



## LUBBOCK COUNTY

### TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: Justin Sizemore Department: ITS  
Vendor #: 14743 G/L Account: 01100510-550300  
Purpose of Travel: Leadership training for local government staff Destination(City,State): Charlottesville, VA  
Departure Date: 11/14/25 Return Date: 11/21/25

| ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)     |                                                         |            |          |          |          |          |          |               |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------|------------|----------|----------|----------|----------|----------|---------------|
| Dates of Travel                                                                                     | 11/14/25                                                | 11/15/25   | 11/16/25 | 11/17/25 | 11/18/25 | 11/19/25 | 11/20/25 | WEEKLY TOTALS |
| Breakfast-Per Diem                                                                                  | \$ 0.00                                                 | \$ 0.00    | \$ 0.00  | \$ 0.00  | \$ 0.00  | \$ 0.00  | \$ 0.00  | \$ 0.00       |
| Lunch-Per Diem                                                                                      | \$ 22.00                                                | \$ 0.00    | \$ 0.00  | \$ 0.00  | \$ 0.00  | \$ 0.00  | \$ 0.00  | \$ 22.00      |
| Dinner-Per Diem                                                                                     | \$ 0.00                                                 | \$ 0.00    | \$ 33.00 | \$ 0.00  | \$ 0.00  | \$ 33.00 | \$ 33.00 | \$ 99.00      |
| TOTAL PER DIEM                                                                                      |                                                         |            |          |          |          |          |          | \$ 121.00     |
| EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts) |                                                         |            |          |          |          |          |          |               |
| Lodging                                                                                             |                                                         |            |          |          |          |          |          | \$ 0.00       |
| Parking                                                                                             |                                                         |            |          |          |          |          |          | \$ 0.00       |
| Airline (describe)                                                                                  | American Airlines Ticket                                |            |          |          |          |          |          | \$ 399.38     |
| Rental Car (describe)                                                                               |                                                         |            |          |          |          |          |          |               |
| Registrations                                                                                       | Conference Registration includes lodging and most meals |            |          |          |          |          |          | \$ 5,500.00   |
| Other (describe)                                                                                    | Travel Day Meals for 11/21/2025                         |            |          |          |          |          |          | \$ 42.00      |
| Mileage Rate                                                                                        | 0.70                                                    | # of Miles |          |          |          |          |          | \$ 0.00       |
| TOTAL ESTIMATED TRAVEL EXPENSES                                                                     |                                                         |            |          |          |          |          |          | \$ 5,941.38   |

I hereby request authorization to travel outside of 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.

☒ Please provide an advance Per Diem by the following date: \_\_\_\_\_ totaling,

Justin Sizemore  
PRINTED NAME OF EMPLOYEE

Justin Sizemore  
EMPLOYEE'S SIGNATURE

10/31/25  
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, GSA meal and incidentals and other supporting documents are attached and 17 meals are included in the registration fee and will not be reimbursed. Please issue a travel expense advance if requested.

Isaac Badu  
PRINTED NAME OF DIRECTOR

Isaac Badu  
DIRECTOR'S SIGNATURE

10/31/25  
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. OUT OF STATE TRAVEL REQUIRES COMMISSIONERS COURT APPROVAL AS AN AGENDA ITEM.

Return to: Information Technology Services



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| ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)     |          |            |  |  |  |  |               |
|-----------------------------------------------------------------------------------------------------|----------|------------|--|--|--|--|---------------|
| Dates of Travel                                                                                     | 11/21/25 |            |  |  |  |  | WEEKLY TOTALS |
| Breakfast-Per Diem                                                                                  | \$ 20.00 |            |  |  |  |  | \$ 20.00      |
| Lunch-Per Diem                                                                                      | \$ 22.00 |            |  |  |  |  | \$ 22.00      |
| Dinner-Per Diem                                                                                     | \$ 0.00  |            |  |  |  |  | \$ 0.00       |
| TOTAL PER DIEM                                                                                      |          |            |  |  |  |  | \$ 42.00      |
| EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts) |          |            |  |  |  |  |               |
| Lodging                                                                                             |          |            |  |  |  |  | \$ 0.00       |
| Parking                                                                                             |          |            |  |  |  |  | \$ 0.00       |
| Airline (describe)                                                                                  |          |            |  |  |  |  |               |
| Rental Car (describe)                                                                               |          |            |  |  |  |  |               |
| Registrations                                                                                       |          |            |  |  |  |  |               |
| Other (describe)                                                                                    |          |            |  |  |  |  |               |
| Mileage Rate                                                                                        | 0.70     | # of Miles |  |  |  |  | \$ 0.00       |
| TOTAL ESTIMATED TRAVEL EXPENSES                                                                     |          |            |  |  |  |  | \$ 0.00       |

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Justin Sizemore  
PRINTED NAME OF EMPLOYEE

Justin Sizemore  
EMPLOYEE'S SIGNATURE

10/31/25  
DATE

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Isaac Badu  
PRINTED NAME OF DIRECTOR

Isaac Badu  
DIRECTOR'S SIGNATURE

10/31/25  
DATE

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Return to: Information Technology Services

[Virginia Institute of Government](#)

## LEAD: Leading, Educating and Developing

[See All VIG Programs](#)



Leading, Educating, and Developing (LEAD) is a dynamic and engaging one-week residential leadership development program designed for local government department heads, supervisors, and rising stars.

## Apply Today

Apply to a LEAD program today!

Apply

## EXPLORE THE PROGRAM

About

Program Details

Dates, Fees, Key Details & Cancellation Policy

### Upcoming Program Dates

- March 7 – 13, 2026
- May 30 - June 5, 2026

*More dates to come!*

The LEAD fee is \$6,000 for 2026. The fee includes instruction, lodging, most meals, and materials. A 10% discount is available for members of the Virginia Institute of Government. Payment in full is due 60 days before the start of the program.

### Information You Will Receive in Advance of Program

Shortly after you receive your LEAD welcome email, we will send you:

- Materials to help you plan your visit, including hotel and parking information; details on getting to Charlottesville whether it is by plane, train, bus or car; and

recommendations for places to visit while you are here.

- Program schedule that includes meeting times and places.
- Additional information about meals, required evening activities, and other details, like meeting etiquette, attire, as well as recommendations for getting the most out of the LEAD experience.
- Pre-work to do in advance to better prepare for your experience.

## **Cancellation Policy**

From the time that your participation has been confirmed via email, if you cancel more than two weeks in advance of the program start date, you will forfeit half of the tuition cost. Transferring to an alternate date does not release you from this obligation. However, to avoid any penalties, acceptable substitutions may be made with our advance approval. No refunds can be made within two weeks of the start date. We greatly appreciate notification ASAP of any need to cancel.

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## **PROGRAM CURRICULUM**

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### **Exploring the Heart & Soul of Public Service**

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#### **Emotional Intelligence**

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#### **Psychological Safety**

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#### **Leadership At All Levels: A Positive and Productive Work Culture through Strategic Leadership and Employee Engagement**

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#### **Leadership Communication: How to Tackle Challenging Conversations**

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**LEAD  
2025 AGENDA**  
University of Virginia  
Darden Business School



**Weldon Cooper Center  
for Public Service**  
Leadership Development

*Please note that the only optional activity is the hike on  
Thursday morning.*

| <b>Saturday</b>                                      |                                                                                                 |              |                                                        |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------|
| Session                                              | Instructor                                                                                      | Timing       | Location                                               |
| Meet for LEAD                                        | Please check in with Shirley who will lead you to the classroom and give a tour of the building | By 1:45 pm   | Inside Darden Saunders Hall Lobby at the top of stairs |
| Welcome, Introductions and Prelude, Program Overview | Molly Harlow, VIG Associate Director for Leadership Development                                 | 2-3:45 pm    | Darden Classroom 290                                   |
| Break                                                |                                                                                                 | 3:45-4:00 pm |                                                        |
| Exploring the Heart & Soul of Public Service         | Doug Walker, Practitioner in Residence, Virginia Institute of Government                        | 4:00-6:45 pm | Darden Classroom 290                                   |
| Dinner in Teams                                      |                                                                                                 | 6:45-8:00 pm | Darden Abbott Dining Room                              |

| <b>Sunday</b>            |                                                                                                |                               |                                      |
|--------------------------|------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------|
| Session                  | Instructor                                                                                     | Timing                        | Location                             |
| Breakfast                |                                                                                                | 7:30-8:10 am                  | Darden Abbott Dining Room or Balcony |
| Prelude                  | Molly Harlow, VIG Associate Director for Leadership Development                                | 8:15-8:30 am                  | Darden Classroom 290                 |
| Myers Briggs             | James Worsley, James Worsley, Ph.D., Director of Learning & Development, Atlas Leadership, LLC | 8:30-11:30 am                 | Darden Classroom 290                 |
| Lunch                    |                                                                                                | 11:30 am-12:30 pm             | Darden Abbott Dining Room or Balcony |
| Teams<br>Dinner in Teams | Team Facilitators                                                                              | 12:45-7:00 pm<br>5:00-6:30 pm | Team Rooms,<br>Abbott Dining Room    |

| <b>Monday</b> |            |              |                                      |
|---------------|------------|--------------|--------------------------------------|
| Session       | Instructor | Timing       | Location                             |
| Breakfast     |            | 7:30-8:10 am | Darden Abbott Dining Room or Balcony |

| Monday, continued                                                                                                                       |                                                                                   |                |                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------|--------------------------------------|
| Session                                                                                                                                 | Instructor                                                                        | Timing         | Location                             |
| Prelude                                                                                                                                 | Molly Harlow, VIG Associate Director for Leadership Development                   | 8:15-8:30 am   | Darden Classroom 290                 |
| Leadership at All Levels (Part 1): Creating a Positive and Productive Work Culture through Inclusive Leadership and Employee Engagement | Nancy Olivo PhD, IPMA-SCP Organizational Performance Manager, City of Hampton, VA | 8:30-11:30am   | Darden Classroom 290                 |
| Lunch                                                                                                                                   |                                                                                   | 11:30-12:30 pm | Darden Abbott Dining Room or Balcony |
| Challenging Conversations                                                                                                               | Antoinette Allen, PH.D., Chief Storyteller and Founder of Two Cups of TLC, LLC    | 12:30-4:30 pm  | Darden Classroom 290                 |
| Dinner on your own                                                                                                                      |                                                                                   |                |                                      |

| Tuesday                     |                                                                               |                   |                                      |
|-----------------------------|-------------------------------------------------------------------------------|-------------------|--------------------------------------|
| Session                     | Instructor                                                                    | Timing            | Location                             |
| Breakfast                   |                                                                               | 7:30-8:10 am      | Darden Abbott Dining Room or Balcony |
| Prelude                     | Molly Harlow, VIG Associate Director for Leadership Development               | 8:15-8:30 am      | Darden Classroom 290                 |
| Emotional Intelligence (EQ) | Kaki Dimock, Chief Human Services Officer, County of Albemarle, VA            | 8:30-11:30 am     | Darden Classroom 290                 |
| Group and Team Photos       | Claire Downey, Digital Media Manager, Weldon Cooper Center for Public Service | 11:30-11:40 am    | Darden Steps                         |
| Lunch                       |                                                                               | 11:40 am-12:30 pm | Darden Abbott Dining Room or Balcony |
| Conflict Management         | Tyler Christesen, Organizational Development Consultant, UVA                  | 12:30-3:00 pm     | Darden Classroom 290                 |
| Break                       |                                                                               | 3:00-3:15 pm      |                                      |
| Psychological Safety        | Molly Harlow, VIG Associate Director for Leadership Development               | 3:15-5:15 pm      | Darden Classroom 290                 |
| Bus departs to Bowlero      |                                                                               | 6:00 pm           | Outside Forum                        |

| <b>Tuesday, continued</b>    |            |                                       |                            |
|------------------------------|------------|---------------------------------------|----------------------------|
| Session                      | Instructor | Timing                                | Location                   |
| Bowling in Teams with Dinner |            | 6:15-8:15 pm                          | Bowlero<br>Charlottesville |
| Bus departs for hotel        |            | After all teams have finished bowling | Outside<br>Bowlero         |

| <b>Wednesday</b>                                                                                                                        |                                                                                                                                                                                               |                                   |                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------------------|
| Session                                                                                                                                 | Instructor                                                                                                                                                                                    | Timing                            | Location                                   |
| Breakfast                                                                                                                               |                                                                                                                                                                                               | 7:30-8:10 am                      | Darden Abbott<br>Dining Room or<br>Balcony |
| Prelude                                                                                                                                 | Molly Harlow, VIG Associate<br>Director for Leadership<br>Development                                                                                                                         | 8:15-8:30 am                      | Darden<br>Classroom<br>290                 |
| Leadership at All Levels (Part 2): Creating a Positive and Productive Work Culture through Inclusive Leadership and Employee Engagement | Nancy Olivo PhD, IPMA-SCP<br>Organizational Performance<br>Manager, City of Hampton, VA                                                                                                       | 8:30 am-12:30 pm                  | Darden<br>Classroom<br>290                 |
| Lunch and Break                                                                                                                         |                                                                                                                                                                                               | 12:30-2:00 pm                     | Darden Abbott<br>Dining Room or<br>Balcony |
| Presentation of Documentary, "Raised/Razed", panel discussion, and time to review exhibits                                              | Jordy Yager, Jefferson School<br>African American Heritage<br>Center, Director of Digital<br>Humanities and Lorenzo<br>Dickerson, Founder and Owner,<br>Maupintown Media, and Molly<br>Harlow | 2:00-3:30 pm                      | Darden<br>Classroom<br>290                 |
| Breaks                                                                                                                                  |                                                                                                                                                                                               | 3:30-3:45                         | Darden<br>Classroom<br>290                 |
| Leadership in Times of Crisis                                                                                                           | Doug Walker, Practitioner-in-<br>Residence & Kaki Dimock, Chief<br>Human Services Officer, County<br>of Albemarle, VA                                                                         | 3:45-4:45 pm                      | Darden<br>Classroom<br>290                 |
| Bus departs for UVA                                                                                                                     |                                                                                                                                                                                               | 5:15 pm                           | Outisde Forum                              |
| UVA History Scavenger Hunt in Teams                                                                                                     |                                                                                                                                                                                               | Upon arrival at UVA<br>to 6:30 pm | UVA Lawn                                   |
| Reception and Dinner                                                                                                                    |                                                                                                                                                                                               | 6:30-8:00 pm                      | Trinity<br>Restaurant on<br>the Corner     |
| Bus to Hotel                                                                                                                            |                                                                                                                                                                                               | After Dinner                      | TBD                                        |

| Thursday                                            |                                                                    |                                                            |                                      |
|-----------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------|
| Session                                             | Instructor                                                         | Timing                                                     | Location                             |
| Hike with Chris Engel (optional)                    |                                                                    | Meet at 7:00 am                                            | Forum Hotel Back Patio               |
| Breakfast                                           |                                                                    | 7:30-9:10 am                                               | Darden Abbott Dining Room or Balcony |
| Prelude                                             | Molly Harlow, VIG Associate Director for Leadership Development    | 9:15-9:30 am (Note: start time is 1 hour later than usual) | Darden Classroom 290                 |
| Focusing on Performance through Strategic Alignment | Kristy Shifflett, Chief Operating Officer, County of Albemarle, VA | 9:30-11:30 am                                              | Darden Classroom 290                 |
| Lunch                                               |                                                                    | 11:30 am-12:30 pm                                          | Darden Abbott Dining Room or Balcony |
| Leading Change                                      | Molly Harlow, VIG Associate Director for Leadership Development    | 12:30-2:30 pm                                              | Darden Classroom 290                 |
| Finalize Action Plan and Break                      |                                                                    | 2:30-3:00 pm                                               | Darden Classroom 290                 |
| Teams                                               | Team Facilitators                                                  | 3:00-7:30 pm                                               | Darden Team Rooms                    |
| Dinner on Your Own                                  |                                                                    |                                                            |                                      |

| Friday                                                      |                                                                                                       |                  |                                      |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------|--------------------------------------|
| Session                                                     | Instructor                                                                                            | Timing           | Location                             |
| Breakfast                                                   |                                                                                                       | 7:30-8:10 am     | Darden Abbott Dining Room or Balcony |
| Check Out of Hotel and Store Luggage                        |                                                                                                       | By 8:10 am       | Hotel                                |
| Prelude                                                     | Molly Harlow, VIG Associate Director for Leadership Development                                       | 8:15-8:30 am     | Darden Classroom 290                 |
| A Study in Leadership, Co-Leadership and Power Partnerships | John H. Whitlow, Ph.D., JHW Consulting Services and Marc Carraway, M.Ed., Scuffletown Consulting, LLC | 8:30-11:30 am    | Darden Classroom 290                 |
| Break                                                       |                                                                                                       | 11:30-11:45 am   |                                      |
| Graduation                                                  |                                                                                                       | 11:45 am-1:30 pm | Darden Classroom 290                 |

| Friday, continued                          |            |                  |                          |
|--------------------------------------------|------------|------------------|--------------------------|
| Session                                    | Instructor | Timing           | Location                 |
| Lunch – pick up your lunch and drink to go |            | After graduation | Outside Darden Classroom |

*Safe Travels!*

**Sizemore, Justin**

**From:** Justin Sizemore <jasizemore91@gmail.com>  
**Sent:** Friday, October 24, 2025 4:00 PM  
**To:** Sizemore, Justin  
**Subject:** Fwd: Your trip confirmation (DFW - CHO)

Sent from my iPhone

Begin forwarded message:

**From:** American Airlines <no-reply@info.email.aa.com>  
**Date:** October 24, 2025 at 3:59:47 PM CDT  
**To:** jasizemore91@gmail.com  
**Subject:** Your trip confirmation (DFW - CHO)



Your trip confirmation and receipt

Confirmation code: **SZTUTT**

**Saturday, November 15, 2025**



**DFW**  
Dallas/Fort Worth  
7:00 AM



**CLT**  
Charlotte  
10:34 AM

**AA 317**

Seat:  
Class: **Economy (B)**  
Meals: **Refreshment**

1



**CLT**  
Charlotte  
**11:45 AM**

**AA 5803**  
Operated by Piedmont Airlines as  
American Eagle



**CHO**  
Charlottesville  
**1:15 PM**

Seat:  
Class: **Economy (B)**  
Meals:

### Friday, November 21, 2025



**CHO**  
Charlottesville  
**7:58 PM**

**AA 5929**  
Operated by Piedmont Airlines as  
American Eagle



**CLT**  
Charlotte  
**9:28 PM**

Seat:  
Class: **Economy (B)**  
Meals:



**CLT**  
Charlotte  
**10:37 PM**

**AA 1029**



**DFW**  
Dallas/Fort Worth  
**12:36 AM**

Seat:  
Class: **Economy (B)**  
Meals: **Refreshment**

 **Flight arrives Saturday, November 22, 2025**

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**Your purchase**

**Justin Sizemore - AAdvantage® #: X64\*\*\*\***

|                                                      |          |
|------------------------------------------------------|----------|
| New ticket (0012285312337)                           | \$399.38 |
| [\$325.00 + Taxes & carrier-imposed fees<br>\$74.38] |          |

|                   |                 |
|-------------------|-----------------|
| <b>Total cost</b> | <b>\$399.38</b> |
|-------------------|-----------------|

**Your payment**

|                           |          |
|---------------------------|----------|
| MasterCard (ending 9139 ) | \$399.38 |
|---------------------------|----------|

|                   |                 |
|-------------------|-----------------|
| <b>Total paid</b> | <b>\$399.38</b> |
|-------------------|-----------------|

**Bag information****Checked Bag (Airport)**

|                     |         |
|---------------------|---------|
| 1 <sup>st</sup> bag | \$40.00 |
| 2 <sup>nd</sup> bag | \$45.00 |

**Checked  
Bag  
(Online\*)**

|                        |         |
|------------------------|---------|
| 1 <sup>st</sup><br>bag | \$35.00 |
| 2 <sup>nd</sup><br>bag | \$45.00 |

Taxes are included, when applicable.

Maximum dimensions: 62 inches or 158 centimeters calculated as (length + width + height)

Maximum weight: 50 pounds or 23 kilograms

Bag fees apply at each Check-in location. Additional allowances and/or discounts may apply. For information regarding American Airlines checked baggage policies, please visit: [Bag and optional fees](#)

If your flight is operated by a partner airline, see the [other airline's](#) website for carry-on and checked bag policies.

\*Online payment available beginning 24 hours (and up to 2 hours) before departure.

**Carry-on bags (American Airlines operated flights)****Personal item**

A small purse, briefcase, laptop bag, or similar item that must fit under the seat in front of you.

## Carry-on

Maximum dimensions must not to exceed: 22" long x 14" wide x 9" tall (56 x 35 x 23 cm).



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\*Offers may vary over time and this offer may not be available in other places where the card is offered. Offer available if you apply here on the day that this email was sent unless an offer expiration date is provided

You have up to 24 hours from the time of ticket purchase to receive a full refund if you booked at least 2 days before departure. Once canceled, your refund will be processed automatically.

If you have purchased a NON-REFUNDABLE fare, the itinerary must be canceled before the ticketed departure time of the first unused coupon or the ticket has NO VALUE. If the fare allows changes, a fee may be assessed for changes and restrictions may apply.

Some American Airlines check-in counters do not accept cash as a form of payment. For more information, visit our [Airport Information](#) page.



An official website of the United States government



U.S. General Services Administration

# FY 2026 per diem rates for Charlottesville, Virginia

Change fiscal year: or [New search](#)

## Daily lodging rates (excluding taxes) | October 2025 - September 2026

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#) .

| Primary destination | County                              | 2025 Oct | Nov   | Dec   | 2026 Jan | Feb   | Mar   | Apr   | May   | Jun   | Jul   | Aug   | Sep   |
|---------------------|-------------------------------------|----------|-------|-------|----------|-------|-------|-------|-------|-------|-------|-------|-------|
| Charlottesville     | City of Charlottesville / Albemarle | \$136    | \$136 | \$136 | \$136    | \$136 | \$136 | \$136 | \$136 | \$136 | \$136 | \$136 | \$136 |

## Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

| Primary destination | County                              | M&IE total | Breakfast | Lunch | Dinner | Incidental expenses | First and last day of travel |
|---------------------|-------------------------------------|------------|-----------|-------|--------|---------------------|------------------------------|
| Charlottesville     | City of Charlottesville / Albemarle | \$80       | \$20      | \$22  | \$33   | \$5                 | \$60.00                      |

Additional per diem topics

Need more information?

Related topics

Glossary