

Vendor# 14747

GL# 01104530

**LUBBOCK COUNTY
TRAVEL AUTHORIZATION & ADVANCE REQUEST**

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: Trevino Bambi DATE: 06/28/2022
Last First

DESTINATION: Denver Colorado

PURPOSE: To Tour the Denver Medical Examiner Office

DATE(S): 07/21/2022 to 07/23/2022

Travel advance requested and required by the _____ day of _____, _____.

_____	Registration Fee	=	\$	_____	0.00
_____	# of Breakfasts @ \$10.00	per meal	=	\$	_____
_____	# of Lunches @ \$15.00	per meal	=	\$	_____
_____	# of Dinners @ \$21.00	per meal	=	\$	_____
_____	# of Days lodging @ \$_____	per night	=	\$	_____
	Total Advance	=	\$	_____	0.00

Fund #: 550300 Line Item: Travel and Training

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.

[Signature] 6-28-2022
EMPLOYEE SIGNATURE 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 8 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

[Signature] 6/29/22
DEPARTMENT DIRECTOR 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.

Trevino, Bambi

From: Harvill, Natalie
Sent: Tuesday, June 28, 2022 10:47 AM
To: David P. Mishler
Cc: Addington, Charles; Trevino, Bambi
Subject: RE: Possible Denver ME office visit

It sounds like the County can make this date – Dr. Addington, Bambi Trevino, Judge Parrish, and myself. Checking on the availability of Commissioner Kovar but I think we're a go either way with or without him.

Natalie Y. Harvill, P.E.

From: David P. Mishler <DavidM@dpsdesign.org>
Sent: Monday, June 27, 2022 2:36 PM
To: Harvill, Natalie <NHarvill@lubbockcounty.gov>
Cc: Addington, Charles <CAddington@lubbockcounty.gov>; Trevino, Bambi <BTrevino@lubbockcounty.gov>
Subject: RE: Possible Denver ME office visit

Natalie,

I'll start checking with the team and we'll see if we can align this tour with your travel arrangements.

Thanks for letting us know,
David Mishler

From: Harvill, Natalie <NHarvill@lubbockcounty.gov>
Sent: Monday, June 27, 2022 12:39 PM
To: David P. Mishler <DavidM@dpsdesign.org>
Cc: Addington, Charles <CAddington@lubbockcounty.gov>; Trevino, Bambi <BTrevino@lubbockcounty.gov>
Subject: Possible Denver ME office visit

David,

Both Judge Parrish and myself will be in Denver on July 22 for different reasons. Could we make this day work for a visit to the Denver's MEO?

Natalie Y. Harvill, P.E.
Director of Facilities
Lubbock County
O: 806.775.1003
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