



LUBBOCK COUNTY

TRAVEL AUTHORIZATION & TRAVEL ADVANCE REQUEST FORM TA507

Employee: ESCOBEDO, ANDREW

Department: 061 MAINTENANCE

Vendor #: 16126

G/L Account: 01106140-550300

Purpose of Travel: Building Standard CCT Programming #4803

Destination(City,State): NEW FREEDOM, PA

Departure Date: 8/4/25

Return Date: 8/9/25

ESTIMATED TRAVEL EXPENSE (attach supporting documents and/or receipts, excluding meal receipts)

Dates of Travel	8/4/25	8/5/25	8/6/25	8/7/25	8/8/25	8/9/25		WEEKLY TOTALS
Breakfast-Per Diem	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00		\$ 96.00
Lunch-Per Diem	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00		\$ 114.00
Dinner-Per Diem	\$ 28.00	\$ 28.00	\$ 28.00	\$ 28.00	\$ 28.00	\$ 28.00		\$ 168.00
TOTAL PER DIEM								\$ 378.00
EXPENSES PAID BY PO OR PCARD (attach supporting documents and/or receipts, excluding meal receipts)								
Lodging	\$ 157.56	\$ 157.56	\$ 157.56	\$ 157.56	\$ 157.56			\$ 787.82
Parking								\$ 0.00
Airline (describe)	SWA LBB - BWI							\$ 532.24
Rental Car (describe)	PICK UP & RETURN LOCATION Modify Baltimore-Washington Intl. Airport (BWI)							\$ 363.89
Registrations	Building Standard CCT Programming #4803							\$ 3,240.00
Other (describe)								
Mileage Rate	0.70	# of Miles						\$ 0.00
TOTAL ESTIMATED TRAVEL EXPENSES								\$ 4,923.95

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:

7/28/25

totaling,

\$ 378.00

Andrew Escobedo

PRINTED NAME OF EMPLOYEE

[Signature]

EMPLOYEE'S SIGNATURE

6/17/25

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 0 meals are included in the registration fee and will not be reimbursed. Please issue a travel expense advance if requested.

Natalie Y. Harvill

PRINTED NAME OF DIRECTOR

[Signature]

DIRECTOR'S SIGNATURE

6-18-25

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: KATY HOLLIFIELD



Metasys® Systems

Building Standard CCT Programming Course #4803, 3.0 CEU

In this intermediary programming class, students learn standard Johnson Controls programming strategies to write and test programs for Metasys Gen 4 BACnet field devices using the Controller Configuration Tool (CCT.) Once configured, this program will be prepared for a file transfer to a field controller and commissioned to verify proper operations. This course is designed for experienced personnel who want to become proficient in writing and revising programs for Johnson Controls BACnet field devices. Although not a prerequisite, students should be familiar with the topics found in course #4802 or #4703 FEC Operations/Troubleshoot

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

**For End Users and/or Metasys®
Authorized Building Controls
Specialists/Contractors only.**

Course Topics

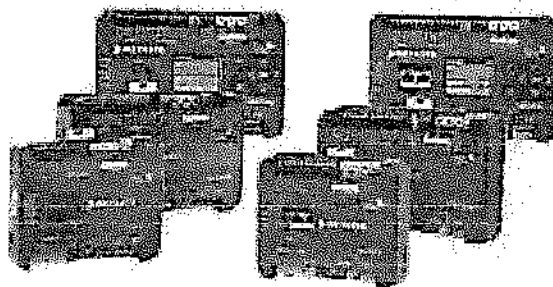
- CCT User Interface
- Basic Application Creation
- Setting Preferences
- Peer-to-Peer
- Sideloops
- State Tables
- Data Flow and Connections
- Adding Modules
- PRAC+ and PID
- Hands-on Labs
- Final Review
- Final Review

Course Duration

Tuesday - Friday
Class ends at 12:00 p.m. on Friday

Course Fee

\$3240
per student



VIRTUAL COURSES AVAILABLE

ENROLL NOW



U.S. General Services Administration

FY 2025 per diem rates for NEW FREEDOM, Pennsylvania

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
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00

AUG 4 - 9
✈ LBB → BWI

Lubbock County

Trip & Price Details

Price Passengers Payment Confirmation

✈ Flight [Modify](#)

✈ Mon 8/4	# 3275 LBB 10:05 AM	→ BWI 3:55 PM	4 hr 50 min	1 stop	<u>Wanna Get Away Plus</u>	Price per Passenger	\$452.78
						Taxes and fees per Passenger	\$79.46
						Total per Passenger	\$532.24
✈ Sat 8/9	# 1789 / 557 BWI 12:10 PM	→ LBB 5:50 PM	6 hr 40 min	1 stop ✈	<u>Wanna Get Away Plus</u>	Passenger(s)	x1
						Flight total	\$532.24

Helpful information:


- All fares and fare ranges are subject to change until purchased and are per person for each way of travel.
- For more information regarding Cash + Points, visit [Southwest.com/rtterms](https://www.southwest.com/rtterms)

✈ Flight Extras

Upgrade to Anytime

Prices shown per passenger, per one-way.

- ✓ Refundable⁶
- ✓ Priority and Express Lanes¹²
- ✓ Earn 10 Rapid Rewards® points per dollar³

⁶Please read the [fare rules](#) associated with this purchase.☐ Upgrade departing trip for \$42☐ Upgrade returning trip for \$41☐ Upgrade both for \$83[Apply upgrade](#) **Add a Car** Products not confirmed until purchase.

No worries, your flight will remain in your cart while you search for a car.

✓ Pick Up & Return >

Modify



BWI
Aug 4 at 12:00 PM



4

Review

Aug 9 at 12:00 PM

✓ Select Vehicle >

Modify



Economy

✓ Add-Ons >

Modify



Protection Products (1)

4 Review & Reserve

Modify



Review & Reserve

Vehicle Details

Economy

Mitsubishi Mirage or similar

Automatic



PICK UP & RETURN LOCATION

Baltimore-Washington Intl. Airport
(BWI)

PICK UP DATE & TIME

Mon, Aug 4 at 12:00 PM
Counter

RETURN DATE & TIME

Sat, Aug 9 at 12:00 PM

ADD ONS

Loss Damage Waiver

Estimated
Total

\$ 363.89 USD *

RENTAL RATE

TIME & DISTANCE (5 Day(s) @ \$ 48.92)

\$ 244.60

ADD-ONS

Website Feedback

9 Additional Drivers
Loss Damage Waiver

Included
National.
Included



MILEAGE

④

Review

Unlimited Mileage

Included

FEES

CONCESSION RECOVERY FEE (11.11%)	\$ 29.76
CUSTOMER FACILITY CHARGE 5 Day(s) @ \$5.75 / Day	\$ 28.75
MARYLAND SALES TAX (11.5%)	\$ 37.53
MD VEHICLE LICENSE FEE 5 Day(s) @ \$2.40 / Day	\$ 12.00
TRANSPORTATION FACILITY CHARGE 5 Day(s) @ \$2.25 / Day	\$ 11.25

ESTIMATED TOTAL

\$ 363.89 *

* Rates, taxes, and fees do not reflect rates, taxes, and fees applicable
to non-included optional coverages or extras added later.

ACCOUNT NAME

LUBBOCK COUNTY

⊖ Driver Information

*Required to complete your reservation

FIRST NAME*

LAST NAME*

EMAIL ADDRESS*



FOR THE STAY™

Language English ▾



Your Stays Join Sign In

Your stay

[Edit stay](#)

Hampton Inn Shrewsbury

Mon, Aug 4 – Sat, Aug 9, 2025 (5 nights)

1 room for 1 adult

Payment and Guest Details

Step 3 of 3

Total for stay

\$787.82

Total room charge

\$709.75

Total taxes

\$78.07

Price in USD

[Show price details ▾](#)



Guarantee and cancellation policy

[Book now, pay later](#)

There is a Credit Card required for this reservation. **Free cancellation before 11:59 PM local hotel time on 21 Jul 2025.**

All fields are required unless marked optional.



Payment

Card number

Month

Year



Guest information

First name