

Vendor# 15307

GL# 01106140-550300

**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: ROMERO RICHARD DATE: 2/15/2023
Last First

DESTINATION: TAMPA, FLORIDA

PURPOSE: JCI METASYS FEC OPERATIONS/TROUBLESHOOTING


DATE(S): 3/20/2023 - 3/24/2023

Travel advance requested and required by the 13TH day of MARCH, 2023.

<u> </u> Registration Fee	=	\$ <u> </u>	<u>0.00</u>
<u> 5 </u> # of Breakfasts @ \$10.00 per meal	=	\$ <u> </u>	<u>50.00</u>
<u> 5 </u> # of Lunches @ \$15.00 per meal	=	\$ <u> </u>	<u>75.00</u>
<u> 4 </u> # of Dinners @ \$21.00 per meal	=	\$ <u> </u>	<u>84.00</u>
<u> </u> # of Days lodging @ \$ <u> </u> per night	=	\$ <u> </u>	<u>0.00</u>
Total Advance	=	\$ <u> </u>	<u>209.00</u>

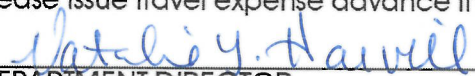
Fund #: 01106140-550300 Line Item: TRAVEL & TRAINING

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.


EMPLOYEE SIGNATURE

2-15-23
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 0 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.


DEPARTMENT DIRECTOR

2-16-23
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.



Metasys® FEC Operations/Troubleshooting Course #4703, 2.0 CEU

Designed as a beginners course for people working with Field Equipment Controllers (FECs), this course shows students how to connect to FECs and how to download and test existing control programs. It also covers calibration of input sensors and setup and verification of inputs and outputs. This course is designed for building personnel who want to better understand field controller operation, commissioning and troubleshooting.

Recommended Prerequisite:

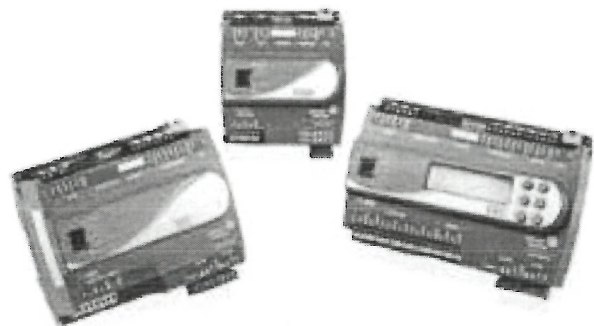
Fundamental Control Strategies for HVAC Systems (#215) or equivalent experience.

Course Topics

- Introduction to Controllers
- CCT User Interface
- Mobile Access Portal
- Transferring Files
- Data Flow and Connections
- IO Commissioning
- Peer-to-Peer
- PRAC+ and PID
- Commissioning Programs
- Simulating Programs
- Hands-on Labs
- Final Review

Course Duration	Course Fee
Tuesday-Thursday Class ends at 3:30 p.m. on Thursday	XXXXXX \$2640 per student

No cost per JCI



ENROLL NOW

Trip & Price Details

Price

Payment

Confirmation

 Flight

Modify



Mon 3/20

2366 / 3660

LBB



TPA

4 hr 20 min

1 stop



[Wanna Get Away](#)

Price per Passenger

\$347.50

Taxes and fees per Passenger

\$74.46

Total per Passenger

\$421.96

Passenger(s)

x1



Fri 3/24

727 / 2974

TPA



LBB

7 hr 5 min

1 stop



[Wanna Get Away](#)

Flight total

\$421.96

or from \$42/mo*
with **uplift** [Learn more](#)

Step 3 of 3

Payment and Guest Details

Total for stay

[Show price details](#)

Total room charge

Total taxes

\$1,150.91

\$1,014.02

\$136.89

All fields are required unless marked optional.

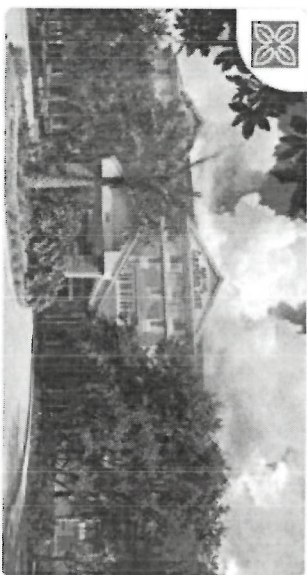


Payment

Card number

Month

Year



Hilton Garden Inn Tampa East/Brandon

10309 Highland Manor Drive Tampa, Florida 33610

USA

[Hotel details >](#)

- 2 Queen Beds
Change Room
- Semi-Flex
Change Rate
- Payment and Guest Details

Choose a ride.

○ Tampa International Airport (TPA)

□ 10309 Highland Manor Dr

🕒 Leave Now ▾



UberX 🧑 4

12:49 PM dropoff
Affordable, everyday rides

\$39.95 >

x2

\$79.90



Comfort 🧑 4

12:50 PM dropoff
Newer cars with extra legroom

\$48.04 >



UberXL 🧑 6

12:49 PM dropoff
Affordable rides for

\$48.57 >



Visa ****6327 >

Request UberX

Choose a ride.

○ 3802 Sugar Palm Dr
|
□ 10309 Highland Manor Dr

🕒 Leave Now ▾



UberX 🧑 4
12:30 PM dropoff
Affordable, everyday
rides

\$8.75 >

x6

= \$52.50



Comfort 🧑 4
12:32 PM dropoff
Newer cars with extra
legroom

\$11.13 >



UberXL 🧑 6
12:39 PM dropoff
Affordable rides for

\$12.55 >

🏪 Visa ••••6327 >

Request UberX