

Vendor# 16171

Return to: Katy Hollifield

GL# 01106140-550300

**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: Fann Bradley DATE: 7/17/2024  
Last First

DESTINATION(CITY,STATE): Tampa, FL

PURPOSE: Metasys User Interface for Building Engineers

TRAVEL DATE(S): Monday, September 16th - Friday, September 20th

Per Diem requested by the 9th day of September, 2024.

<u>5</u>	# of Breakfasts	@ \$15.00	per meal	=	\$	<u>75.00</u>
<u>5</u>	# of Lunches	@ \$16.00	per meal	=	\$	<u>80.00</u>
<u>5</u>	# of Dinners	@ \$30.00	per meal	=	\$	<u>150.00</u>
						<u>305.00</u>
				<b>Total Advance</b>	=	\$ <u>305.00</u>

Org: 01106140 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.

[Signature] 7-18-24  
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. **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] 7-18-24  
DEPARTMENT DIRECTOR 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.



# Metasys® Systems

## Metasys® User Interface (UI) for Building Engineers Course #4801 CEU 2.3

### Course Duration

Tuesday – Friday  
Class ends at 03:30 p.m. on Friday

### Course Fee

\$3000  
per student

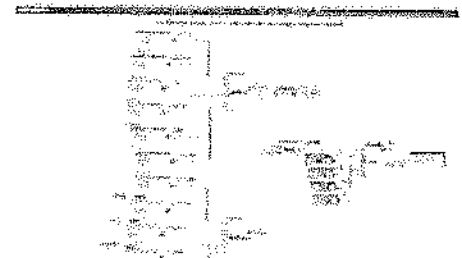
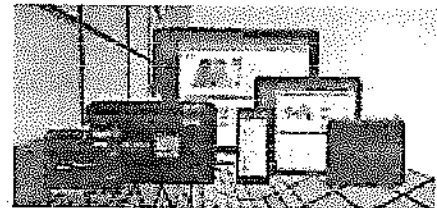
### Metasys® User Interface (UI) for Building Engineers

This course teaches building personnel how to make the most effective and efficient use of the features of a Metasys® system extended architecture building automation system utilizing the Metasys User Interface (UI). This course contains additional topics not covered in the Metasys system extended architecture for Building Operators course utilizing the Metasys User Interface (UI).

### Course Topics

- Building Automation Systems (BAS) Overview
- Metasys User Interface (UI) Overview
- Navigating the Metasys User Interface
- Standard Daily Operations in the Metasys UI
- Alarms

- Taking Actions
- Trends
- Schedules and Exceptions
- Advanced Search & Reporting
- User Menu Overview
- System Activity
- Graphics Manager (Overview)
- Remote Notifications
- Trend Study Manager
- Dashboard Manager
- Cyber Health Dashboard
- Device Pairing
- BACnet/SC Management
- Site Settings
- User Management
- Space Authorization
- Creating Schedules and Calendars
- Programming Features
- Engine Commands (Review)
- Adding Points
- Adding Extensions (Trends/Alarms/Totalizations)
- Final Review



**ENROLL NOW**



Wanna Get Away  
 ✕ LBB → TPA

Lubbock County

# Trip & Price Details

Price Payment Confirmation

✕ Flight [Modify](#)

✕ Mon 9/16	# 1456 / 3584	<b>LBB</b> → <b>TPA</b>	4 hr. 50 min	1 stop ✕	Wanna Get Away	Price per Passenger	\$365.35
		4:15 PM 10:05 PM				Savings per Passenger	-\$18.27
						Taxes and fees per Passenger	\$75.23
						Total per Passenger	\$422.31
✕ Fri 9/20	# 2668 / 2624	<b>TPA</b> → <b>LBB</b>	5 hr. 0 min	1 stop ✕	Wanna Get Away	Passenger(s)	x1
		5:45 PM 9:45 PM			Only 3 left!	Flight total	\$422.31
						Total savings	\$18.27

**Helpful Information:**

- All fares and fare ranges are subject to change until purchased and are per person for each way of travel.
- Starting July 1, 2025 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations, the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- Cash + Points bookings will not earn Rapid Rewards points, tier qualifying points for A-List or A-List Preferred status, or Companion Pass qualifying points.
- **REAL ID Requirement:** Do you have a REAL ID? Beginning May 7, 2025, you will need a state-issued REAL ID compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit [www.faa.gov](http://www.faa.gov) for a list of acceptable forms of ID and additional information regarding REAL ID requirement.

✕ Flight Extras

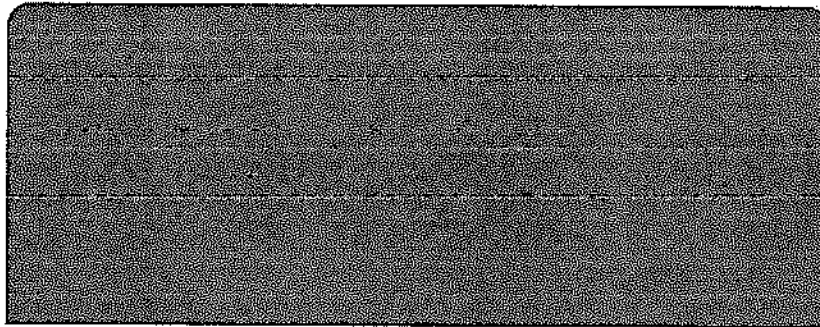
# RESIDENCE INN TAMPA SABAL PARK/BRANDON

📍 📞 ⭐ 4.4 (574)

STAY DATES      TOTAL STAY  
Mon, Sep 16, 2024 -735.48 USD  
Fri, Sep 20, 2024

🕒 Room(s) held for 14:34

## Complete Your Booking



### 1 Bedroom Suite, 1 Queen, Sofa bed

[Room Details](#)

Mon, Sep 16, 2024 - Fri, Sep 20, 2024

1 Room, 1 Adult

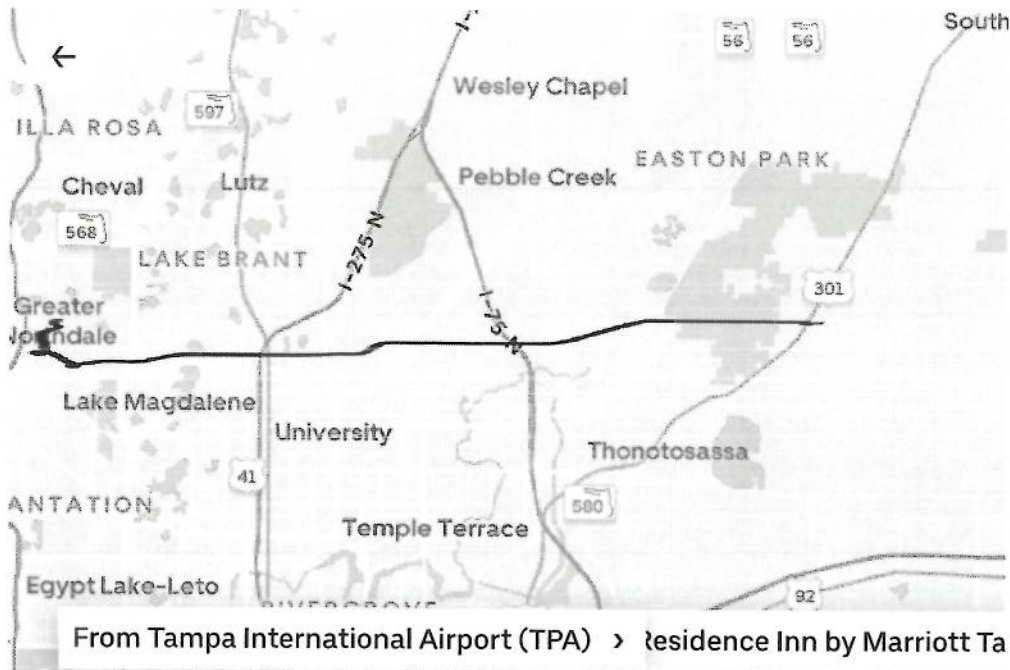
[Member Rate Flexible](#)

← [Edit Stay Details](#)

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[Summary of Charges](#)









735.48 USD



From Tampa International Airport (TPA) > residence Inn by Marriott Ta

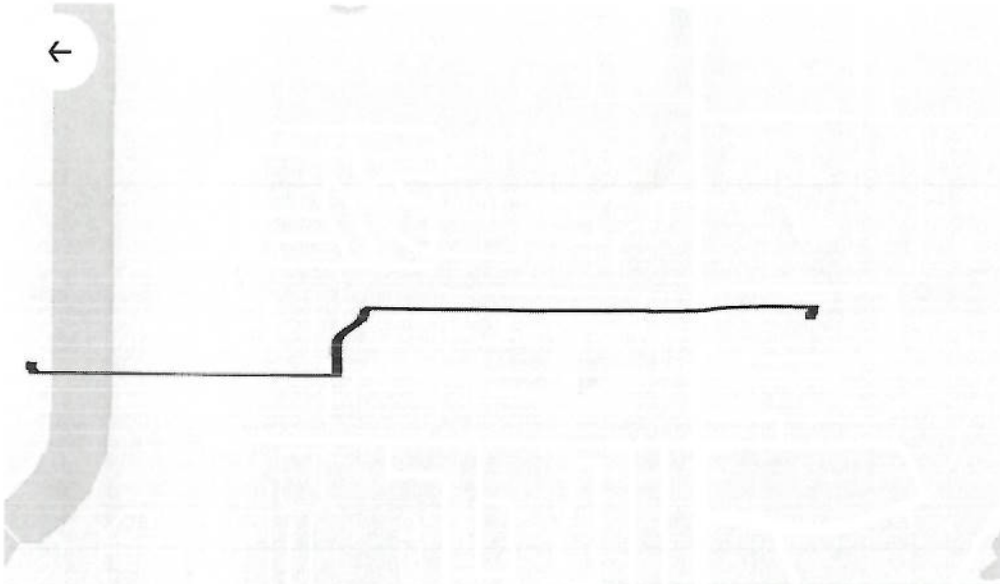
Choose a ride

Pickup now ▾ For me ▾

-  **UberX**  4  
4 mins away · 10:20 AM  
Faster 15% off  
**\$30.68**  
~~\$36.10~~  
\$61.36
  -  **UberXL**  6  
8 mins away · 10:24 AM  
Affordable rides for groups up to 6 15% off  
**\$44.60**  
~~\$52.47~~
  -  **UberXXL**  6  
7 mins away · 10:23 AM  
Rides for 6 with room for extra luggage 15% off  
**\$50.09**  
~~\$58.93~~
- ### Economy
-  **Comfort**  4  
5 mins away · 10:23 AM  
Newer cars with extra legroom 15% off  
**\$44.62**  
~~\$52.49~~

VISA Visa \*\*\*\*6327

Request UberX



E DR MARTIN LUTHER K

To Residence Inn by Marriott Tan

Choose a ride

Pickup now

For me



UberX 4  
3 mins away • 10:02 AM  
Affordable, everyday rides

\$8.68

\$43.40



Share 1  
3 mins away • 10:03 AM  
Save if shared

\$6-8.43



UberXL 6  
3 mins away • 10:02 AM  
Affordable rides for groups up to 6

\$12.76

### Economy



Comfort 4  
4 mins away • 10:03 AM  
Newer cars with extra legroom

\$13.08

Visa 6327



Request UberX