

Return to: ANGELA MARTINEZ

Vendor# 12635

GL# 01104630-550300

**LUBBOCK COUNTY
TRAVEL AUTHORIZATION & PER DIEM 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. AGENDAS, BROCHURES, FLYERS, OR OTHER SUPPORTING DOCUMENTS MUST BE ATTACHED.

NAME: Roberts Jordan DATE: 8/23/2024
Last First

DESTINATION(CITY,STATE): Durant, OK

PURPOSE: HIDTA awards ceremony

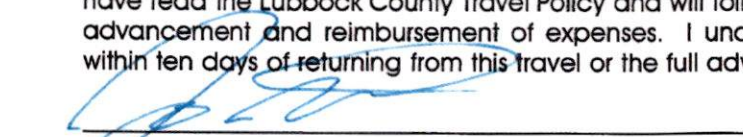
TRAVEL DATE(S): 9/3/2024 - 9/5/2024

Per Diem requested by the _____ day of _____, _____.

<u>2</u>	# of Breakfasts	@ \$15.00	per meal	=	\$ <u>30.00</u>
<u>3</u>	# of Lunches	@ \$16.00	per meal	=	\$ <u>48.00</u>
<u>3</u>	# of Dinners	@ \$30.00	per meal	=	\$ <u>90.00</u>
Total Advance				=	\$ <u>168.00</u>

Org: 01104630-550300 Object: 01104630-550300

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 expense form within ten days of returning from this travel or the full advance will be deducted from my next paycheck.


EMPLOYEE SIGNATURE

8-23-24
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, and supporting documents are attached and _____ meals are included in the registration fee and will not be reimbursed. Please issue a travel expense advance if requested.


DEPARTMENT DIRECTOR

8-26-24
DATE

APPROVAL FROM TWO (2) MEMBERS OF THE COMMISSIONERS' COURT:

SIGNATURE

DATE

SIGNATURE

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.

From: Keith Brown <KBrown@texomahidta.org>

Date: June 25, 2024 at 10:39:08 AM CDT

Subject: Executive Board Retreat and Initiative Commander Training

All

Below is the link for Reservations for the Texoma HIDTA Initiative Supervisors Meeting and the Texoma HIDTA Executive Board Retreat. Travel day for the Initiative Commanders Meeting is Tuesday, September 3, 2024, with the Initiative Commanders Training on September 4, 2024 (travel home on September 5, 2024). The Executive Board Retreat will be September 5, 2024, with the Executive Board Meeting at 9:00 a.m. on Friday, September 6, 2024.

You can start booking reservations in the Individual Pay Block, either by call-in or you can make them online.

The following is the online reservation steps for your guests. Guests will also have the option of contacting our reservation department open 24 hours a day by calling 1-800-788-2464 press #1 and giving the agent the offer code TEXOMA HIDTA24 for the group rate.

If you would like to book your reservations online, please use the link below.

[REDACTED]

(AUGUST 19TH DEADLINE DATE)

If any of you feel that If you have any questions or issues, please let me know.

Keith Brown
Executive Director
Texoma HIDTA
[REDACTED]

Keith Brown
Executive Director
Texoma HIDTA
[REDACTED]



LUBBOCK COUNTY SHERIFF'S OFFICE

P. O. BOX 10536
LUBBOCK, TX 79408
PHONE: (806) 775-1469
FAX: (806) 775-1491

KELLY S. ROWE
Sheriff

Mike Reed
Chief Deputy LE

Cody Scott
Chief Deputy Detention

MEMORANDUM

To: Captain Tony Williams

From: Lt. Jordan Roberts

Date: 08/23/2024

I am formally requesting permission to send me to Durant, Oklahoma for the HIDTA awards ceremony and meeting on September 3 – 5, 2024.

Thank you in advance for your consideration.



Lt. Jordan Roberts