

8/31

Vendor# 12704

GL# 01104630 550300

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: Huerta Miriam DATE: 05-27-2022

Last First

DESTINATION: Palm Springs, California and Calgary, Canada

PURPOSE: CAHN Conference

DATE(S): September 18, - 22, 2022

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

_____	Registration Fee	=	\$	_____	0.00
<u>5</u>	# of Breakfasts @ \$10.00	per meal	=	\$	_____
<u>5</u>	# of Lunches @ \$15.00	per meal	=	\$	_____
<u>5</u>	# of Dinners @ \$21.00	per meal	=	\$	_____
_____	# of Days lodging @ \$_____	per night	=	\$	_____
Total Advance				=	\$ _____
					230.00

Fund #: 01104630 Line Item: 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 report within ten days of returning from this travel or the full advance will be deducted from my next paycheck.

M Huerta 8828
EMPLOYEE SIGNATURE

6-4-22
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 2 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

[Signature]
DEPARTMENT DIRECTOR

6-13-22
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.



Dear Captain Turner.

I am a retired sergeant with the Sacramento Police Department, a negotiator since 1992, and am currently the Conference Chair for the California Association of Hostage Negotiators. I am writing to you to request approval for Deputy Miriam Huerta to present with Dr. Andy Young at our 32nd annual training conference to be conducted Sept. 19th through 23rd, 2022 in La Quinta, California.

We would like to have them present on Verbal Containment and Negotiating with the Psychotic. We feel that sharing this very challenging event would be very beneficial to our members. Should Deputy Huerta be able to stay for the conference, we would cover her travel expenses, waive her registration fees, provide 2 nights hotel, and she would be our guest at a hosted lunch.

The California Association of Hostage Negotiators prides itself on seeking incidents and presenters of the highest quality and professionalism, and we are confident that this presentation will meet or exceed that standard. We therefore are hopeful that you can accommodate our request.

Please feel free to contact me should you have any questions or concerns.

Regards,

Tim Hunter
Conference Chair
California Association of Hostage Negotiators
916-712-3630
tphunter16@gmail.com