

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: _____ DATE: _____
Last First

DESTINATION: _____

PURPOSE: _____

DATE(S): _____

Travel advance requested and required by the _____ day of _____, _____.

_____	Registration Fee	=		\$ _____
_____	# of Breakfasts @ \$10.00 per meal	=		\$ _____
_____	# of Lunches @ \$15.00 per meal	=		\$ _____
_____	# of Dinners @ \$21.00 per meal	=		\$ _____
_____	# of Days lodging @ \$_____ per night	=		\$ _____
Total Advance			=	\$ _____

Fund #: _____ Line Item: _____

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.

 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 _____ meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

 DEPARTMENT DIRECTOR

 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.

ROUND TRIP

Lubbock, TX to Baltimore, MD

Monday, March 28, 2022 to Friday, April 1, 2022

Your trip total

\$525.20

Price for all passengers

[Price and tax information](#)

Includes taxes and carrier imposed fees

[Bag and optional fees](#)

Earn up to a \$200 statement credit

Plus, 40,000 bonus miles with this credit card offer.

Terms apply.

Pay today:	\$525.20
Card statement credit:	- \$200.00
<hr/>	
Total after statement credit:	\$325.20



[Learn more](#)

Passenger details

Enter names as printed on each passenger's government-issued photo ID. [TSA Secure Flight rules](#)

We collect your personal data in accordance with applicable laws and regulations, including certain data related to COVID-19 and your health status during the pandemic. Read how we use and protect your personal information. [American Airlines privacy policy](#)

Passenger 1



Baltimore Marriott Inner Harbor at Camden Yards

110 South Eutaw Street, Baltimore, Maryland 21201 USA +1 410-962-0202 4.1 1146 Reviews Currency Calculator

EXCLUSIVE AMENITIES Digital Check-In Mobile Dining Service Request Fitness Internet

Reserve Your Room Before Time Runs Out!

Stay Dates

Mon, Mar 28, 2022 - Fri, Apr 1, 2022

Total for Stay

907.85 USD

Room(s) held for: 13:52

CONTINUE

Review Reservation Details



1 King Bed, Guest Room

ROOM DETAILS

Check in: Monday, March 28, 2022

Check out: Friday, April 1, 2022

Room(s): 1

Guest(s) per room: 1

EDIT

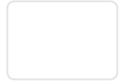
Choose Room Features

Summary of Charges

196.50
USD Avg./night

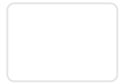
+ 121.83
USD Taxes and fees

907.85
USD Subtotal



CONFERENCE

Rethink Your Facilities Management Approach



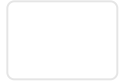
NFMT 2022 Conference

Choose from numerous conference sessions led by the best and brightest experts in the facilities industry.

REGISTER →

Reconnect at NFMT 2022 Your Way

Popular Benefits	Basic \$0	Pro \$29	Elite \$149	Virtual \$49
Access to 20-minute learning lab sessions	Yes	Yes	Yes	Yes
Attendance to Tuesday Night Networking Party	Yes	Yes	Yes	No
Pre-registration for sessions	No	Yes	Yes	No



Access to CEUs	No	Yes	Yes	No
Access to video content after the event	No	No	Yes	No
6-month fnPrime membership	No	No	Yes	No

Sessions

Types of Sessions at NFMT 2022

Product Zone Sessions

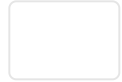
20-minute sessions taking place in the expo hall, focused around innovate technology and trends to help FMs solve their current and future issues. All attendees are welcome to participate in Product Zone Sessions

Foundation Sessions

60-minute sessions focused on foundational principals of Facilities Management. The key trends of technology, safety and sustainability tend to be cross-functional and have an major impact on overall facilities strategies. These sessions are geared as more introductory sessions. All attendees are welcome to participate in Foundation Sessions.

Foundation Session Tracks:

- Safety Foundation



60-minute sessions focused on key trends, challenges and opportunity in Facilities Management for 2022 and beyond. These sessions drill down into more detail with a higher level of sophistication and strategic, big-picture thinking. All Pro and Elite Level attendees are welcome to join Break-Out Sessions

Breakout Session Tracks:

- Rethink the Need to Adapt to Smart Technology
- Rethink How to Achieve Operational Excellence
- Reconnect to Workforce of the Future
- Reimagine the Wellness and Safety in Your Buildings

Workshop

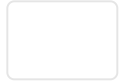
We are kicking off NFMT 2022 with a two-hour workshop event on Monday March 28. This will be an interactive workshops providing hands-on tools. All Pro and Elite Level attendees are welcome to join the Workshop.

Roundtables

45-minute informal discussion focused around either a specific building type or trend. This will allow you to network with your peers in a small group environment. No need to sit through a formal presentations, pull up a chair and ask your questions to like-minded facilities managers from around the country. Each roundtable will have an official moderator to help guide the conversation.

NFMT 2022 Sessions

 TUESDAY, MARCH 29



T1.B24

Technology Foundation

Finding new ways to use old data for better space and utilisation management

T1.P39

Break-Out: Rethink How to Achieve Operational Excellence

How Roofing Complements Whole-Building Sustainability and Wellness Strategies

T1.P41

Break-Out: Reconnect to Workforce of the Future

The New School Environment; When Students & Staff Return

T1.P43

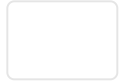
Break-Out: Reimagine the Wellness and Safety in Your Buildings

Building Enclosure Design for Aesthetic Maintenance

T2.B21

Safety Foundation

The Digital Twin - Time to Start Using Your Big Data to Your Advantage



9:15 AM - 10:15 AM

T2.B21

Safety Foundation

Fire Sprinkler System Maintenance in the Age of Information

T2.B27

Sustainability Foundation

Top 10 Low Cost Energy Savers

T2.E31

Roundtable

Keeping K-12 Buildings Healthy and Safe

T2.P37

Break-Out: Rethink the Need to Adapt to Smart Technology

From Digital Twins to the Internet of Things, Guiding The Path
Towards Digital Transformation

T2.P39

Break-Out: Rethink How to Achieve Operational Excellence

HVAC Interaction with People, Building Enclosure and Spaces



Break-Out: Reconnect to Workforce of the Future

Everything Old is New Again: Protocol Changes in the FM Work Environment

T2.P43

Break-Out: Reimagine the Wellness and Safety in Your Buildings

Protecting Indoor Air Quality While Cleaning for Health in the Pandemic

10:30 AM - 11:30 AM

T3.B21

Safety Foundation

Are Your Qualified Workers Truly NFPA 70E 2021 Certified

T3.B27

Sustainability Foundation

Facility Management 2.0: Incorporating New Technologies for Healthier, Safer and More Efficient Env

T3.E31

Roundtable



T3.P37

Break-Out: Rethink the Need to Adapt to Smart Technology

The What, Why, Where, When of Asset Inventory and Asset Management for Complex Facilities

T3.P39

Break-Out: Rethink How to Achieve Operational Excellence

2021 IEBC Existing Building Code Essentials

T3.P41

Break-Out: Reconnect to Workforce of the Future

Managing Assets in a Changing Environment

T3.P43

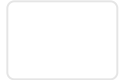
Break-Out: Reimagine the Wellness and Safety in Your Buildings

A Deep Dive into Health Cleaning Protocols: Why FMs Should Care

12:00 PM - 12:20 PM

TP.PZ1

Product Zone



TP.PZ2

Product Zone

Energy Management: An Undeniable Part of the Expanding FM Remit

1:00 PM - 1:20 PM

TP.PZ5

Product Zone

Customer Value Agreements for your Power Generation Equipment

TP.PZ6

Product Zone

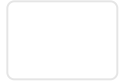
Drinking Fountains & Bottle Fillers in a Post-COVID World

1:30 PM - 1:50 PM

TP.PZ8

Product Zone

Unlocking ROI through better capital planning and assessments



2.00 P.M. - 2.20 P.M.

TP.PZ10

Product Zone

Utilizing Mobile Solutions to Increase Operational Efficiency, Safety & Compliance

TP.PZ9

Product Zone

Energy Impacts of COVID-19

2:30 PM - 2:50 PM

TP.PZ11

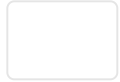
Product Zone

ASHRAE Guideline 36 and Automated Fault Detection Diagnostics

TP.PZ12

Product Zone

More than Just a Key: Bridging the Gap Between Asset and Access Solutions with Intelligent Key Management



TP.PZ14

Product Zone

elevateFM: Facilities Intelligence for Exterior Assets

 WEDNESDAY, MARCH 30

8:00 AM - 9:00 AM

W1.B21

Safety Foundation

Who is Getting Hurt: The Characteristic of a Workplace Electrical Fatality

W1.B27

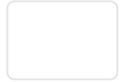
Sustainability Foundation

Tax Incentives for Facilities Improvement

W1.P37

Break-Out: Rethink the Need to Adapt to Smart Technology

Occupancy Tracking for Commercial Buildings



W1.P39

Break-Out: Rethink How to Achieve Operational Excellence

From Ambition to Action: Net Zero Goals, ESG Targets, & Energy Code Compliance

W1.P41

Break-Out: Reconnect to Workforce of the Future

Workforce Demographic is Not Going to Change: You Have To!

W1.P43

Break-Out: Reimagine the Wellness and Safety in Your Buildings

The Intersection of Sustainable and Healthy Buildings

9:15 AM - 10:15 AM

W2.B21

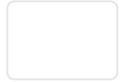
Safety Foundation

The Reality and Fantasy of 5G- A Primer for FMs

W2.B24

Technology Foundation

On the Move – Getting More Out of Staff and Resources Through Mobile Technology



Sustainability Foundation

BIM 101: Everything Facility Managers Need to Know to Leverage BIM

W2.E31

Roundtable

How to Communicate Your Value

W2.P37

Break-Out: Rethink the Need to Adapt to Smart Technology

Moving from Smart Building 2.0 to 3.0

W2.P39

Break-Out: Rethink How to Achieve Operational Excellence

Photovoltaics and Their Impact on Roofing Assemblies

W2.P41

Break-Out: Reconnect to Workforce of the Future

Survival of the FM Professional in the Information Age

W2.P43

Break-Out: Reimagine the Wellness and Safety in Your Buildings

Don't Let ADA Fall Through the Cracks



11:00 AM - 11:20 AM

WP.PZ1

Product Zone

Inside the ARC Facilities App

11:30 AM - 11:50 AM

TP.PZ3

Product Zone

Access is Everything

WP.PZ4

Your Brand At It's Best

12:00 PM - 12:20 PM

WP.PZ5

Product Zone

Challenges & Solutions for Today's Ceramic Tile and Stone Installations



12:00 PM - 12:20 AM

WP.PZ6

Product Zone

Are you ready to combat legionella?

12:30 PM - 12:50 PM

WP.PZ8

Product Zone

This is what your EAM could be

1:00 PM - 1:20 PM

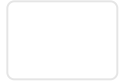
WP.PZ10

Product Zone

Why a Prescriptive Strategy for IAQ & HVAC Instills Confidence in Building Occupants

2:00 PM - 2:20 PM

WP.PZ11



UTILIZATION

3:00 PM - 4:00 PM

W3.B24

Technology Foundation

Most Cost-Effective Innovations for Increasing Power Distribution Equipment Up-Time

W3.B27

Sustainability Foundation

Sustainable Path to a Healthy Bottom Line

W3.B37

Break-Out: Rethink the Need to Adapt to Smart Technology

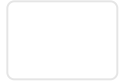
Optimizing Security Systems for New Buildings

W3.E31

Roundtable

Managing Government Buildings - Not for the Faint of Heart

W3.P39



W3.P41

Break-Out: Reconnect to Workforce of the Future

Leaving a Legacy...Behind...

3:00 PM - 5:00 PM

WFM

Women in FM 2022 Panel

4:15 PM - 5:15 PM

W4.B24

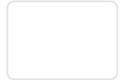
Technology Foundation

Data-Driven Decision Making: Connect Data &
Effective Decision Making to Drive Strategic Organizati

W4.B27

Sustainability Foundation

A New Resource for Advanced Building Controls



Upgrading Your Facilities Using Taxpayer Money

W4.P39

Break-Out: Rethink How to Achieve Operational Excellence

Retro Commissioning and Air Balancing - Why? It Can Save You Money and Reduce Your Service Life Cost

 THURSDAY, MARCH 31

8:00 AM - 9:00 AM

R1.B27

Sustainability Foundation

LED, UV and COVID? The Truth!

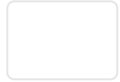
R1.E31

Roundtable

Create a Diverse and Inclusive Environment

R1.P39

Break-Out: Rethink How to Achieve Operational Excellence



R1.P41

Break-Out: Reconnect to Workforce of the Future

91% of FM Managers and Staff Agree Training is Needed... But
Priorities Differ

R1.P43

Break-Out: Reimagine the Wellness and Safety in Your Buildings

The new WELL Building Standard impacts Operations

9:15 AM - 10:15 AM

R2.B21

Safety Foundation

Understanding the Latest Codes and Standards surrounding
Lithium-Ion Batteries

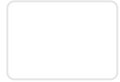
R2.B24

Technology Foundation

Unlocking Operational Excellence in Facility Management

R2.E31

Roundtable



R2.P37

Break-Out: Rethink the Need to Adapt to Smart Technology

Cybercrime Is a Pain in the BAS: Protect Your Building Systems

R2.P39

Break-Out: Rethink How to Achieve Operational Excellence

The Importance of Regular “Free” Building Envelope Inspections

R2.P43

Break-Out: Reimagine the Wellness and Safety in Your Buildings

Covid 19: Studies show it’s not just a challenge in the air, but on surfaces and on hands

11:00 AM - 11:20 AM

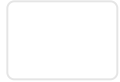
RP.PZ4

Product Zone

How to Choose the Right EV Charging Stations for Your Commercial Facility

RP.PZ5

Product Zone



11:30 AM - 11:50 AM

RP.PZ7

Product Zone

Security Access Control

1:00 PM - 1:20 PM

RP.PZ13

Product Zone

What You Don't Know About Disinfectants May Be Putting Your People at Risk

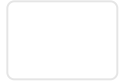
1:30 PM - 1:50 PM

RP.PZ15

Product Zone

Evaluating Your Water Treatment Program, as easy as A, B, C

2:30 PM - 3:30 PM



Break-Out: Reimagine the Wellness and Safety in Your Buildings
Fire Alarm System Replacement Considerations

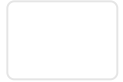
R3.P37

Break-Out: Rethink the Need to Adapt to Smart Technology
EMP's Role in Mission Critical Facilities

3:45 PM - 4:45 PM

R4.B27

NFMT 2022 Closing Ceremony



Conference

- [Attendee Information](#)
- [Sessions](#)
- [Speakers](#)
- [Tracks](#)
- [CEUs](#)

Expo Hall

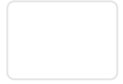
- [Expo Hall Info](#)
- [Schedule](#)
- [Exhibitor List](#)

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