



LUBBOCK COUNTY

TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: Robert Valdez III Department: Lubbock County Sherriff's Office -CID
Vendor #: # 9568 G/L Account: 01104630-550300
Purpose of Travel: Child & Infant Death Investigation Course Destination(City,State): Greenville, South Carolina
Departure Date: 6/1/25 Return Date: 6/6/25

ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)							
Dates of Travel	6/1/25	6/2/25	6/3/25	6/4/25	6/5/25	6/6/25	WEEKLY TOTALS
Breakfast-Per Diem		\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 80.00
Lunch-Per Diem	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 114.00
Dinner-Per Diem	\$ 28.00	\$ 28.00	\$ 28.00	\$ 28.00	\$ 28.00	\$ 28.00	\$ 168.00
TOTAL PER DIEM							\$ 362.00
EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts)							
Lodging	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00		\$ 550.00
Parking	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00		\$ 90.00
Airline (describe)	Amercian Airlines						\$ 642.00
Rental Car (describe)	Enterprise car rental- compact car						\$ 383.37
Registrations							\$ 385.00
Other (describe)							
Mileage Rate	0.70	# of Miles					\$ 0.00
TOTAL ESTIMATED TRAVEL EXPENSES							\$ 2,050.37

I hereby request authorization to travel outside of 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.

☒ Please provide an advance Per Diem by the following date: JUNE 1 2025 totaling, 362.00

Robert Valdez III
PRINTED NAME OF EMPLOYEE

[Signature]
EMPLOYEE'S SIGNATURE

5-5-25
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, GSA meal and incidentals and other supporting documents are attached and 0 meals are included in the registration feed and will not be reimbursed. Please issue a travel expense advance if requested.

DAN CORBIN
PRINTED NAME OF DIRECTOR

[Signature]
DIRECTOR'S SIGNATURE

5-15-25
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. OUT OF STATE TRAVEL REQUIRES COMMISSIONERS COURT APPROVAL AS AN AGENDA ITEM.

Return to: ANGELA MARTINEZ

Child and Infant Death Investigation Course

The IHIA & FBI will be holding our
Child & Infant Death Investigation Course
in Greenville, SC



Dates: June 2-6, 2025

All training will be held at the
University Center of Greenville
225 S. Pleasantburg Dr., Greenville, SC 29607

\$ 435

Non Member

\$ 385

IHIA Active Member

Includes all training materials, IHIA membership, coffee each morning, and a networking event.

REGISTER HERE

For questions, please contact:

D/F/Lt. Dave Eddy (ret), deddy@ihia.org, (517) 749-4167

Lt. Steve Lewis (ret), slewis@ihia.org, (813) 299-9921 or visit IHIA.org

****This event is for law enforcement personnel only. If you are not sworn law enforcement, please contact the IHIA to confirm your eligibility to attend.****

Topics Include:

- Bias and 911 Calls
- Investigative Response/ Best Practices
- Medical Examiner Perspectives
- Victimology
- Interviewing Child Victims/ Witnesses/Offender
- Legal Considerations
- Understanding Child Abductions
- False Allegations
- Child Abduction Response (CARD)
- Abusive Head Trauma and Defenses
- Child Torture
- Resiliency/Self Care
- Cold Case Planning
- Forensic Genealogy
- Neonaticide

