

Vendor# 11590

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: White Byron DATE: 5/24/2023  
Last First

DESTINATION: Hoover, Al

PURPOSE: NCFI Command Line Principles

DATE(S): June 18th- June 24th, 2023

Travel advance requested and required by the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

<u>\$ 0.00</u>	Registration Fee	=	\$	<u>0.00</u>
<u>0</u>	# of Breakfasts @ \$10.00	per meal	=	\$ <u>0.00</u>
<u>0</u>	# of Lunches @ \$15.00	per meal	=	\$ <u>0.00</u>
<u>0</u>	# of Dinners @ \$21.00	per meal	=	\$ <u>0.00</u>
<u>0</u>	# of Days lodging @ \$0.00	per night	=	\$ <u>0.00</u>
<b>Total Advance</b>			=	\$ <b><u>0.00</u></b>

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.

[Signature]  
EMPLOYEE SIGNATURE

5/24/23  
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 0 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

[Signature]  
DEPARTMENT DIRECTOR

6-2-23  
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.



## LUBBOCK COUNTY SHERIFF'S OFFICE

P. O. BOX 10536  
LUBBOCK, TX 79408  
PHONE: (806) 775-1469  
FAX: (806) 775-1491

**KELLY S. ROWE**  
Sheriff

**Mike Reed**  
Chief Deputy LE

**Cody Scott**  
Chief Deputy Detention

To: Lieutenant Joe Davis  
From: Byron White  
Date: May 24th, 2023  
Reference: NCFI – Command Line Principles Course

I am writing to request to put in for Command Line Principles – CLP at the National Computer Forensic Institute. Course dates are June 19<sup>th</sup> – June 23<sup>rd</sup>, 2023 at Hoover, Alabama. Travel days are June 18<sup>th</sup> and June 24<sup>th</sup> 2023. The cost of air fare, lodging and meals for the course is covered by the United States Secret Service. The course will be held at the National Computer Forensic Institute (2020 Valleydale Road Hoover Alabama). Hotel room reservations will be made a later date. Airline reservations will also be sent at a later date.

CLP is a 1-week course designed to introduce students to the command line interfaces available via the Windows operating system. Students will learn to create files and directories, copy items, format drives, capture memory, locate and acquire volatile system data, and perform a forensic image from a command line interface. Ultimately, students will use the knowledge acquired throughout the week to create scripts that automate the collection of data in furtherance of their investigation. Students do not need to have experience working within the command line interface environment, as the course is designed to start from an introductory level and build knowledge throughout the week.

Sincerely,

A handwritten signature in black ink, appearing to read "Byron White". The signature is stylized and written in a cursive-like font.

Course ID: CLP

Title: **Command Line Principles**

Description: A 1-week course designed to introduce students to the command line interfaces available via the Windows operating system. Students will learn to create files and directories, copy items, format drives, capture memory, locate and acquire volatile system data, and perform a forensic image from a command line interface. Ultimately, students will use the knowledge acquired throughout the week to create scripts that automate the collection of data in furtherance of their investigation. Students do not need to have experience working within the command line interface environment, as the course is designed to start from an introductory level and build knowledge throughout the week.

Prerequisites:

Contact Name: Contact your local U.S Secret Service Office

Contact Number: