

Vendor# 10611

GL# 01104630-550300

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: Fillman Ryan DATE: 01/30/2023  
Last First

DESTINATION: Huntsville, AL

PURPOSE: Explosive Evidence Exploitation

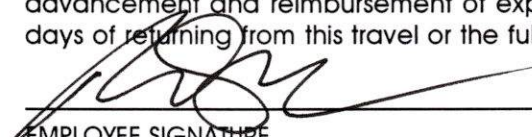
DATE(S): April 30-May 6, 2023

Travel advance requested and required by the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

<u>\$ 0.00</u>	Registration Fee	=	\$	<u>0.00</u>
<u>0</u>	# of Breakfasts @ \$10.00	per meal	=	\$ <u>0.00</u>
<u>0</u>	# of Lunches @ \$15.00	per meal	=	\$ <u>0.00</u>
<u>0</u>	# of Dinners @ \$21.00	per meal	=	\$ <u>0.00</u>
<u>0</u>	# of Days lodging @ \$ _____	per night	=	\$ <u>0.00</u>
<b>Total Advance</b>			=	\$ <b><u>0.00</u></b>

Fund #: 01104630 Line Item: 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 report within ten days of returning from this travel or the full advance will be deducted from my next paycheck.

  
EMPLOYEE SIGNATURE

03/30/2023  
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 all meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

  
DEPARTMENT DIRECTOR

4-11-23  
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.



**Bureau of Alcohol, Tobacco, Firearms and Explosives  
National Center for Explosives Training and Research**

Announcement of Training  
March 22, 2023

752220:RLM  
6200

TO: Supervisors of Enrolled Students

FROM: Chief, Explosives Enforcement Branch  
National Center for Explosives Training and Research

SUBJECT: Explosive Evidence Exploitation Training

This message provides important information on travel authorization and reporting instructions for training. Please forward a copy of this message to each enrolled student or instructor. If the enrolled student or instructor is unable to attend the training, please immediately notify the training project officer by email or phone.

Course: Explosive Evidence Exploitation (E<sup>3</sup>)  
Location: NCETR, Redstone Arsenal, Huntsville, AL  
Dates: May 1-5, 2023  
Travel Dates: Sunday, April 30 and Saturday, May 6

**\*\*Students are asked to submit certain information to NCETR Staff as follows:**

**Important Dates:**

**NLT April 3:** ATF-Complete your travel authorization in E2. All others-email Vendor Forms and travel plans to Rebecca Moseley at [Rebecca.Moseley@atf.gov](mailto:Rebecca.Moseley@atf.gov).

NOTE: Rental car assignments will be issued once all travel plans are submitted.

**May 1<sup>st</sup>:** Meet at 0800 in room 118 at NCETR.

**May 6<sup>th</sup>:** All return travel scheduled.

**NLT May 12<sup>th</sup>:** Submit all receipts and complete your voucher in E2 upon completion of your travel.

---

RELEASED FOR TRANSMISSION