



LUBBOCK COUNTY

TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: DerrickVela Department: Human Resources
 Vendor #: 15197 G/L Account: 011-013-550300-15
 Purpose of Travel: 3CMA Annual Conference Destination(City,State): Denver, Colorado
 Departure Date: 9/8/26 Return Date: 9/12/26

ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)								
Dates of Travel	9/8/26	9/9/26	9/10/26	9/11/26	9/12/26		WEEKLY TOTALS	
Breakfast-Per Diem		\$ 23.00			\$ 23.00		\$ 46.00	
Lunch-Per Diem				\$ 20.00	\$ 20.00		\$ 40.00	
Dinner-Per Diem	\$ 38.00	\$ 38.00	\$ 38.00	\$ 38.00			\$ 152.00	
TOTAL PER DIEM							\$ 238.00	
EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts)								
Lodging	\$ 257.00	\$ 257.00	\$ 257.00	\$ 257.00	\$ 257.00		\$ 1,285.00	
Parking	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00		\$ 275.00	
Airline (describe)	Tue 9/8: LBB to DEN # 2389 / 189 Sat 9/12 # 2914 / 1296 DEN to LBB							\$ 348.40
Rental Car (describe)	Midsize PU:Tue, Sep 08, 2026 @ 11:00 AM DO: Sat, Sep 12, 2026 @ 12:00 PM							\$ 364.93
Registrations	3CMA Member (Staying in hotel room block/Local Attendee) -							\$ 645.00
Other (describe)								
Mileage Rate	0.725	# of Miles					\$ 0.00	
TOTAL ESTIMATED TRAVEL EXPENSES							\$ 2,863.33	

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: totaling,

Derrick Vela
 PRINTED NAME OF EMPLOYEE

Derrick Vela
 EMPLOYEE'S SIGNATURE

2/6/26
 DATE

I hereby certify the above-requested travel for official Lubbock County business is directly related to this department's operations. There are sufficient un-expended 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 4 meals are included in the registration fee and will not be reimbursed. Please issue a travel expense advance if requested.

Melanie Hall
 PRINTED NAME OF DIRECTOR

Melanie Hall
 DIRECTOR'S SIGNATURE

2-6-26
 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: Derrick Vela, Human Resources

2026 Annual Conference Schedule

Note: Session times and topics are subject to change.

Tuesday - September 8, 2026

4:00 p.m.

Board of Directors Meeting

Wednesday - September 9, 2026

Pre-Conference

8:00 a.m.

Pre-Conference Registration

8:30 a.m.

Pre-Conference Sessions

Pre-Conference Session

Pre-Conference Session

Pre-Conference Session

Pre-Conference Session

11:00 a.m.

Pre-Conference Luncheon

Concurrent Sessions

Breakout Session

Breakout Session

Breakout Session

Breakout Session

5:30 p.m.

Welcome Reception

6:30 p.m.

Evening Networking Event

Thursday - September 10, 2026

7:30 a.m.

Breakfast

8:30 a.m.

General Session - Innovation Forum

Designing for Trust: How Visual Communication Builds Public Confidence

Breakout Session

10:45 a.m.

Networking Break

11:15 a.m.

Concurrent Sessions

Breakout Session

Breakout Session

Breakout Session

Breakout Session

12:15 p.m.

Savvy Awards Luncheon

2:00 p.m.

Concurrent Sessions

Breakout Session

Breakout Session

Breakout Session

Breakout Session

3:00 p.m.

Closing Session

12:00 p.m.

1:00 p.m.

General Conference Adjourns

Post-Conference Board Meeting



U.S. General Services Administration

FY 2026 per diem rates for Denver, Colorado

Change fiscal year: or [New search](#)

Daily lodging rates (excluding taxes) | October 2025 - September 2026

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Primary destination ⓘ	County ⓘ	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Boulder / Broomfield	Boulder / Broomfield	\$173	\$125	\$125	\$125	\$125	\$125	\$125	\$173	\$173	\$173	\$173	\$173
Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	\$215	\$165	\$165	\$165	\$165	\$165	\$215	\$215	\$215	\$215	\$215	\$215

Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Primary destination ⓘ	County ⓘ	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Boulder / Broomfield	Boulder / Broomfield	\$80	\$20	\$22	\$33	\$5	\$60.00
Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	\$92	\$23	\$26	\$38	\$5	\$69.00

Additional per diem topics

- [Meals & Incidental Expenses breakdown \(M&IE\)](#)
- [FAQs](#)
- [State tax exemption forms](#)
- [Factors influencing lodging rates](#)
- [Fire safe hotels](#)
- [Have a per diem question?](#)
- [Downloadable per diem files](#)

Need more information?

- [Rates for Alaska, Hawaii, U.S. territories and possessions \(set by DoD\)](#)
- [Rates in foreign countries \(set by State Dept.\)](#)
- [Federal travel regulations](#)

Related topics

- [Travel resources](#)
- [FedRooms](#)
- [POV mileage reimbursement rates](#)

Lubbock County

Trip & Price Details

Price Passengers Seats Payment

✈️ Flight [Modify](#)

✈️ Tue 9/8 # 2389 / 189 **LBB** → **DEN** 4 hr 10 min 1 stop Basic
7:25 AM 10:35 AM

1 Passenger | Seat assigned at check-in

✈️ Sat 9/12 # 2914 / 1296 **DEN** → **LBB** 6 hr 5 min 1 stop Basic
1:05 PM 8:10 PM

1 Passenger | Seat assigned at check-in

Price per Passenger
Taxes and fees per Passenger
Total per Passenger
Passenger(s)
Flight total

Helpful information:

- All fares and fare ranges are subject to change until purchased and are per person for each way of travel.
- For more information regarding Cash + Points, visit [Southwest.com/rterms](https://www.southwest.com/rterms)

✈️ Flight Extras

Upgrade to Choice



- ✓ NEW Choose a Standard seat at booking¹⁵
- ✓ NEW General boarding¹⁶
- ✓ 12-month Transferable Flight Credit™ with organization (from original ticketing date)⁸
- ✓ Flight changes allowed, fare difference applies⁹
- ✓ 6x Rapid Rewards® points per dollar³
- ✓ Free same-day change/standby (taxes and fees may apply)⁹
- ⓘ Checked bag fees may apply²

*Please read the [fare rules](#) associated with this purchase.

Prices shown per passenger, per one-way.

Upgrade departing trip for \$23

Upgrade returning trip for \$20

Upgrade both for \$43

[Apply upgrade](#)

🚗 Add a Car Products not confirmed until purchase.

No worries, your flight will remain in your cart while you search for a car.

 Add a car



Book now. Pay later!
From \$43.99*/day in Denver

*Taxes and fees exd., Terms apply.

dollar. [Book now](#)

PICK-UP LOCATION Denver, CO - DEN	PICK-UP DATE 9/08 Tue, Sep 8, 2026	PICK-UP TIME 12:00 PM
RETURN LOCATION Denver, CO - DEN	RETURN DATE 9/12 Sat, Sep 12, 2026	RETURN TIME 12:00 PM
RENTAL COMPANY (Optional) No preference	VEHICLE SIZE (Optional) No preference	

SUBTOTAL	\$2
TAXES & FEES	\$
TRIP TOTAL	\$348

[Show price](#)

Conti

By clicking 'Continue', you agree to accept the and want to continue with this

No-show policy

If you do not plan to travel on your flight, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled de time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation w canceled, and your funds and points may be forfeited. [Learn more.](#)

Fare Benefits

Basic¹

Basic fares are non-refundable except as allowed by our 24-hour cancellation policy. Flight changes are allowed but require a fare upc Customers may be eligible for a flight credit if canceled at least 10 minutes prior to the flight's original departure time.

Checked bag²

Bag fees apply to Basic, Choice, and Choice Preferred fares. Choice Extra fares and Rapid Rewards® A-List Preferred Members rece free checked bags. A-List Members and Rapid Rewards Credit Cardmembers only receive their first checked bag for free. Checked ba benefits do not apply on flights booked with a partner carrier. Weight and size limits apply. Additional allowances, benefits, and/or exce may apply. [Learn more.](#)

Rapid Rewards® points³

Points can be earned from (a) Qualifying Flights (defined below) operated by Southwest®, or (b) qualifying purchases with our Rapid Rewards® partners. "Qualifying Flights" include flights operated by Southwest Airlines® and paid entirely with dollars, Southwest LUV Vouchers®, gift cards, or flight credits and those paid with Cash + Points. NOTE: With a Cash + Points booking, points are earned onl portion of the base fare that is paid with dollars. Qualifying Flights exclude reward flights, charter flights, nonrevenue travel, and Comp Pass® travel. All Rapid Rewards rules and regulations apply and can be found at [Southwest.com/terms.](#)

Rental Details

Dates & Times

Tue, Sep 08, 2026 @ 11:00 AM
Sat, Sep 12, 2026 @ 12:00 PM

Pick-up & Return Location

Denver International Airport
23842 E 78th Ave
Denver, CO 80249

Additional Details

Renter Age: 25+
Corporate Account Number or Promotional Code: LUBBOCK COUNTY

Vehicle Details



Midsize

Toyota Corolla or similar
 Automatic

Vehicle

Time & Distance 4 Day(s) @ \$ 50.60 / Day \$ 202.40*

Time & Distance 1 Hour(s) @ \$ 20.30 / hour \$ 20.30*

Unlimited Mileage Included

Extras

9 Additional Drivers 1 Day(s) @ \$ 0.00 / Day Included

Damage Waiver 4 Day(s) @ \$ 0.00 / Day Included

Taxes and Fees

\$ 142.23*

Travel Administrator Details

Provide your information (as travel administrator) in order to receive email confirmation of this reservation.

Your First and Last Name*

Your Email Address*

Confirm Trip Purpose

Your account is associated with LUBBOCK COUNTY. By checking yes, you acknowledge that you are traveling on behalf of LUBBOCK COUNTY for this rental.

Yes, I acknowledge I am traveling on behalf of LUBBOCK COUNTY

No, I need to [restart my reservation](#) without this account number.

Billing

This driver is authorized for billing privileges and is choosing to bill LUBBOCK COUNTY for this rental.

Yes

Please provide a billing number.

Enter Billing Number

859478

No

Website Feedback

Save Time at the Counter

Add more rental details and **save the driver time at the counter.**

- No payment is needed to complete the form.
- You can still cancel at any time.

Estimated Total

\$364.93*

 Custom Rate

*Rates, taxes and fees do not reflect rates, taxes and fees applicable to non-included optional coverages or extras added later.

Why Choose Enterprise?

- Free Cancellation Anytime
- Pay at Pickup
- Unlimited Mileage

Rental Policies

[Rental Contract Additional Terms and Conditions](#) >

[Important Branch Information](#) >

[Corporate Account Verification](#) >

[Driver's License Information](#) >

[Toll Pass Policy](#) >

[ADDR - Additional Driver](#) >

[After Hours Service](#) >

[Age](#) >

[Damage Waiver](#) >

[Extended Protection](#) >

[Mileage](#) >

[Miscellaneous](#) >

[Personal Effects Coverage](#) >

[Roadside Protection](#) >

[Supplemental Liability Protection](#) >

Please see your negotiated contract agreement for rental policies.

- It should only take a couple of minutes.

Would you like to save the driver time at the counter?

- Yes, I'd like to save the driver time
- No, the driver will provide information at the counter

Flight Details

Optional - Providing the flight information will help us keep the car ready upon arrival.

Airline Name

Please select an airline 

Flight Number (Optional)

[The airline isn't listed](#)

[There isn't a flight](#)

Complete Your Booking

\$364.93 will be billed to LUBBOCK COUNTY.

*Rates, taxes and fees do not reflect rates, taxes and fees applicable to non-included optional coverages or extras added later.

[Reserve Now](#)

By clicking Reserve Now I agree to these [Terms of Use](#) . All reservations subject to availability and standard eligibility requirements.



Parking

Valet Parking

For your convenience, our hotel offers valet parking.

0-2 hours

2-4 hours

4-6 hours

6+ hours

Overnight

Oversize

Self-Parking

For your convenience, our hotel offers self-parking, subject to availability. Underground hotel covered self-parking is located off 14th and Welton Streets. The parking office for vehicle departure is adjacent to the parking elevators on the lobby level.

0-1 hours

1-2 hours

2-3 hours

3-4 hours

4-5 hours

5+ Hours /Overnight

Transportation

Getting Here

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