



LUBBOCK COUNTY

TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: Riley Sandersfield Department: Medical Examiner
Vendor #: 16405 G/L Account: 011-045-550300
Purpose of Travel: Child Death Investigation Training Destination(City,State): Tallahassee, FL
Departure Date: 12/7/25 Return Date: 12/10/25

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

Dates of Travel	12/7/25	12/8/25	12/9/25	12/10/25				WEEKLY TOTALS
Breakfast-Per Diem	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00				\$ 80.00
Lunch-Per Diem	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00				\$ 88.00
Dinner-Per Diem	\$ 33.00	\$ 33.00	\$ 33.00					\$ 99.00
TOTAL PER DIEM								\$ 267.00

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

Lodging	\$ 97.59	\$ 97.60	\$ 97.60					\$ 292.79
Parking								\$ 0.00
Airline (describe)	American Airlines							\$ 1,105.54
Rental Car (describe)	Hertz Car Rental							\$ 179.95
Registrations	Child Death Investigations Registration Fee							\$ 389.00
Other (describe)								
Mileage Rate	0.70	# of Miles						\$ 0.00
TOTAL ESTIMATED TRAVEL EXPENSES								\$ 1,967.28

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: 11/24/25 totaling, \$ 267.00

Riley Sandersfield
PRINTED NAME OF EMPLOYEE


EMPLOYEE'S SIGNATURE

10/30/25
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 fee and will not be reimbursed.** Please issue a travel expense advance if requested.

Bambi Trevino
PRINTED NAME OF DIRECTOR


DIRECTOR'S SIGNATURE

10/30/25
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: Bambi Trevino

From: American Airlines <no-reply@info.email.aa.com>
Sent: Thursday, October 30, 2025 11:10 AM
To: Trevino, Bambi
Subject: Your trip confirmation (LBB - TLH)

American 

Issued: October 30, 2025

Your trip confirmation and receipt

You can check in via the American app 24 hours before your flight and get your mobile boarding pass.

Confirmation code: **IVLWUA**

Sunday, December 7, 2025



LBB

Lubbock
7:25 AM

AA 4147

Operated by Envoy Air as American Eagle



DFW

Dallas/Fort Worth
8:48 AM

Seat: **3A**

Class: **Business (R)**

Meals:



DFW

Dallas/Fort Worth
10:05 AM

AA 5552

Operated by PSA Airlines as American Eagle



TLH

Seat: **3A**

Class: **Business (R)**

Tallahassee
1:16 PM

Meals:

Wednesday, December 10, 2025



TLH

Tallahassee
7:14 AM

AA 5242

Operated by PSA Airlines as American Eagle



DFW

Dallas/Fort Worth
8:59 AM

Seat: **2A**

Class: **Business (R)**

Meals:



DFW

Dallas/Fort Worth
10:32 AM

AA 3637

Operated by Envoy Air as American Eagle



LBB

Lubbock
11:54 AM

Seat: **2A**

Class: **Business (R)**

Meals:

[Manage your trip](#)

**Limited time: Earn up to 90,000
bonus miles***

Find the Citi® / AAdvantage® card that's right for
you. Terms Apply.

[Learn more](#)



Your purchase

Riley Sandersfield

[Join the AAdvantage® Program](#)

New ticket (0012286844627)

[\$907.04 + Taxes & carrier-imposed fees

\$118.03]

\$1,025.07

Total cost

\$1,025.07

Your payment

MasterCard (ending 6925)

\$1,025.07

Total paid

\$1,025.07

Bag information

Checked Bag (Airport)

1st bag No charge

2nd bag No charge

Taxes are included, when applicable.

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

Maximum weight: 70 pounds or 32 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.

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).



[Book a hotel »](#)



[Book a car »](#)



[Buy trip insurance »](#)



[Vacations »](#)

Trevino, Bambi

From: Hertz <reservations@emails.hertz.com>
Sent: Thursday, October 30, 2025 11:14 AM
To: Trevino, Bambi
Subject: My Hertz Reservation L3921446203



Trouble Viewing? [View in Browser](#)

Hertz

CONFIRMATION
L3921446203

[Contact us](#)

Thanks, Riley Sandersfield!

Your vehicle has been reserved.

Please find information about your reservation below. We look forward to helping you get going quickly and easily.

[Modify My Rental](#)



Large Sedan
(F) Chevrolet Malibu or similar



Your Trip Itinerary

PICKUP LOCATION

Tallahassee International Airport

DROP-OFF LOCATION

Tallahassee International Airport

3300 Capital Circle South West
Tallahassee, FL US 32310

PICKUP DATE & TIME

Sun, Dec 07, 2025 at 02:00 PM

LOCATION HOURS

Mon-Sun 8:00AM-12:00AM

[Modify My Rental](#)

3300 Capital Circle South West
Tallahassee, FL US 32310

DROP-OFF DATE & TIME

Wed, Dec 10, 2025 at 05:00 AM

LOCATION HOURS

Mon-Sun 8:00AM-12:00AM

Documents you'll need to bring:



DRIVER'S LICENSE



CREDIT CARD



Add flight info & we'll hold your car

If your flight is delayed, we will hold your reservation up to 8 hours.

Add flight info

Your Reservation Estimate

Total

\$179.95 USD

Additional fees, charges and taxes may apply if changes are made to your services, return date, time and/or location.

Large Sedan

(F) Chevrolet Malibu or similar

\$139.08 USD

3 DAYS AT \$46.36 USD PER DAY

Subtotal	\$139.08 USD
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Discount	CDP: COUNTY OF LUBBOCK Official Travel Contract Rate Applied
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Included

UNLIMITED MILES INCLUDED

Fees and Surcharges [Charges Explained](#)

LOSS DAMAGE WAIVER

CUSTOMER FACILITY CHARGE

AIRPORT CONCESSION FEE	\$16.13 USD
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RENTAL SURCHARGE	\$6.06 USD
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VEHICLE LICENSING FEE RECOVERY	\$6.13 USD
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Taxes

Sales Tax	\$12.55 USD
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Due at Time of Rental: \$179.95 USD

 Need help?

Chat with Hertz

FY 2026 per diem rates for Tallahassee, Florida

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
Tallahassee	Leon	\$80	\$20	\$22	\$33	\$5	\$60.00

Trevino, Bambi

From: Holiday Inn Hotels & Resorts <HolidayInn@tx.ihg.com>
Sent: Thursday, October 30, 2025 10:45 AM
To: Trevino, Bambi
Subject: Your reservation at Holiday Inn & Suites Tallahassee Conference Ctr N is confirmed. # 21415888 - 7 Dec 2025

[Web Version](#)



Join IHG One Rewards for free today.

SIGN UP >

Riley, your reservation is confirmed!

Confirmation #21415888



Holiday Inn & Suites Tallahassee Conference Ctr N

Address: **2725 Graves Road,
Tallahassee, FL 32303 United States**

Front Desk: **18505362000**

Email: **gs@hitallahassee.fl.com**

Dates 7 Dec 2025 - 10 Dec 2025
Check in 3:00 pm / Check out 11:00 am

Reservation 1 Room, 1 Adult
Riley Sandersfield, Primary

Room details 1 King Bed Standard

Rate Destination Deals

Summary of charges

3 nights stay 260.25 USD

Taxes 32.54 USD

***Total charges** **292.79 USD**

[Modify or cancel reservation](#)

Cancellation Policy: Canceling your reservation before 6:00 PM (local hotel time) on Sunday, 30 November, 2025 will result in no charge. Canceling your reservation after 6:00 PM (local hotel time) on 30 November, 2025, or failing to show, will result in a charge equal to the first night's stay per room to your credit card or other guaranteed payment method. Taxes may apply. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.