



LUBBOCK COUNTY

TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: Byron White

Department: CID -046

Vendor #: 11590

G/L Account: 01104630-550300

Purpose of Travel: Training Computer Evidence Recovery

Destination(City,State): Hoover, Alabama

Departure Date: 1/4/26

Return Date: 2/6/26

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.

NA Please provide an advance Per Diem by the following date: NA totaling, NA

Byron White
PRINTED NAME OF EMPLOYEE

[Signature]
EMPLOYEE'S SIGNATURE

6/4/25
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.

Dan Corbin
PRINTED NAME OF DIRECTOR

[Signature]
DIRECTOR'S SIGNATURE

6-5-24
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: ANGELA MARTINEZ

Course ID: BCERT

Title: **Basic Computer Evidence Recovery Training**

Description: BCERT is a course designed to train first responders to successfully respond to and process a computer crime scene in a home or business environment involving either a Windows or Unix operating system. Instruction is dynamic, flexible, and focuses on hands-on training.

BCERT is a five-week course designed to provide hands-on experience with computer hardware, device imaging solutions, forensic analysis tools, legal issues and report generation for law enforcement officers performing as cyber incident responders and digital evidence examiners. The course combines instructor-led discussions and practical exercises to teach methodologies and techniques used during investigations involving digital evidence.

BCERT training familiarizes students with:

- Legal aspects of incident response procedures
- Techniques for search and seizures
- Methods and tools necessary to successfully gather volatile information
- Evidence processing and handling
- Media imaging

Class Details



Course: BCERT - Basic Computer Evidence Recovery Training 

Class Number: BCERT 26-01

Start: 01/05/2026

End: 02/05/2026

Description:

Close