total \$778.21 (all passengers)

[Price and tax information](#)

Make my trip refundable

No change fees, cancel any time

Round trip

+\$100 per person

[Make it refundable](#)

Includes taxes and carrier imposed fees.
[Bag and optional fees](#)

Depart Lubbock, TX to Boston, MA
Monday, June 13, 2022

2:25 PM → 9:56 PM 6h 31m 1 stop Main Cabin

LBB - DFW ✈ AA 5758 ✈ CRJ-Canadair RJ 900

✈ Operated by Mesa Airlines As American Eagle

DFW - BOS ✈ AA 2306 ✈ 738-Boeing 737

[Details](#) | [Change](#)

Return Boston, MA to Lubbock, TX
Thursday, June 16, 2022

6:10 PM → 11:53 PM 6h 43m 1 stop Main Cabin

BOS - DFW ✈ AA 1148 ✈ 321-Airbus A321

DFW - LBB ✈ AA 5885 ✈ CRJ-Canadair RJ 900

✈ Operated by Mesa Airlines As American Eagle

[Details](#) | [Change](#)



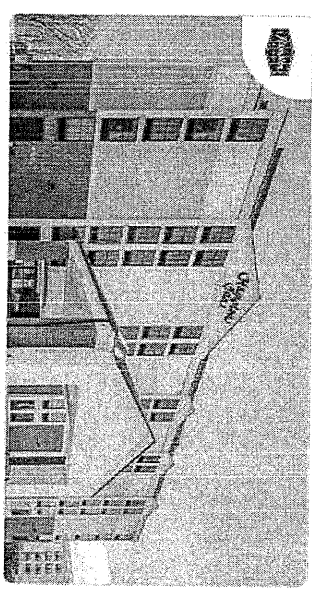
Join Sign In

Your Stay Mon, Jun 13 - Fri, Jun 17, 2022 (4 nights) 1 room for 1 adult [Edit Stay](#)

Step 3 of 3

Payment and Guest Details

Total for stay	\$683.06
Show price details	
Total room charge	\$611.52
Total taxes	\$71.55



Hampton Inn Boston/Peabody
59 Newbury Street - Route 1 North Peabody,
Massachusetts 01960 USA

All fields are required unless marked optional.

Payment

This is a members-only rate. Join Hilton Honors (for free) on this page, sign in, or choose a different rate.

Card number

Month Year

- 1 King Bed Study with Sofabed
Nonsmoking
Change Room
- Honors Discount Semi-Flex
Change Rate
- [Payment and Guest Details](#)

Choose a ride.

59 Newbury St

39 Salem St

Leave Now



UberX 3

Affordable rides, all to yourself
In 5 mins. 10-54 AM dropoff

\$12.92

+ 5
\$64.60



Comfort

Newer cars with extra legroom
10-55 AM dropoff

\$14.45



UberXL

Affordable rides for groups up to 6

Mastercard ****7702 • Business

\$19.39

Request UberX

Hotel to
class

To 39 Salem St

Uber

Ride

Drive

More

Choose a ride.

Boston Logan International Airport (BOS)

59 Newbury St

Leave Now

11:07 AM dropoff



UberXL 5

\$51.69

Affordable rides for groups up to 5
In 5 mins, 11:08 AM dropoff



Uber Green

\$30.95

Eco-Friendly
11:06 AM dropoff

$\$ \frac{61.90}{2}$

Mastercard ****7702 • Business

Request UberXL



Uber ride selection interface showing UberXL and Uber Green options with pricing and dropoff times.

