



LUBBOCK COUNTY

TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: ASHLEY COX Department: CDA - 040
Vendor #: 16550 G/L Account: 01104025-550300
Purpose of Travel: TRAINING - ADVANCED CRYPTO COURSE Destination(City,State): NYACK, NY
Departure Date: 9/2/25 Return Date: 9/6/25

| ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts) | | | | | | | | |
|---|-----------|------------|----------|----------|----------|--|--|---------------|
| Dates of Travel | 9/2/25 | 9/3/25 | 9/4/25 | 9/5/25 | 9/6/25 | | | WEEKLY TOTALS |
| Breakfast-Per Diem | \$ 20.00 | \$ 20.00 | \$ 20.00 | \$ 20.00 | \$ 20.00 | | | \$ 100.00 |
| Lunch-Per Diem | \$ 22.00 | \$ 22.00 | \$ 22.00 | \$ 22.00 | \$ 22.00 | | | \$ 110.00 |
| Dinner-Per Diem | \$ 33.00 | \$ 33.00 | \$ 33.00 | \$ 33.00 | \$ 33.00 | | | \$ 165.00 |
| TOTAL PER DIEM | | | | | | | | \$ 375.00 |
| EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts) | | | | | | | | |
| Lodging | \$ 697.39 | | | | | | | \$ 697.39 |
| Parking | | | | | | | | \$ 0.00 |
| Airline (describe) | | | | | | | | |
| Rental Car (describe) | | | | | | | | |
| Registrations | | | | | | | | |
| Other (describe) | | | | | | | | |
| Mileage Rate | 0.70 | # of Miles | | | | | | \$ 0.00 |
| TOTAL ESTIMATED TRAVEL EXPENSES | | | | | | | | \$ 697.39 |

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: 8/25/25 totaling, \$ 375.00

ASHLEY COX
PRINTED NAME OF EMPLOYEE


EMPLOYEE'S SIGNATURE

7/14/2025
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 feed and will not be reimbursed. Please issue a travel expense advance if requested.**

Edward M. Wharff IV
PRINTED NAME OF DIRECTOR

Edward M. Wharff IV
DIRECTOR'S SIGNATURE

7/11/25
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: Eddie Wharff 775-1140

Cox, Ashley

From: LMS <noreply@counterdrug.org> on behalf of nctctraining@counterdrug.org
Int: Monday, June 2, 2025 7:27 AM
To: Cox, Ashley
Subject: NCTC Advanced Cryptocurrency Investigations Confirmation Letter

Ashley Cox

Your request to attend the following event has been received and approved.

Class Information:

Advanced Cryptocurrency Investigations
09/03/2025 - 09/05/2025
Start Time: 08:00
Rockland County Police & Public Safety Academy
50 Sanatorium Rd
Pomona, NY 10970

- Registration/Sign In begins 30 minutes prior to class start time.
- You must sign in before reporting to class, if you are Law Enforcement or Military, a government issued credential is required (i.e., badge or military ID).
- Dress is business casual, except for classes with hands-on training (i.e. Trauma Management)
- Even if you were registered by your agency's Training Officer, every student must have their own valid e-mail address prior to the start of class at NCTC. (Free accounts such as hotmail, yahoo, etc. are acceptable).
- To receive a certificate, you must attend complete the End of Course Survey.
- If you cannot attend this course, please log into your account and cancel your registration. No shows will jeopardize your enrollment in future classes at NCTC. Replacements are not authorized.

For all classes:

- Even if you were registered by your agency's Training Officer, every student must have their own valid e-mail address prior to the start of class at NCTC. (Free accounts such as hotmail, yahoo, etc. are acceptable).
- To receive a certificate, you must attend ALL CLASSES and complete the End of Course Survey.
- You can cancel through your profile or you can notify us by phone at (717) 861-2070 if you cannot attend this course. No shows will jeopardize your enrollment in future classes at NCTC. Replacements are not authorized.

Thank you for your interest in the Northeast Counterdrug Training Center. We look forward to seeing you in September 3, 2025.

Please call NCTC Registration at (717) 861-2070 or Toll Free (877) 806-6293 with questions regarding this letter or your enrollment in this course.

You can also email at register@counterdrug.org

Like our Facebook Page! www.facebook.com/NCTCTraining/

SMSgt Brandon Staudt
NCTC NCOIC



Thank you for choosing to stay with Hyatt Hotels & Resorts

Confirmation: 60829179

Hotel Nyack

400 High Ave Nyack, New York, 10960 United States

Tel: +1 845 675 8700

Reservation Summary

| | | | |
|-----------------|--|----------------------|----------|
| Check-in | Tue, Sep 2, 2025 04:00 PM | Rate | |
| Checkout | Sat, Sep 6, 2025 12:00 PM | Total Cash Per Room* | \$697.39 |
| Room | (1) 1 King Bed | Tue, Sep 2 | \$99.00 |
| Guest | 2 Adults | Wed, Sep 3 | \$104.00 |
| Guest Details | Ashley Cox mmoore@lubbockcounty.go v Po Box 10536 Lubbock, TX 79408 US (806) 775-1105 | Thu, Sep 4 | \$115.00 |
| Payment Details | MasterCard xxxx6714 10/2025 | Fri, Sep 5 | \$197.00 |
| | | Subtotal | \$515.00 |
| | | DESTINATION FEE | \$100.00 |
| | | DEST FEE TAX FEE | \$8.36 |
| | | OCCUPANCY TAX | \$15.45 |
| | | STATE TAX | \$43.13 |
| | | CITY TAX | \$15.45 |
| | | Taxes & Fees | \$182.39 |

*Changes in taxes or fees will affect the total price.

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U.S. General Services Administration

FY 2025 per diem rates for New York

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 |
| Albany | Albany | \$86 | \$22 | \$23 | \$36 | \$5 | \$64.50 |
| Binghamton | Broome | \$74 | \$18 | \$20 | \$31 | \$5 | \$55.50 |
| Buffalo | Erie | \$80 | \$20 | \$22 | \$33 | \$5 | \$60.00 |
| Floral Park / Garden City / Great Neck | Nassau | \$86 | \$22 | \$23 | \$36 | \$5 | \$64.50 |
| Glens Falls | Warren | \$86 | \$22 | \$23 | \$36 | \$5 | \$64.50 |
| Ithaca | Tompkins | \$80 | \$20 | \$22 | \$33 | \$5 | \$60.00 |
| Kingston | Ulster | \$86 | \$22 | \$23 | \$36 | \$5 | \$64.50 |
| Lake Placid | Essex | \$86 | \$22 | \$23 | \$36 | \$5 | \$64.50 |
| New York City | Bronx / Kings / New York / Queens / Richmond | \$92 | \$23 | \$26 | \$38 | \$5 | \$69.00 |
| Niagara Falls | Niagara | \$80 | \$20 | \$22 | \$33 | \$5 | \$60.00 |
| Nyack / Palisades | Rockland | \$80 | \$20 | \$22 | \$33 | \$5 | \$60.00 |
| Poughkeepsie | Dutchess | \$80 | \$20 | \$22 | \$33 | \$5 | \$60.00 |
| Riverhead / Ronkonkoma / Melville | Suffolk | \$86 | \$22 | \$23 | \$36 | \$5 | \$64.50 |
| Rochester | Monroe | \$80 | \$20 | \$22 | \$33 | \$5 | \$60.00 |

| Primary destination | County | M&IE total | Breakfast | Lunch | Dinner | Incidental expenses | First and lastday of travel |
|--|---------------------------|---------------------------|------------------|--------------|---------------|--------------------------------|--|
| Saratoga Springs / Schenectady | Saratoga / Schenectady | \$80 | \$20 | \$22 | \$33 | \$5 | \$60.00 |
| Syracuse / Oswego | Onondaga / Oswego | \$80 | \$20 | \$22 | \$33 | \$5 | \$60.00 |
| Tarrytown / White Plains / New Rochelle | Westchester | \$92 | \$23 | \$26 | \$38 | \$5 | \$69.00 |
| Troy | Rensselaer | \$80 | \$20 | \$22 | \$33 | \$5 | \$60.00 |
| West Point | Orange | \$80 | \$20 | \$22 | \$33 | \$5 | \$60.00 |