

Vendor# 14479GL# 01104530

**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: Ramos Larissa DATE: 11/21/2022  
Last First

DESTINATION: Daytona Beach Florida

PURPOSE: 2022 Medicolegal Death Investigation Conference-Originally Scheduled for Sept 2022

DATE(S): 01/03/2023 to 01/07/2023- Dates Rescheduled due to Hurricane Ian

☒ Travel advance requested and required by the 27th day of December, 2022.

<u>        </u>	Registration Fee	=	\$	<u>        </u>	0.00
<u>    5    </u>	# of Breakfasts @ \$10.00	per meal	=	\$	<u>    50.00    </u>
<u>    5    </u>	# of Lunches @ \$15.00	per meal	=	\$	<u>    75.00    </u>
<u>    4    </u>	# of Dinners @ \$21.00	per meal	=	\$	<u>    84.00    </u>
<u>        </u>	# of Days lodging @ \$	per night	=	\$	<u>        0.00        </u>
<b>Total Advance</b>			=	\$	<b><u>    209.00    </u></b>

Fund #: 550300

Line Item: Travel and 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.

*J. Ramos*  
EMPLOYEE SIGNATURE

11-28-22  
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.

*[Signature]*  
DEPARTMENT DIRECTOR

11-28-22  
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.**

10/14-TA507

# **Medicolegal Death Investigation Conference**

**Hosted by the International Forensic Medicine Association**



**January 4-6, 2023**

**Cost: FREE!**



**DAYTONA BEACH**

**The Hard Rock Hotel**

**918 N. Atlantic Ave.**

**Daytona Beach, FL 32118**

**Sponsored by: The Volusia Sheriff's Office and  
Florida's District 7 Office of the Medical Examiner**

**For More Information Visit:**

**[www.ifma-web.org/conference](http://www.ifma-web.org/conference)**

**The International Forensic Medicine Association is a non-profit professional  
association for Medical Examiners/Coroners, Medicolegal Death Investigators, C**

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