



# LUBBOCK COUNTY

## TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: Kristi Thompson Department: Office of Dispute Resolution  
Vendor #: 9963 G/L Account: 07507525-550300  
Purpose of Travel: NACO Youth Justice Peer Exchange Destination(City,State): Tacoma, Washington  
Departure Date: 9/16/25 Return Date: 9/18/25

ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)							
Dates of Travel	9/16/25	9/17/25	9/18/25				WEEKLY TOTALS
Breakfast-Per Diem	\$ 0.00	\$ 22.00	\$ 22.00				\$ 44.00
Lunch-Per Diem	\$ 23.00	\$ 0.00	\$ 23.00				\$ 46.00
Dinner-Per Diem	\$ 36.00	\$ 0.00	\$ 36.00				\$ 72.00
TOTAL PER DIEM							\$ 162.00
EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts)							
Lodging							\$ 0.00
Parking							\$ 0.00
Airline (describe)							
Rental Car (describe)							
Registrations							
Other (describe)	Transportation from and to airport						\$ 100.00
Mileage Rate	0.70	# of Miles					\$ 0.00
TOTAL ESTIMATED TRAVEL EXPENSES							\$ 100.00

I hereby request authorization to travel outside of 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.

☐ Please provide an advance Per Diem by the following date: \_\_\_\_\_ totaling, ☐

Kristi Thompson  
PRINTED NAME OF EMPLOYEE

[Signature]  
EMPLOYEE'S SIGNATURE

8-25-25  
DATE

I hereby certify the above-requested travel for official Lubbock County business is directly related to this department's operations. There are sufficient un-expended funds in the current budget line item to cover all reimbursable expenses incurred. **Agendas, brochures, flyers, GSA meal and incidentals and other supporting documents are attached and 1 meals are included in the registration fee and will not be reimbursed.** Please issue a travel expense advance if requested.

D. Gene Valentini  
PRINTED NAME OF DIRECTOR

[Signature]  
DIRECTOR'S SIGNATURE

8-25-25  
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. OUT OF STATE TRAVEL REQUIRES COMMISSIONERS COURT APPROVAL AS AN AGENDA ITEM.**

Return to: Kristi Thompson - ODR



# FY 2025 per diem rates for Tacoma, Washington

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Tacoma	Pierce	\$86	\$22	\$23	\$36	\$5	\$64.50

## Thompson, Kristi

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**From:** Elise Simonsen <ESimonsen@naco.org>  
**Sent:** Thursday, August 7, 2025 8:27 AM  
**To:** Parrish, Curtis; Valentini, Gene; Thompson, Kristi  
**Subject:** Congratulations: NACo's Fall 2025 Youth Justice Peer Exchange 2025  
**Attachments:** MeetingAttendeeExpenseReimbursementGuidelines.pdf

Dear Lubbock County Team-

Thank you for applying to NACo's Fall 2025 Youth Justice Peer Exchange. We are pleased to share that Lubbock County has been selected as one of the eight counties to participate in this event! This day-and-a-half event will take place on September 17 & 18, 2025, in Pierce County, Washington.

**If your team is no longer able to attend this event, please notify us by August 11, 2025.**

Please review the following details in preparation for the event:

### Registration

- Please confirm your attendance for the Peer Exchange by registering here no later than **Friday, August 15, 2025.**
- **Both attendees per county must complete this form individually**
- Please note that you will need to have a My NACo account to register. If you do not already have one, visit the [My NACo Portal](#) and enter your official organization email where you receive NACo correspondence, or the email used to register for NACo webinars and events. If you encounter any issues or need further assistance, you can contact NACo's support team at (202) 393-6226 or [nacomeetings@naco.org](mailto:nacomeetings@naco.org). After creating a My NACo account, if you do not already have one, you will be able to register for the meeting. It may take up to 24 hours for the new account before you can come back to register.

### Travel

- **All travel arrangements will be coordinated by NACo and AECF.** Participants should not book their own flights. We will be using a third party, "BCD Travel," to book all flights.
- During registration, participants are required to select **specific arrival and departure times** as well as their **preferred home airport(s)**.
- Seattle-Tacoma International Airport (SEA), is the closest airport to the hotel and to the venue. Please consider the start and end times of the programming when selecting specific arrival and departure times.
  - Programming will begin at 8 a.m. PST on Wednesday, September 17 and conclude around 12 p.m. PST on Thursday, September 18.
- **NEW PROCESS FOR THIS MEETING ONLY:** Upon registration, NACo will submit your travel request to BCD Travel. They will reach out to you directly by August 22 (check your spam inbox) and will provide you with flight route options. The email may also appear as coming from "Casey Travel." You will respond to that email to select and confirm your flights. Upon confirmation, you will then receive your flight information.
- After registering, if you have not received a final flight confirmation email from **BCD Travel** by August 29, please contact Brandy Littlejohn ([BLittlejohn@aecf.org](mailto:BLittlejohn@aecf.org)) and copy Elise Simonsen ([esimonsen@naco.org](mailto:esimonsen@naco.org)).

### Lodging

Hotel Murano  
1320 Broadway

Tacoma, WA 98402

- **AECF will book your hotel room and pay for the hotel directly** for you for up to two nights with check-in on Tuesday, September 16<sup>th</sup> and check out on Thursday, September 18<sup>th</sup>
- If you need to stay an additional night on Thursday, September 18, AECF will reserve it on your behalf. **Please note in your registration if you need additional lodging for this night.** Unless pre-approved, you are responsible for charges for additional nights and for all incidental charges.

#### **Additional Information**

You will receive a confirmation email that confirms your attendance after registering. A “know before you go” email will be sent closer to the date with additional details, including the agenda. Please reference the AECF reimbursement guide (attached) for costs eligible for reimbursement while traveling.

Please contact Elise Simonsen ([esimonsen@naco.org](mailto:esimonsen@naco.org)) and copy Bryce Wilkom ([bwilkom@naco.org](mailto:bwilkom@naco.org)) if you have any questions.

Thank you, and we look forward to seeing you in Pierce County, Washington. Congratulations!

Best,

**Elise T. Simonsen, PhD**

Program Director, Behavioral Health and Justice

National Association of Counties ([NACo](http://naco.org))

O: 202-942-4279

