

**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: Hall Melanie DATE: 12/28/22
Last First

DESTINATION: New Orleans, LA

PURPOSE: SALGBA-State and Local Government Benefits Association Conference

DATE(S): April 2 - 5, 2023

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

_____	Registration Fee	=	\$	_____	0.00
_____	# of Breakfasts @ \$10.00	per meal	=	\$	_____
_____	# of Lunches @ \$15.00	per meal	=	\$	_____
_____	# of Dinners @ \$21.00	per meal	=	\$	_____
_____	# of Days lodging @ \$_____	per night	=	\$	_____
	Total Advance	=	\$	_____	0.00

Fund #: _____ Line Item: _____

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.

Melanie Hall Digitally signed by Melanie Hall
DN: cn=Melanie Hall, ou=Lubbock County, o=HR,
email=melhall@lubbockcounty.gov, c=US
Date: 2022.12.28 13:13:05 -0600 12/28/22
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. Related brochures or other supporting data are attached and _____ meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

Greg Perry 12/28/2022
DEPARTMENT DIRECTOR 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.

Agenda

Item	Price
Admission Item Public Sector Member	\$350.00
Sessions	
Opening Night Reception sponsored by Hinge Health 4/2/23, 5:00 PM - 4/2/23, 6:30 PM CT	\$0.00
Breakfast with Exhibitors 4/3/23, 7:30 AM - 4/3/23, 8:15 AM CT	\$0.00
Opening Keynote 4/3/23, 8:30 AM - 4/3/23, 9:45 AM CT	\$0.00
The Transformation of Pharmacy Services and Care Delivery 4/3/23, 10:15 AM - 4/3/23, 11:15 AM CT	\$0.00
Luncheon 4/3/23, 11:30 AM - 4/3/23, 12:45 PM CT	\$0.00
How Advanced Primary Care Lowers Costs and Improves Health for the City of Everett 4/3/23, 1:00 PM - 4/3/23, 2:00 PM CT	\$0.00
Monday Break with Exhibitors 4/3/23, 2:15 PM - 4/3/23, 2:45 PM CT	\$0.00
Forward Thinking Benefits Strategies for Public Organizations 4/3/23, 3:00 PM - 4/3/23, 4:00 PM CT	\$0.00
Networking Reception in Exhibit Hall sponsored by Retiree First 4/3/23, 4:15 PM - 4/3/23, 5:15 PM CT	\$0.00
Monday Evening Event aboard the Creole Queen sponsored by Express Scripts 4/3/23, 5:30 PM - 4/3/23, 9:30 PM CT	\$0.00
Tuesday Breakfast with Exhibitors 4/4/23, 8:00 AM - 4/4/23, 8:30 AM CT	\$0.00
Tuesday Panel Session--Legislative Updates 4/4/23, 8:30 AM - 4/4/23, 9:30 AM CT	\$0.00
Tuesday Break with Exhibitors 4/4/23, 9:30 AM - 4/4/23, 10:00 AM CT	\$0.00

Conflict Resolution in the Workplace 4/4/23, 10:00 AM - 4/4/23, 10:45 AM CT	\$0.00
Post Claim Audit and Overpayment Recoveries - Demand More! 4/4/23, 11:00 AM - 4/4/23, 11:45 AM CT	\$0.00
Awards Luncheon 4/4/23, 12:00 PM - 4/4/23, 1:15 PM CT	\$0.00
Redesigning Healthcare Delivery; Value-Based Bundles 4/4/23, 1:30 PM - 4/4/23, 2:15 PM CT	\$0.00
Even a Healthcare Quarterback Needs a Team 4/4/23, 2:30 PM - 4/4/23, 3:15 PM CT	\$0.00
Afternoon Break with Exhibitors 4/4/23, 3:15 PM - 4/4/23, 4:00 PM CT	\$0.00
Reception at the Hyatt sponsored by LifeWorks 4/4/23, 5:00 PM - 4/4/23, 6:00 PM CT	\$0.00
Tuesday Evening Event at Court of Two Sisters sponsored by CVS Health 4/4/23, 6:00 PM - 4/4/23, 7:00 PM CT	\$0.00