



LUBBOCK COUNTY

TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: Kathy Williams Department: Auditor
 Vendor #: 08919 G/L Account: 01101210-550300
 Purpose of Travel: Tyler Technology Destination(City,State): Las Vegas, Nevada
 Departure Date: 4/6/26 Return Date: 4/10/26

ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)

Dates of Travel	4/6/26	4/7/26	4/8/26	4/9/26	4/10/26			WEEKLY TOTALS
Breakfast-Per Diem			\$ 22.00	\$ 22.00	\$ 22.00			\$ 66.00
Lunch-Per Diem					\$ 23.00			\$ 23.00
Dinner-Per Diem		\$ 36.00	\$ 36.00	\$ 36.00				\$ 108.00
TOTAL PER DIEM								\$ 197.00

EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts)

Lodging		\$ 209.00	\$ 209.00	\$ 209.00				\$ 627.00
Parking								\$ 0.00
Airline (describe)	Southwest Companion Pass							\$ 11.20
Rental Car (describe)								
Registrations								\$ 1,249.00
Other (describe)	Uber round trip							\$ 60.00
Mileage Rate	0.70	# of Miles						\$ 0.00
TOTAL ESTIMATED TRAVEL EXPENSES								\$ 1,947.20

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,

Kathy Williams
 PRINTED NAME OF EMPLOYEE

Kathy Will
 EMPLOYEE'S SIGNATURE

1/28/26
 DATE

I hereby certify the above-requested travel for official Lubbock County business is directly related to this department's operations. There are sufficient un-expended 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 2 meals are included in the registration feed and will not be reimbursed.** Please issue a travel expense advance if requested.

Kathy Williams
 PRINTED NAME OF DIRECTOR

Kathy Will
 DIRECTOR'S SIGNATURE

1/28/26
 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: AP

Travel Request Form
Board of Judges Personnel

1. Please submit an authorization form to Court Administration, with supporting documentation (i.e. packet that would be presented to commissioners' court), at least 7 days before in-state travel, or before placing on the commissioners' court agenda for out-of-state travel.
2. Court Administration will submit Travel Request Form to Administrative Judges for review.
3. The Administrative Judges will approve or deny the request. Additional information may also be required before a determination is made.
4. Court Administration will provide you notification of the judges' decision.

Department & Employee

- Auditor – Kathy Williams
- CSCD – David Rowan
- Court Administration – Dean Stanzione
- Dispute Resolution – Gene Valentini
- Juvenile Probation – William Carter

Destination Las Vegas

Reason

- Conference/Workshop
 - o Organization Tyler Connect
- Legislative
 - o Testimony for _____
 - o Resource for _____
 - o Other _____
- Faculty/Teaching
 - o Organization _____
- Board/Committee Meeting
 - o Board/Committee Name _____
- Other _____

Date(s) 4/6/2026 to 4/10/2026 5 Day(s)

Funding Source

- County
- Grant
- State (non-grant)
- Special/Other _____

Estimated Travel Cost: \$ _____

Benjamin Webb
Ben Webb, Judge
County Court-at-Law #3

Approved
 Denied

Date: 01/28/2026

Douglas Freitag
Douglas Freitag, Judge
140th District Court

Approved
 Denied

Date: 01/28/2026

Clear

Submit



LUBBOCK COUNTY

TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: Rhonda Scott Department: Auditor
 Vendor #: 05690 G/L Account: 01101210-550300
 Purpose of Travel: Tyler Connect 2026 Destination(City,State): Las Vegas, NV
 Departure Date: 4/7/26 Return Date: 4/10/26

ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)							
Dates of Travel	4/7/26	4/8/26	4/9/26	4/10/26			WEEKLY TOTALS
Breakfast-Per Diem		\$ 22.00	\$ 22.00	\$ 22.00			\$ 66.00
Lunch-Per Diem				\$ 23.00			\$ 23.00
Dinner-Per Diem	\$ 36.00	\$ 36.00	\$ 36.00				\$ 108.00
TOTAL PER DIEM							\$ 197.00
EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts)							
Lodging	\$ 209.00	\$ 209.00	\$ 209.00				\$ 627.00
Parking							\$ 0.00
Airline (describe)	Southwest Airlines						\$ 456.59
Rental Car (describe)							
Registrations	Tyler Connect 2026						\$ 1,249.00
Other (describe)							
Mileage Rate	0.70	# of Miles					\$ 0.00
TOTAL ESTIMATED TRAVEL EXPENSES							\$ 2,332.59

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: 3/13/26 totaling, \$ 197.00

Rhonda Scott 1/28/26
 PRINTED NAME OF EMPLOYEE EMPLOYEE'S SIGNATURE DATE

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Kathy Williams 1/28/26
 PRINTED NAME OF DIRECTOR DIRECTOR'S SIGNATURE DATE

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Return to: _____



LUBBOCK COUNTY

TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: Mackinzie Bender Department: Auditor
 Vendor #: 15845 G/L Account: 01101210-550300
 Purpose of Travel: Tyler Connect 2026 Destination(City,State): Las Vegas, NV
 Departure Date: 4/7/26 Return Date: 4/10/26

ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)							
Dates of Travel	4/7/26	4/8/26	4/9/26	4/10/26			WEEKLY TOTALS
Breakfast-Per Diem		\$ 22.00	\$ 22.00	\$ 22.00			\$ 66.00
Lunch-Per Diem				\$ 23.00			\$ 23.00
Dinner-Per Diem	\$ 36.00	\$ 36.00	\$ 36.00				\$ 108.00
TOTAL PER DIEM							\$ 197.00
EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts)							
Lodging	\$ 209.00	\$ 209.00	\$ 209.00				\$ 627.00
Parking							\$ 0.00
Airline (describe)	Southwest Airlines						\$ 456.59
Rental Car (describe)							
Registrations	Tyler Connect 2026						\$ 1,249.00
Other (describe)							
Mileage Rate	0.70	# of Miles					\$ 0.00
TOTAL ESTIMATED TRAVEL EXPENSES							\$ 2,332.59

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Please provide an advance Per Diem by the following date: 3/13/26 totaling, \$ 197.00

Mackinzie Bender
 PRINTED NAME OF EMPLOYEE

Mackinzie Bender
 EMPLOYEE'S SIGNATURE

1/28/26
 DATE

I hereby certify the above-requested travel for official Lubbock County business is directly related to this department's operations. There are sufficient un-expended 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 _____ meals are included in the registration feed and will not be reimbursed.** Please issue a travel expense advance if requested.

Kathy Williams
 PRINTED NAME OF DIRECTOR

Kathy Williams
 DIRECTOR'S SIGNATURE

1/28/26
 DATE

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Return to: _____

[Connect](#) > [Conference Info](#) > [Agenda](#)

Full Conference Agenda

All times are listed in Pacific time



Conference Schedule

Explore the agenda to plan your time and maximize your conference experience.

▼ Tuesday, April 7

Registration & Hub Open

12:00 p.m.-6:30 p.m.

Workshop Sessions

12:30 p.m.-4:30 p.m.

Connect & Collaborate Welcome Reception

4:30 p.m.-6:30 p.m.

▼ Wednesday, April 8

Registration & Solutions Hub Open

7:30 a.m.-4:30 p.m.

Opening & Keynote

8:30 a.m.-9:45 a.m.

Break

9:45 a.m.-10:00 a.m.

Session 2

10:00 a.m.-11:00 a.m.

Break

11:00 a.m.-11:30 a.m.

Session 3

11:30 a.m.-12:30 p.m.

Lunch

12:30 p.m.-2:00 p.m.

Session 4

2:00 p.m.-3:00 p.m.

Break

3:00 p.m.-3:30 p.m.

Session 5

3:30 p.m.-4:30 p.m.

Client Happy Hour

4:30 p.m.-6:00 p.m.

▼ Thursday, April 9

Registration & Solutions Hub Open

8:00 a.m.-4:30 p.m.

Session 6

8:30 a.m.-9:30 a.m.

Break

9:30 a.m.-10:00 a.m.

Session 7

10:00 a.m.-11:00 a.m.

Break

11:00 a.m.-11:30 a.m.

Session 8

11:30 a.m.-12:30 p.m.

Lunch

12:30 p.m.-2:00 p.m.

Session 9

2:00 p.m.-3:00 p.m.

Break

3:00 p.m.-3:30 p.m.

Closing Keynote

3:30 p.m.-4:30 p.m.

▼ Friday, April 10

Registration Open

8:00 a.m.-12:30 p.m.

Session 11

8:30 a.m.-9:30 a.m.

Break

9:30 a.m.-10:00 a.m.

Session 12

10:00 a.m.-11:00 a.m.

Break

11:00 a.m.-11:30 a.m.

Session 13

11:30 a.m.-12:30 p.m.