

Vendor# 14231

GL# 01106140-550300

**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: HARVILL NATALIE DATE: 6/27/2023

Last First

DESTINATION: DENVER, CO

PURPOSE: IFMA World Workplace Conference

DATE(S): Friday, September 22nd - Friday, September 29th

Travel advance requested and required by the 11th day of September, 2023.

_____	Registration Fee	=	\$	_____	0.00
<u>8</u>	# of Breakfasts @ \$10.00	per meal	=	\$	_____
<u>6</u>	# of Lunches @ \$15.00	per meal	=	\$	_____
<u>8</u>	# of Dinners @ \$21.00	per meal	=	\$	_____
_____	# of Days lodging @ \$_____	per night	=	\$	_____
<b>Total Advance</b>				=	\$ <b>338.00</b>

Fund #: 01106140-550300 Line Item: TRAVEL & TRAINING

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.

Natalie Y. Harvill  
EMPLOYEE SIGNATURE

6-29-23  
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 2 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

Natalie Y. Harvill  
DEPARTMENT DIRECTOR

6-29-23  
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.

# Attendee Registration Form

- Exhibitor Service Center
- Attendee Service Center
- Speaker Service Center
- Attendee Registration Form

## Review

Review the information below to confirm your registration is correct. Then, click Continue to submit your payment and complete the registration process.

Qty	Description	Amount
	 Natalie Harvill (Lubbock County)	
1	Full Event Regular	\$1,225.00
1	Explore FM Wednesday, September 27, 2023, 8:00 AM - 10:00 AM	\$0.00
1	IFMA's Operations & Maintenance Course - Regular Saturday, September 23, 2023, 8:00 AM - 5:00 PM Sunday, September 24, 2023, 8:00 AM - 5:00 PM	\$950.00
1	IFMA's Leadership & Strategy Course - Regular Tuesday, September 26, 2023, 8:00 AM - 5:00 PM Monday, September 25, 2023, 8:00 AM - 5:00 PM	\$950.00
1	Wednesday Lunch Voucher Included	\$0.00
1	Thursday Brunch Voucher Included	\$0.00
<b>Balance Due</b>		<b>\$3,125.00</b>

Enter your discount code in the box provided below. Then, select the Apply Discount button.

### Group Registration

Select the button to the left to add an additional attendee(s). Reminder, groups of five or more from the same company (same physical address) receive the fifth full registration FREE! Please contact an IFMA Customer Service Specialist at +1-713-623-4362 or [registrations@ifma.org](mailto:registrations@ifma.org) for details. (Only valid for Full Event registrations and must be submitted and/or processed at the same time)



SEP 22 - 29  
✈️ LBB → DEN

## Lubbock County

# Trip & Price Details

✦ Price      Payment      Confirmation

✈️ Flight [Modify](#)

	Fri 9/22	# 2310 <b>LBB</b> → <b>DEN</b> 6:20 PM      6:50 PM	1 hr 30 min	Nonstop	Wanna Get Away	
						Price per Passenger <b>\$166.38</b>
						Taxes and fees per Passenger <b>\$51.58</b>
						<b>Total per Passenger      \$217.96</b>
	Fri 9/29	# 324 / 792 <b>DEN</b> → <b>LBB</b> 2:05 PM      9:05 PM	6 hr 0 min	1 stop 	Wanna Get Away	Passenger(s) <b>x1</b>
						<b>Flight total      \$217.96</b>

### Helpful Information:

- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- REAL ID Requirement:** Do you have a REAL ID? Beginning May 7, 2025, you will need a state-issued REAL ID compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit [www.tsa.gov](http://www.tsa.gov) for a list of acceptable forms of ID and additional information regarding REAL ID requirement.

Feedback

## Flight Extras

### Upgrade to Wanna Get Away *plus*

Prices shown per passenger, per one-way.

- ✓ Same-day confirmed change\*
- ✓ Transferable Flight Credit™ within your organization\*
- ✓ 8 Rapid Rewards points per dollar per qualifying flight\*


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

Upgrade departing trip for \$15

Upgrade returning trip for \$15

Upgrade both for \$30

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 \$370.79\*/week in  
Denver

\*Maximum late model. Taxes apply.



Book now

<b>PICK-UP LOCATION</b>	<b>PICK-UP DATE</b>	<b>PICK-UP TIME</b>
Denver, CO - DEN	9/22	8:00 PM
Denver, CO - DEN	Fri, Sep 22, 2023	
<b>RETURN LOCATION</b>	<b>RETURN DATE</b>	<b>RETURN TIME</b>
Denver, CO - DEN	9/29	1:00 PM
Denver, CO - DEN	Fri, Sep 29, 2023	
<b>RENTAL COMPANY (Optional)</b>	<b>VEHICLE SIZE (Optional)</b>	
No preference	No preference	

Search

**Flexibility comes with every fare.**



Two bags fly free<sup>1</sup>



No change<sup>2</sup> or cancel fees<sup>3</sup>. Change your flight later without a fee. Fare difference may apply.

1st and 2nd checked bags. Weight and size limits apply. 2nd checked bag subject to availability. 2. Change fee waived for flights booked with Rapid Rewards points. 3. Failure to cancel a reservation at least 10 minutes prior to scheduled departure may result in forfeited travel funds.

BAG FEE <sup>1</sup>	\$0.00
SUBTOTAL	\$166.38
TAXES & FEES	\$51.58
<b>TRIP TOTAL</b>	<b>\$217.96</b>

Carry-on price breakdown

\*1st and 2nd checked bags fly free<sup>1</sup>. Weight and size limits apply.

Continue

By clicking 'Continue', you agree to accept the fare rules and want to continue with this purchase.

Feedback

**Fare Benefits**

**Two bags fly free<sup>1</sup>**

First and second checked bags. Weight and size limits apply. A golf bag or skis in a container acceptable to Southwest<sup>®</sup> can be substituted for one checked bag.

**No change<sup>2</sup> or cancel fees<sup>3</sup>**

If you need to change an upcoming flight itinerary, you'll only pay the difference in fare (if one applies). Failure to cancel a reservation at least 10 minutes prior to scheduled departure may result in forfeited travel funds.

**Flight credit<sup>4</sup>**

Flight credits will be issued as long as the flight is canceled at least 10 minutes prior to the scheduled departure. Flight credits don't expire and are non-transferable. For travel booked with Rapid Rewards points starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away<sup>®</sup> or Wanna Get Away Plus<sup>™</sup> reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation.

**Transferable Flight Credit<sup>5</sup>**

Transferable Flight Credit<sup>™</sup> will be issued as long as the flight is canceled at least 10 minutes prior to the scheduled departure. Transferable Flight Credit can be transferred between Rapid Rewards<sup>®</sup> Members. Only one transfer is permitted. For bookings made through a Southwest<sup>®</sup> Business channel, there is a limitation to transfer only between employees within the organization. Transferable Flight Credits don't expire. For travel booked with Rapid Rewards points starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away<sup>®</sup> or Wanna Get Away Plus<sup>™</sup> reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation.

**Free same-day change/standby<sup>6</sup>**

On the day of travel, you can switch free of airline charges to another flight with space available departing on the same calendar day between the same origin and destination as your original flight. If there isn't space available, you can ask to be added to the same-day standby list for a flight departing earlier than your original

## Homewood Suites by Hilton® Denver Downtown-Convention Center

[Edit stay](#)

Fri, Sep 22 – Fri, Sep 29, 2023

1 room for 1 adult

### Payment and Guest Details

Step 3 of 3

#### Total for stay

**\$1,878.56**

[Hide price details](#)

Price in \$USD

1 King Bed Studio

Semi-Flex

22 Sep 2023

\$231.85

23 Sep 2023

\$231.85

24 Sep 2023

\$231.85

25 Sep 2023

\$231.85

26 Sep 2023

\$231.85

27 Sep 2023

\$231.85

28 Sep 2023

\$231.85

**Total room charge**

**\$1,622.95**

15.75 % per room, per night

**Total taxes**

**\$255.61**

**Total for stay: \$1,878.56**

### Guarantee and Cancellation Policy

There is a Credit Card required for this reservation. **Free cancellation before 11:59 PM local hotel time on 16 Sep 2023.**

All fields are required unless marked optional.

### Payment

**Card number**

**Month**

**Year**

# Choose a ride.

Denver International Airport (DEN)

550 15th St

🕒 Leave Now ▾



UberX 🧑‍🤝‍🧑 4  
\$41.92  $\times 2 =$  **\$83.84**  
3 mins away • 11:40 AM dropoff  
Affordable rides, all to yourself



Comfort Electric 🧑‍🤝‍🧑 4  
\$53.96  
3 mins away • 11:40 AM dropoff  
Premium zero-emission cars



Comfort 🧑‍🤝‍🧑 4  
\$49.91  
2 mins away • 11:40 AM dropoff

🏪 Visa \*\*\*\*6327

**Request UberX**