

FY22

Vendor# 14128LUBBOCK COUNTY
TRAVEL AUTHORIZATION & ADVANCE REQUESTGL# 01104630-550300
FY22

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: Durham Hannah DATE: August 30, 2021

Last First

DESTINATION: Washington DCPURPOSE: National Peace Officer Memorial / Honor GuardDATE(S): October 12-18, 2021☐ Travel advance requested and required by the _____ day of _____.

_____	Registration Fee	=	\$	_____	0.00
<u>7</u>	# of Breakfasts @ \$10.00	per meal	=	\$	_____ 70.00
<u>7</u>	# of Lunches @ \$15.00	per meal	=	\$	_____ 105.00
<u>7</u>	# of Dinners @ \$21.00	per meal	=	\$	_____ 147.00
_____	# of Days lodging @ \$_____	per night	=	\$	_____ 0.00
Total Advance				=	\$ <u>322.00</u>

Fund #: 01104630 Line Item: 550300 FY22

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.


EMPLOYEE SIGNATURE

8-30-21
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 _____ meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.


DEPARTMENT DIRECTOR

8-30-21
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

National Police Week

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Schedule for 2021

IMPORTANT NOTE: Because of the COVID-19 Pandemic, Police Week's main events have been scheduled for October 2021. Only confirmed events are listed as of now. However, there will be virtual events held for National Peace Officers Memorial Day in May. Stay tuned for more details.

Wednesday, October 13, 2021

Police Unity Tour Arrival Ceremony

Arrival Ceremony will be held at the National Law Enforcement Officers Memorial beginning at 2pm. To learn about the Police Unity Tour, visit www.policeunitytour.com, call 973-443-0030, or E-mail info@unitytour.com for more information.



Thursday, October 14, 2021

Annual Candlelight Vigil

The Candlelight Vigil will honor the officers who lost their lives in 2019 and 2020. A total of 701 names will be honored, including high-ranking government officials, and officials from local, state, and federal law enforcement agencies, as well as other related individuals. The Vigil takes place on the National Mall between 12th and 14th Streets, NW, and is livestreamed. For additional information please call 202-737-3400 or visit nleomf.org.

Friday, October 15, 2021

National Police Survivors Conference

Sponsored by Concerns of Police Survivors (C.O.P.S.) at the Hilton Alexandria Mark Center Hotel. Family and worker survivors have opportunities to receive support to understanding grief, prepare for trial, learn new coping skills, and build connections with others. More details to come. Visit www.nationalcops.org or call 573-346-4444 for more information.

Saturday, October 16, 2021

Annual National Peace Officers' Memorial Service

Sponsored by the Grand Lodge Fraternal Order of Police and the Grand Lodge Fraternal Order of Police Aux Memorial Service will be held on the West Front of the United States Capitol in Washington, D.C. The Service honors the officers who recently made the ultimate sacrifice and pays tribute to all the fallen. More details v provided when available. All media inquiries may be directed to the following email: media.police memorialservice@gmail.com.

Stand Watch for the Fallen

Honor Guards from across the U.S. will stand vigil at the Memorial to honor the fallen, from 2pm to midnigh

NATIONAL POLICE WEEK

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