

Vendor# 11590

Return to: ANGELA MARTINEZ

GL# 01104630-550300

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: White Byron DATE: 4/3/2024
Last First

DESTINATION(CITY,STATE): Hoover, Al

PURPOSE: NCFI - Mobile Device Examinations (National Computer Forensic Institute)

TRAVEL DATE(S): July 7th- July 26th, 2024

Per Diem requested by the _____ day of _____, _____.

<u>0</u> # of Breakfasts	@ \$15.00	per meal	=	\$	<u>0.00</u>
<u>0</u> # of Lunches	@ \$16.00	per meal	=	\$	<u>0.00</u>
<u>0</u> # of Dinners	@ \$30.00	per meal	=	\$	<u>0.00</u>
Total Advance				=	\$ <u>0.00</u>

Org: 01104630-550300 Object: 01104630-550300

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] 4/3/24
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] 4-11-24
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.

Course ID: MDE

Title: Mobile Device Examiner

Description: **Mobile Device Examiner**

Investigators will gain experience with a wide array of mobile devices such as cell phones, GPS units, and tablets, forensics analysis tools, legal issues, and report generation for law enforcement. The course combines instructor-led discussions and practical exercises to teach methodologies and techniques used during investigations involving digital evidence of mobile devices with traditional investigative techniques.

After completing this course, students will:
Understand mobile device file systems.

- Understand mobile device seizure and evidence recovery.
- Understand tracking histories of mobile devices.
- Understand the tools necessary to analyze and document mobile device investigations.
- Understand the basic drafting of court orders and search warrants.
- Complete individual and group practical exercises.
- Know legal issues applicable to digital evidence for mobile devices.

Prerequisites: Attend NCFI First Responder Course (i.e. Digital Evidence Investigations / DEI)

Contact Name: Contact Your Local U.S. Secret Service Office

Contact Number: