



LUBBOCK COUNTY

TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: William A. Carter II Department: JJC
Vendor #: 10940 G/L Account: 05105135-550300
Purpose of Travel: Site Visit Destination(City,State): Phoenix, Arizona
Departure Date: 8/19/25 Return Date: 8/20/25

ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)							
Dates of Travel							WEEKLY TOTALS
Breakfast-Per Diem							\$ 0.00
Lunch-Per Diem							\$ 0.00
Dinner-Per Diem							\$ 0.00
TOTAL PER DIEM							\$ 0.00
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

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, ☐

William A. Carter II
PRINTED NAME OF EMPLOYEE


EMPLOYEE'S SIGNATURE

8/12/25
DATE

I hereby certify the above-requested travel for official Lubbock County business is directly related to this department's operations. There are sufficient 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 0 meals are included in the registration fee and will not be reimbursed.** Please issue a travel expense advance if requested.

William A. Carter
PRINTED NAME OF DIRECTOR


DIRECTOR'S SIGNATURE

8/12/25
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: Kymberlee Dinwiddie



LUBBOCK COUNTY

TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: Mardie Judge Department: JJC
Vendor #: 13978 G/L Account: 05105135-550300
Purpose of Travel: Site Visit Destination(City,State): Phoenix, Arizona
Departure Date: 8/19/25 Return Date: 8/20/25

ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)							
Dates of Travel							WEEKLY TOTALS
Breakfast-Per Diem							\$ 0.00
Lunch-Per Diem							\$ 0.00
Dinner-Per Diem							\$ 0.00
TOTAL PER DIEM							\$ 0.00
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

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,

Mardie Judge
PRINTED NAME OF EMPLOYEE

MSJ
EMPLOYEE'S SIGNATURE

8/12/25
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 0 meals are included in the registration feed and will not be reimbursed.** Please issue a travel expense advance if requested.

William A. Carter
PRINTED NAME OF DIRECTOR

William A. Carter
DIRECTOR'S SIGNATURE

8/12/25
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: Kymberlee Dinwiddie

FY 2025 per diem rates for ZIP Code 85142

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

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
Phoenix / Scottsdale	Maricopa	\$86	\$22	\$23	\$36	\$5	\$64.50

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 Auditor – Kathy Williams
& Employee CSCD – David Rowan
Court Administration – Dean Stanzione
Di Dispute Resolution – Gene Valentini
Ju Juvenile Probation – William Carter

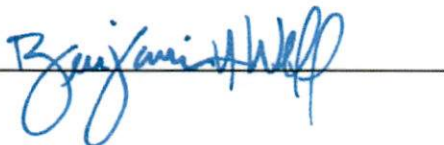
Destination Phoenix

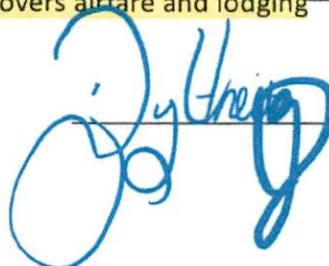
Reason ☐ Conference/Workshop ☐
Organization _____
☐ Legislative ☐ Testimony for _____ Homeland Security, Article V
workgroup _____ ☐ Resource for
_____ ☐
Other _____
☐ Faculty/Teaching ☐
Organization _____
☐ Board/Committee Meeting ☐ Board/Committee
Name _____
☐ Other Site visit and check caseplan with juvenile in placement_

Date(s) 8/19/25 to 8/20/25 2 **Day(s)**

Funding ☐ County **Estimated Travel Cost:**
Source ☐ Grant
XState (non-grant) \$150.00

☒ Special/Other The placement covers airfare and lodging





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

☒ Approved

☐ Denied

Date:

8/13/2025

Douglas Freitag, Judge
140th District Court

☒ Approved

☐ Denied

Date:

8/12/2025

BOJ Approved 01.06.2017

Dinwiddie, Kymberlee

From: Judge, Mardie
Sent: Thursday, August 14, 2025 9:53 AM
To: Dinwiddie, Kymberlee
Subject: FW: William A. Carter/ Mardie Rae Judge Flight Confirmation

From: Alicia Davis <Alicia.davis@rop.com>
Sent: Wednesday, August 13, 2025 2:40 PM
To: Judge, Mardie <MJudge@lubbockcounty.gov>
Subject: FW: William A. Carter/ Mardie Rae Judge Flight Confirmation

Hi Mardie,

Please find flights below – the one going is a pain but they didn't have anything better – I hope it is ok. If not please let me know and we can try a later flight but then y'all would not arrive in Phoenix until close to 4 I believe is what I was told.

Thanks so much,
Alicia K. Davis
Rite of Passage
Admissions / Marketing Director
alicia.davis@rop.com
214-674-6733




From: Brenay Hall <brenay.hall@rop.com>
Sent: Tuesday, August 12, 2025 5:34 PM
To: Alicia Davis <Alicia.davis@rop.com>
Subject: William A. Carter/ Mardie Rae Judge Flight Confirmation

Traveler Names

1. William A. Carter
2. Mardie Rae Judge

 **Lubbock, TX to Phoenix/Sky Harbor, AZ** Tuesday, August 19, 2025

CONFIRMATION # **A7338H**


Southwest
#1885

DEPARTS
7:30 AM
Tue, Aug 19
LBB

ARRIVES
8:40 AM
Tue, Aug 19
AUS

CABIN **Economy** SEAT(S) **Unassigned** LOYALTY # **(None Provided)**

STOPS **Nonstop** MILES **341** DURATION **1h 10m**

AIRCRAFT **Boeing 737-700**

AMENITIES*

 WiFi  LiveTV  Streaming Video  Free Snack

Connection in Austin, TX


Southwest
#1268

DEPARTS
9:30 AM
Tue, Aug 19
AUS

ARRIVES
10:35 AM
Tue, Aug 19
DAL

CABIN **Economy** SEAT(S) **Unassigned** LOYALTY # **(None Provided)**

STOPS **Nonstop** MILES **189** DURATION **1h 5m**

AIRCRAFT **Boeing 737-800**

AMENITIES*

 WiFi  LiveTV  Streaming Video  Free Snack

Connection in Dallas/Love Field, TX


Southwest
#1877

DEPARTS
11:20 AM
Tue, Aug 19
DAL

ARRIVES
11:55 AM
Tue, Aug 19
PHX

CABIN **Economy** SEAT(S) **Unassigned** LOYALTY # **(None Provided)**

STOPS **Nonstop** MILES **876** DURATION **2h 35m**

AIRCRAFT **Boeing 737-700**

AMENITIES*

 WiFi  LiveTV  Streaming Video  Free Snack

CONFIRMATION # A7338H


Southwest
#1371

DEPARTS
7:10 AM
Wed, Aug 20
PHX

ARRIVES
11:35 AM
Wed, Aug 20
DAL

CABIN **Economy** SEAT(S) **Unassigned** LOYALTY # **(None Provided)**

STOPS **Nonstop** MILES **876** DURATION **2h 25m**

AIRCRAFT **Boeing 737-800**

AMENITIES*

 **WiFi**
 **LiveTV**
 **Streaming Video**
 **Free Snack**

Connection in Dallas/Love Field, TX


Southwest
#384

DEPARTS
1:45 PM
Wed, Aug 20
DAL

ARRIVES
2:55 PM
Wed, Aug 20
LBB

CABIN **Economy** SEAT(S) **Unassigned** LOYALTY # **(None Provided)**

STOPS **Nonstop** MILES **292** DURATION **1h 10m**

AIRCRAFT **Boeing 737-700**

AMENITIES*

 **WiFi**
 **LiveTV**
 **Streaming Video**
 **Free Snack**

*We do our best to present accurate in flight service details, but amenities are subject to change and cannot be guaranteed.

Charges

Details		Amount
TRAVELER William A. Carter		
ROUTING LBB-PHX PHX-LBB	TICKET # 5262376737032	\$486.20
TRAVELER Mardie Rae Judge		
ROUTING LBB-PHX PHX-LBB	TICKET # 5262376737034	\$486.20

Admission & Transition Coordinator
Canyon State Academy
20061 E. Rittenhouse Rd
Queen Creek, AZ 85142
brenay.hall@rop.com
Office: 480-987-2024
Cell: 480-937-9348

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