

3/1-R

Vendor# 12760

GL# 01104630-590600

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: Gant Trent DATE: _____
Last First

DESTINATION: Oklahoma City, Oklahoma

PURPOSE: Interview a witness on a homicide investigation

DATE(S): 2/22-23/2023

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

_____	Registration Fee	=	\$	_____	0.00
_____	# of Breakfasts @ \$10.00	per meal	=	\$	_____
<u>2</u>	# of Lunches @ \$15.00	per meal	=	\$	<u>30.00</u>
<u>2</u>	# of Dinners @ \$21.00	per meal	=	\$	<u>42.00</u>
_____	# of Days lodging @ \$_____	per night	=	\$	<u>0.00</u>
Total Advance				=	\$ <u>72.00</u>

Fund #: 01104630 Line Item: 590600

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] 8833
EMPLOYEE SIGNATURE

2/14/2023
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 1 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

[Signature]
DEPARTMENT DIRECTOR

2-15-23
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.

Martinez, Angela

From: Corbin, Daniel
Sent: Monday, February 13, 2023 2:47 PM
To: Martinez, Angela
Subject: FW: OKC Trip for Interview

Dan Corbin
Chief Administrator
Lubbock County Sheriff's Office

From: Davis, Joe <JDavis@lubbockcounty.gov>
Sent: Monday, February 13, 2023 2:47 PM
To: Corbin, Daniel <DCorbin@lubbockcounty.gov>
Subject: Fwd: OKC Trip for Interview

From Gant...

Sent from my iPhone

Begin forwarded message:

From: "Gant, Trent" <TGant@lubbockcounty.gov>
Date: February 13, 2023 at 2:41:24 PM CST
To: "Davis, Joe" <JDavis@lubbockcounty.gov>
Subject: OKC Trip for Interview

Lt.

It appears that we won't be going to Oklahoma City until 02/22/2023, we will stay the night and conduct our interview on 02/23/2023 and then drive home.

LPD is getting the hotel room.

We will take my vehicle, so all I will have will be per diem for Dinner on 02/22 and lunch and possibly dinner on 02/23.

Holler at me with any questions

Trent Gant

Criminal Investigation Division
Lubbock County Sheriff's Office
Lubbock Metropolitan Special Crimes Unit
916 Main St. Suite # 400 Lubbock, TX 79401
806-775-1417

tgant@lubbockcounty.gov

