

Vendor# _____

GL# 081-081-5503000-25

**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: CAMPBELL MICHELE DATE: April 8, 2022
Last First

DESTINATION: Denver, Colorado

PURPOSE: to attend American Association of Law Libraries Annual Conference

DATE(S): July 16-19, 2022

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

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

Michelle Campbell 4-8-2022
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 0 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

Michelle Campbell 4-8-2022
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.

- AALL Annual Meeting & Conference

 aallnet.org/conference

REGISTRATION IS OPEN FOR AALL 2022 JULY 16-19

Register for the 2022 AALL Annual Meeting & Conference, Advancing Justice for All, to be held July 16-19 in Denver, Colorado. AALL 2022 will include preconference workshops and more than 60 educational programs on topics such as teaching critical and alternative legal research; providing access to justice with remote services; and managing news and information overload. Gain valuable networking opportunities with your legal information peers and access to a bustling **exhibit hall**, where you can interact with vendors and discover the latest marketplace innovations. **We can't wait to see you in Denver this summer!**

BEGIN REGISTRATION

RESERVE YOUR HOUSING

Book your accommodations in Denver early at the **Hyatt Regency Denver** at discounted room rates for AALL 2022 attendees. These reduced rates end June 23 or while availability lasts. **Make your reservations online** or call 1.800.233.1234 and reference Group Code: **G-LIBR**.

TOP REASONS TO ATTEND

- **Access** must-have education tailored to legal information professionals.
- **Explore** the latest technologies and innovations coming to the legal information market in the Exhibit Hall.
- **Network** and collaborate with colleagues and legal information experts from around the country.
- **Discover** the latest research, exchange knowledge, and find solutions to the problems you face every day.
- **Celebrate** your legal information colleagues and recognize key accomplishments.
- **Share** key takeaways and tips with your legal information peers.

AALL President Diane M. Rodriguez discusses why law librarians and legal information professionals should attend the AALL Annual Meeting in Denver, and shares why she attends every year.

#AALL22

Start the conversation! Let us know if you're attending, presenting, or exhibiting at the AALL Annual Meeting on Twitter using #AALL22!

2022 AALL Annual Meeting & Conference

aallconference.org/registration

Health and Safety Requirements

All Annual Meeting & Conference participants will be required to provide proof of full vaccination against COVID-19 or a negative COVID-19 PCR test, taken within 48 hours of attending the conference prior to entry. [Learn more](#)

Registration Fees

All registration prices listed are in U.S. dollars and are per person rates.

Full Conference

Registration Package	Early Bird Offer Register and pay by May 20, 2022	Standard Pricing Register and pay after May 20, 2022 (by July 15)
AALL Individual Member	REGISTER NOW \$695.00	\$795.00
AALL Retired/ Student Member	REGISTER \$125.00 NOW	\$225.00
Nonmember Individual*	REGISTER \$995.00 NOW	\$1095.00
Nonmember Retired/Student	REGISTER \$175.00 NOW	\$275.00

*To learn more and take advantage of member pricing, join AALL today.

To register a group of members and nonmembers, please contact Customer Service at 1.877.737.0555 (between 8:30 a.m.–5:00 p.m. EDT) or customerservice@AALLconference.org or complete two separate transactions using links above.

Retired individuals and students may apply to register for the full conference at discounted rates. Eligibility is based on AALL membership type. Proof of eligibility will be requested for the nonmember retired or student rates.

Can't attend the full conference? Alternative registration options are available—Single-Day, workshop-only, and exhibit-hall only. If you have any questions, contact us at 1.877.737.0555 (between 8:30 a.m.–5:00 p.m. EDT) or customerservice@AALLconference.org.

Full Conference Registration Includes:

- Access to all conference general sessions and educational programs
- Admittance to the Exhibit Hall
- Access to educational program materials
- Admittance to the Opening Reception
- Access to library tours (pre-registration is required, limited space available)
- Access to conference coffee/refreshment breaks

Additional Registration Items

Hyatt | Select Room & Rate

[hyatt.com/shop/dencc](https://www.hyatt.com/shop/dencc)

- Sat, Jul 16 - Tue, Jul 19
- 1 Room, 1 Guest
- G-LIBR

This 780 sq ft suite includes an intimate, separate living/meeting area that can accommodate up to ten guests. Adjoining a bedroom with one king-sized Hyatt Grand Bed®. This is a standard suite. See World of Hyatt program terms for upgrade eligibility.

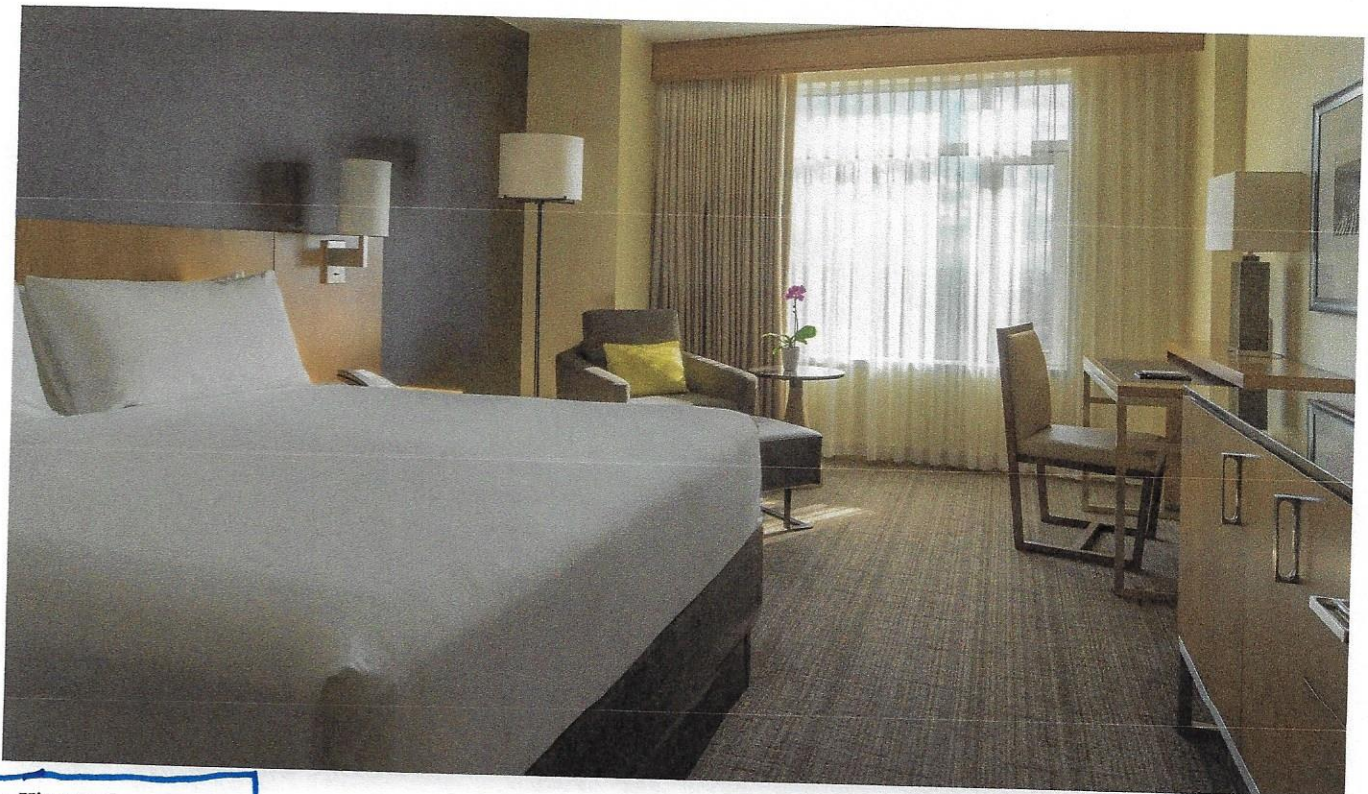
Am Assn Law L...

from

\$229

Credit Card Guarantee Required

72hours Prior To Checkin To Avoid One Night Fee



- 1 King Bed
- With one king-sized Hyatt Grand Bed®, these 360 sq ft guestrooms feature a city view and a comfortable residential feel.
- More Details
- \$229
- Avg/Night (USD)

SCHEDULE AT-A-GLANCE



SCHEDULE AT-A-GLANCE

CONFERENCE OF NEWER LAW LIBRARIANS (CONNELL)

KEYNOTE SPEAKER

PROGRAMS & WORKSHOPS



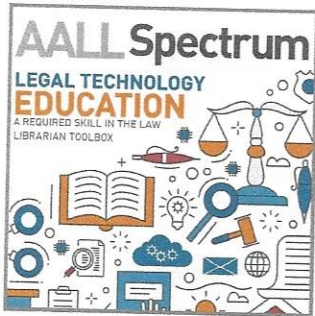
SATURDAY, JULY 16

All Day	Preconference Workshops
8:00 a.m.–1:45 p.m.	Leadership Training for Chapters
8:00 a.m.–2:30 p.m.	Leadership Training for SISs
8:00 a.m.–3:00 p.m.	CONNELL (Conference of Newer Law Librarians)
1:30 p.m.–2:30 p.m.	SIS Meeting Open Scheduling
2:45 p.m.–5:00 p.m.	AALL Committee Meetings (2:45 p.m. –3:45 p.m. and 4:00 p.m. –5:00 p.m.)
5:00 p.m.–6:30 p.m.	Opening Reception in Exhibit Hall (No Conflict Time)
6:45 p.m.→	Open Scheduling (Reception Opportunities)

SUNDAY, JULY 17

7:30 a.m.–8:45 a.m.	Open Scheduling (SIS Breakfasts/Business Meetings)
9:00 a.m.–10:15 a.m.	Opening General Session/Keynote Speaker (No Conflict Time)
10:15 a.m.	Exhibit Hall Opens (closes at 4:00 p.m.)
10:15 a.m.–11:15 a.m.	Exhibit Hall Refreshment Break (No Conflict Time)
11:30 a.m.–12:30 p.m.	Annual Meeting Programs
12:45 p.m.–2:15 p.m.	Open Scheduling (SIS, chapter, and caucus meetings)
2:30 p.m.–3:30 p.m.	Annual Meeting Programs
4:00 p.m.–5:00 p.m.	Annual Meeting Programs
4:00 p.m.–6:00 p.m.	Diversity & Inclusion Symposium & Reception
5:15 p.m.→	Open Scheduling (SIS, chapter, and caucus meetings/receptions)

MONDAY, JULY 18



Schedule At-a-Glance - AALL Annual Meeting & Conference

7:00 a.m.–8:00 a.m.	Open Scheduling (SIS, chapter, and caucus meetings)
8:00 a.m.	Exhibit Hall Opens (closes at 4:00 p.m.)
8:00 a.m.–9:30 a.m.	Exhibit Hall Breakfast Break (No Conflict Time)
9:30 a.m.–10:30 a.m.	Annual Meeting Programs
11:00 a.m.–12:00 p.m.	Annual Meeting Programs
12:15 p.m.–1:30 p.m.	Open Scheduling (SIS, chapter, and caucus meetings)
1:30 p.m.–2:45 p.m.	AALL Business Meeting/Members Open Forum (No Conflict Time)
3:00 p.m.–4:00 p.m.	Annual Meeting Programs
4:30 p.m.–5:30 p.m.	Annual Meeting Programs
5:30 p.m.→	Open Scheduling (SIS, chapter, and caucus meetings/receptions)

TUESDAY, JULY 19

9:00 a.m.	Exhibit Hall Opens (closes at 12:00 p.m.)
7:00 a.m.–8:15 a.m.	Open Scheduling (SIS, chapter, and caucus meetings)
8:30 a.m.–9:30 a.m.	Annual Meeting Programs
9:30 a.m.–11:00 a.m.	Exhibit Hall Refreshment Break (No Conflict Time)
11:15 a.m.–12:15 p.m.	Annual Meeting Programs
12:45 p.m.–2:15 p.m.	Association Luncheon ** Ticketed Event **
12:45 p.m.→	Open Scheduling (SIS, chapter, and caucus meetings)

Meetings will not be scheduled during the Opening Reception, Opening General Session, AALL Business Meeting/Members Open Forum, exhibit hall no-conflict times, or formal educational programs.

American Association of Law Libraries

230 West Monroe Street, Suite 2650 / Chicago, IL 60606

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