



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: Hall Melanie DATE: March 8, 2022

DESTINATION: Seattle, WA

PURPOSE: SALGBA Conference

DATE(S): April 30 - May 4, 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	=	\$	_____
				<b>Total Advance</b>	<b>= \$ _____ 0.00</b>

Fund #: 011-013 Line Item: 550300-15

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.

Melanie Hall 03/08/2022  
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 \_\_\_\_\_ meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

[Signature] 03/08/2022  
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.

Enter text here.



**Summary Fees**

**Register Now**

**Agenda Speakers**

**Already Registered?**

**Travel Attendees**

# SALGBA 2022 National Conference

**May 1, 2022—May 4, 2022**

**Countdown to the Event**

53

16

47

46

DAYS

HOURS

MINUTES

SECONDS

# Agenda at a Glance

For the complete agenda select the Agenda menu item above. All times are Pacific time zone.

**Sunday, May 1st**

**Opening Reception**

5:00pm-6:30pm

**Monday, May 2nd**

**Exhibit Hall Opens**

7:30am

**Opening Keynote &**

**Welcome**

8:30am

**Breakout Sessions**

10:15am

**Lunch**

11:30am

**Breakout Sessions**

1:00pm-4:00pm

**Networking Reception**

**sponsored by Aetna**

4:15pm

**Evening Event**

**sponsored by Express**

**Scripts**

5:30pm

## **Tuesday, May 3rd**

**Exhibit Hall Opens**

8:00am

**General Session**

9:00am

**Breakouts Sessions**

11:am

**Awards Luncheon**

12:00pm

**Breakout Sessions**

1:30pm-4:45pm

**Reception sponsored by**

**LifeWorks**

5:00pm

**Evening Event**

**sponsored by CVS**

**Health**

6:00pm

# Wednesday, May 4th

**Public Sector Member**

**Business Meeting**

8:15am

## Registration Fees

**Business Entity Member**

**\$850.00**

**Business Entity Representative (Non-Member)**

**\$1,250.00**

**Public Sector Member**

**\$300.00**

**Public Sector Non-Member**

**\$500.00**

## Spouse/Significant Other

A spouse or significant other of a registered attendee. If the spouse or significant other qualifies for a public sector or business entity attendee then they do not qualify for this registration type.

**\$250.00**

If you are interested in sponsoring this event, [click here](#) to see a PDF of the prospectus.