

Vendor# 14747

GL# 01104530

**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: Trevino Bambi DATE: 03/03/2023  
Last First

DESTINATION: Charlotte North Carolina

PURPOSE: Forensic Supervision Level II Course

DATE(S): 07/09/2023 to 07/15/2023

Travel advance requested and required by the 26th day of June, 2023.

<u>        </u> Registration Fee	=	\$ <u>        </u>	0.00
<u>  7  </u> # of Breakfasts @ \$10.00 per meal	=	\$ <u>        </u>	70.00
<u>  7  </u> # of Lunches @ \$15.00 per meal	=	\$ <u>        </u>	105.00
<u>  6  </u> # of Dinners @ \$21.00 per meal	=	\$ <u>        </u>	126.00
<u>        </u> # of Days lodging @ \$ <u>        </u> per night	=	\$ <u>        </u>	0.00
<b>Total Advance</b>	<b>=</b>	<b>\$ <u>        </u></b>	<b>301.00</b>

Fund #: 550300 Line Item: 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 report within ten days of returning from this travel or the full advance will be deducted from my next paycheck.

[Signature] 3-3-2023  
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. Related brochures or other supporting data are attached and   6   meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

[Signature] 3-3-2023  
DEPARTMENT DIRECTOR 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.

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# Gap Science

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COURSE

## Forensic Supervision Level II

*Charlotte, North Carolina*

### **COURSE DESCRIPTION**

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*This 40-hour course is the second level of our popular Forensic Supervision Course. Registrants are required to have already attended and successfully completed the Forensic Supervision Course to attend the Forensic Supervision Level II Course.*

Based on the requests of our past students, we have designed the Forensic Supervision Level II course to dive deeper into additional supervision topics. Students will learn about conflict resolution, coaching, writing grant proposals, building a budget, writing justifications, and effective time management.

This course is designed to help those who desire to lead or are already leading Forensic teams in any capacity. This course will help to further develop the skills students' gained from attending the first Forensic Supervision Course.

### **COURSE LOGISTICS**

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**Instructors:** Ashley Church, Erin West & Rebeca D'Jimas

**Date:** July 10-14, 2023

**Times:** 8:00am – 5:00pm EST

**Location:** Aloft Charlotte Ballantyne

**Address:** 13139 Ballantyne Corporate Place, Charlotte, NC 28277

**Hotel Reservation Link:** [Forensic Supervision Room Block](#)

**Tuition Cost: \$825.00**

## **ATTENDANCE POLICY**

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Students must attend this course to receive a certificate. At any point if you need to leave for any reason, please let the instructors know as soon as possible and we will try to make accommodations to make up the portions of the course that you missed.

Individuals that have enrolled in a course but wish to cancel, need to do so 15 days before the beginning of the course. No shows for the course will not have their tuition refunded. Substitutions are welcome at any time prior to the beginning of the course. Cancellations made less than 15 days prior to the beginning of the course will be subject to a \$150 cancellation fee. This fee may be waived in cases of legitimate emergencies.

**To receive a certificate for the training, you must pass the comprehensive exam with 80% (or higher) at the conclusion of the course.**

## Class Starts In

172  
Days

15  
Hrs

00  
Min

52  
Sec

## Your Instructors