

Return to: Bambi TrevinoGL# 01104530

**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: McLean, OliviaDATE: 10/02/2023

Last

First

DESTINATION(CITY,STATE): Pittsburgh, PAPURPOSE: 2023 Southeastern Homicide Investigators Association ConferenceTRAVEL DATE(S): November 5-11, 2023
☐ Per Diem requested by the 23rd day of October, 2023.

<u>7</u>	# of Breakfasts	@ \$15.00	per meal	=	\$	<u>105.00</u>
<u>7</u>	# of Lunches	@ \$16.00	per meal	=	\$	<u>112.00</u>
<u>6</u>	# of Dinners	@ \$30.00	per meal	=	\$	<u>180.00</u>
Total Advance					=	\$ <u>397.00</u>

Org: 550300Object: 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 expense form within ten days of returning from this travel or the full advance will be deducted from my next paycheck.

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. **Agendas, brochures, flyers, and supporting documents are attached and 0 meals are included in the registration fee and will not be reimbursed.** Please issue a travel expense advance if requested.

DEPARTMENT DIRECTOR

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.

06/23-TA507

SOUTHEASTERN HOMICIDE INVESTIGATORS ASSOCIATION 2023 ANNUAL TRAINING CONFERENCE



NOVEMBER 6-10, 2023

CRIME SCENE

CRIME SCENE

CRIME SCENE

Sheraton Pittsburgh Hotel at Station Square

Register early for the best rate!

Early registration: **\$405** through August 31st

***5 or more attendees from the same agency: **\$380** each **

Registration: **\$455** beginning September 1st

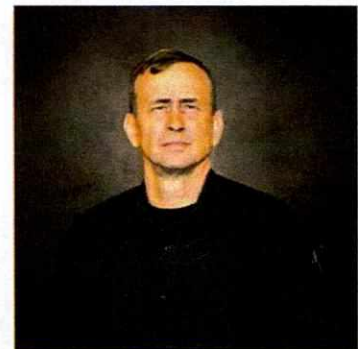
*Conference Registration includes \$30 membership fee**

[Conference Registration Link](#)

[Hotel Reservation Link](#)



Military Night Keynote Speaker



Ret. Lt. Col. Dave Grossman

U.S. Army

Author of *On Killing*

