

Vendor# 01-15206

Return to: Rita Wilson, AgriLife Ext.

GL# 01107260-550300

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: Edwards, Cory DATE: 10/28/24

DESTINATION(CITY,STATE): Lafayette, LA

PURPOSE: San Antonio Leadership Extension training

TRAVEL DATE(S): Nov. 18, 2024 - Nov. 22, 2024

☐ Per Diem requested by the _____ day of _____, _____.

_____ # of Breakfasts	@ \$15.00	per meal	=	\$	0.00
_____ # of Lunches	@ \$16.00	per meal	=	\$	0.00
_____ # of Dinners	@ \$30.00	per meal	=	\$	0.00
Total Advance				=	\$ 0.00

Org: _____ Object: _____

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.

Cory Edwards
EMPLOYEE SIGNATURE

10/28/24
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.

Ronda Alegrías
DEPARTMENT DIRECTOR

10/28/24
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.

06/23-TA507

LUBBOCK COUNTY - TEXAS A&M AGRILIFE EXTENSION
TRAVEL COORDINATION FORM

Name Cory Edwards
Purpose of Travel SALE Cohort XVI
Conferenc/Meeting/Activity Date 11/18/24 - 11/22/24
Destination Lafayette, LA

Mode of Transportation:

County Vehicle _____
Personal Vehicle _____
Travel with Other Staff _____
Commercial Transportation ✓ airplane (covered by RPEU grant funds)

Travel Date(s)

Departure Date/Time 11/18 @ 12:30pm
Return Date/Time 11/22 @ 8:45pm

Official Dates for Conference/Meeting/Activity (attach agenda/documentation if available)

11/18/24 - 11/22/24

Out of County Travel (attach copy)

Submitted to DEA NA
Approved by DEA _____

Out of State Travel (attach copy - 30 day advance request required)

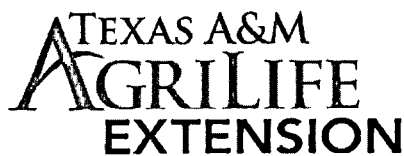
Submitted to DEA ✓
Approved by DEA ✓
Submitted to Commissioners Court _____

Anticipated Expenditures

Registration Fee _____
Lodging _____
Meals \$244.00
Other _____

Agent Signature Cory Edwards Date 10/28/24
County Administrator Signature _____ Date _____

(Attach completed request to County Travel Authorization Request)



September 23, 2024

MEMORANDUM

TO: *San Antonio Livestock Exposition-Leadership Extension XVI Participants*

SUBJECT: Class XVI - Session 2- November 18-22, 2024
Louisiana Information and Travel Authorization

The second seminar for Leadership Extension is fast approaching. I know you share my enthusiasm for our leadership trip to Louisiana. We will meet on Monday, November 18, 2024 at 6pm in Lafayette, LA and will end on Friday, November 22, 2024 at 3pm at the LSU Experiment Station. An e-mail will follow with hotel and parking instructions.

Please note that your Session 2 roommate has been pre-assigned and the hotels have received the rooming assignments. You will be notified of your roommate when you check-in at the hotel in Lafayette, and we ask that you please do not switch rooms to help eliminate any confusion. The cost of the room is covered, but any incidentals are your responsibility.

This memorandum is to give official travel authorization for these participants to travel to Lafayette, Louisiana. Lafayette, Louisiana is the hub both coming and going. Each participant will be responsible for his/her travel to the hub location.

This memorandum is to give official travel authorization for these participants. To help defray travel cost each participant will be responsible for his/her travel to the hub location. Your travel has been approved from your official headquarters to Lafayette, Louisiana, and return. To save on travel expenses, we would encourage you to travel with other SALE-LE participants and use any source of transportation that your county/department provides.

Again, I look forward to seeing you on Monday, November 18, 2024. Please feel free to call me with any of your questions.

Sincerely,

A handwritten signature in black ink that reads "Jim Mazurkiewicz".

Jim Mazurkiewicz, Ph.D.

Professor Emeritus, Regents Fellow and Leadership Program

Director

Texas A&M AgriLife Extension Service

Department of Agricultural Leadership, Education & Communication

Texas A&M University





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