

Return to: ANGELA MARTINEZ

Vendor# 13971
GL# 01104630-550300

**LUBBOCK COUNTY
TRAVEL AUTHORIZATION & PER DIEM 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.** AGENDAS, BROCHURES, FLYERS, OR OTHER SUPPORTING DOCUMENTS MUST BE ATTACHED.

NAME: Kidd, Cody DATE: 08/15/2024
Last First

DESTINATION(CITY,STATE): Pittsfield, MA

PURPOSE: Training and Inspection

TRAVEL DATE(S): August 21-23, 2024

☐ Per Diem requested by the 21st day of August, 2024.

3 # of Breakfasts @ \$15.00 per meal = \$ 45.00

3 # of Lunches @ \$16.00 per meal = \$ 48.00

3 # of Dinners @ \$30.00 per meal = \$ 90.00

Total Advance = \$ 183.00

Org: 01104630-550300 Object: 01104630-550300

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 expense form within ten days of returning from this travel or the full advance will be deducted from my next paycheck.

Cody Kidd
EMPLOYEE SIGNATURE

08/15/2024
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. **Agendas, brochures, flyers, and supporting documents are attached and 0 meals are included in the registration fee and will not be reimbursed.** Please issue a travel expense advance if requested.

[Signature]
DEPARTMENT DIRECTOR

8-16-24
DATE

APPROVAL FROM TWO (2) MEMBERS OF THE COMMISSIONERS' COURT:

SIGNATURE

DATE

SIGNATURE

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.

Return to: ANGELA MARTINEZ

Vendor# 12513

GL# 01104630-550300

**LUBBOCK COUNTY
TRAVEL AUTHORIZATION & PER DIEM REQUEST**

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NAME: Groneman, John DATE: 08/15/2024
Last First

DESTINATION(CITY,STATE): Pittsfield, MA

PURPOSE: Training and Inspection

TRAVEL DATE(S): August 21-23, 2024

☐ Per Diem requested by the 21st day of August, 2024.

<u>3</u>	# of Breakfasts	@ \$15.00	per meal	=	\$	<u>45.00</u>
<u>3</u>	# of Lunches	@ \$16.00	per meal	=	\$	<u>48.00</u>
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Total Advance					=	\$ <u>183.00</u>

Org: 01104630-550300 Object: 01104630-550300

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John Groneman 08/15/2024
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. **Agendas, brochures, flyers, and supporting documents are attached and 0 meals are included in the registration fee and will not be reimbursed.** Please issue a travel expense advance if requested.

[Signature] 8-16-24
DEPARTMENT DIRECTOR DATE

APPROVAL FROM TWO (2) MEMBERS OF THE COMMISSIONERS' COURT:

SIGNATURE DATE

SIGNATURE DATE

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06/23-TA507



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

Ryan Braus
Chief Deputy Detention

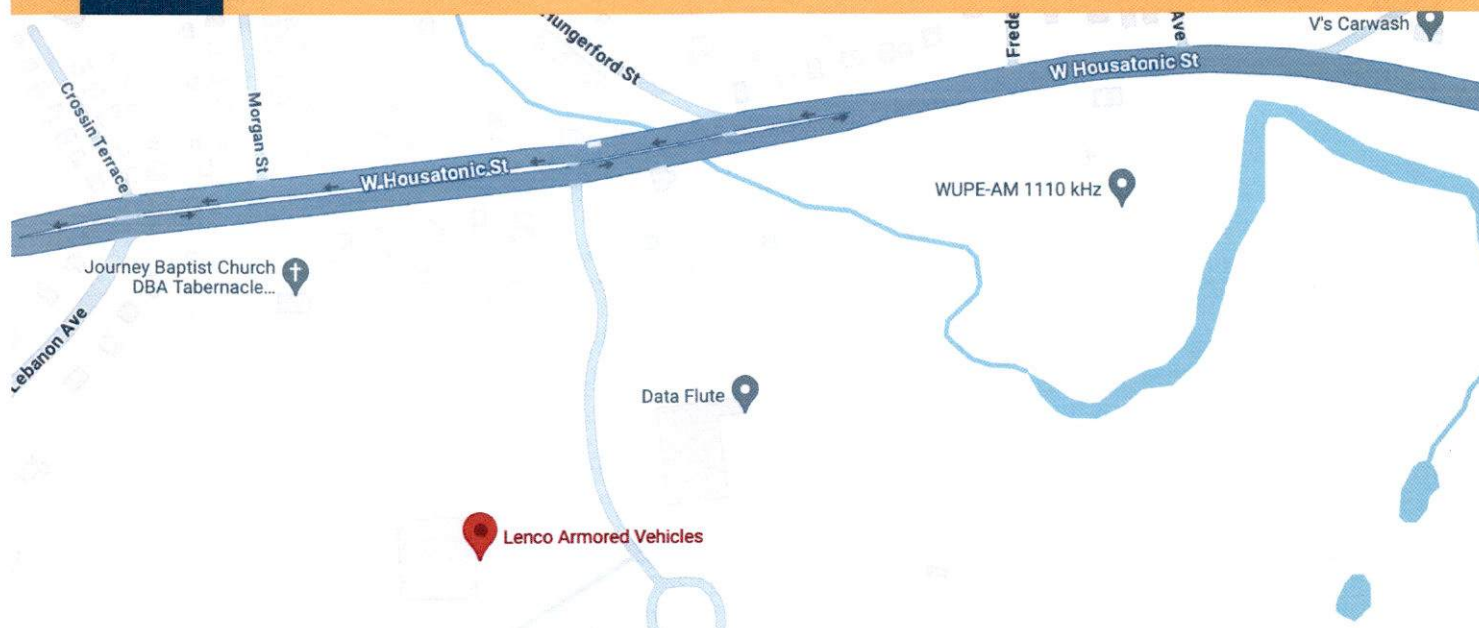
Date: August 15, 2024
To: Asst. Chief Deputy Gilliam
From: Lt. Chris Daniel
Re: Travel to St. Pittsfield, MA

When purchasing an armored BearCat from Lenco, one of the requirements is to go to the manufacturing location, toward the completion of the vehicle being purchased. This is for inspection of their facilities, the vehicle being purchased and a walk through and training on the vehicle's capabilities to have a full understanding of the operational concept. This travel requires two days of travel, lodging, rental car, and per diem paid for by Lubbock County, and one full day at their facilities.

The trip has been planned for August 21 through August 23, 2024. The flights and hotel will be for SSgt. Kidd and SSgt. Groneman. We received notification of completion and that it is ready for delivery, requiring the training and inspection, before it will be delivered.



VISITOR INFORMATION



Address:

10 Betnr Industrial Dr
Pittsfield, MA 01201, USA

Directions:



Hotels

Hilton Garden Inn (Preferred Rate)*

1032 South Street, Pittsfield, MA • 413-448-2222

<https://www.lenoxpittsfield.hgi.com>

* • Click on the dates of stay and click special rates
• Corporate account number: 3266142

Hotel on North (Boutique Hotel)

297 North Street, Pittsfield, MA • 413-358-4436

<https://www.hotelonnorth.com/>

Courtyard by Marriott Lenox Berkshires

70 Pittsfield Road, Lenox, MA • 413-551-7700

<https://www.marriott.com/en-us/hotels/gbrcy-courtyard-lenox-berkshires/>

Airports

Albany International Airport (ALB) Albany, NY is approx. 45 miles from Pittsfield, MA

Bradley International Airport (BDL) Hartford, CT is approx. 75 miles from Pittsfield, MA

Rental Cars

- Avis - <https://www.avis.com/>
- Budget - <https://www.budget.com/>
- Dollar Rent A Car - <https://www.dollar.com/>

- Enterprise - <https://www.enterprise.com/>
- Hertz - <https://www.hertz.com/>
- National - <https://www.nationalcar.com/>