

Vendor# 5158

Return to: Melanie Hall

GL# 011013550300

**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: Hall Melanie DATE: 1/25/2024
Last First

DESTINATION(CITY,STATE): Louisville, KY

PURPOSE: State & Local Government Benefit Association Conference

TRAVEL DATE(S): April 20 - 24, 2024

Per Diem requested by the _____ day of _____, _____.

_____ # of Breakfasts	@ \$15.00	per meal	=	\$	<u>0.00</u>
_____ # of Lunches	@ \$16.00	per meal	=	\$	<u>0.00</u>
_____ # of Dinners	@ \$30.00	per meal	=	\$	<u>0.00</u>
Total Advance				=	\$ <u>0.00</u>

Org: _____ Object: _____

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.

Melanie Hall
EMPLOYEE SIGNATURE

Digitally signed by Melanie Hall
DN: cn=Melanie Hall, ou=Lubbock County, ou=HR,
email=mmhall@lubbockcounty.gov, c=US
Date: 2024.01.25 09:59:02 -0600

01/25/2024
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 7 meals are included in the registration fee and will not be reimbursed.** Please issue a travel expense advance if requested.

Drew Sen
DEPARTMENT DIRECTOR

01/26/2024
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.



Summary Fees

Agenda Speakers

Travel

Sponsors & Exhibitors

Register Now

[Already Registered?](#)

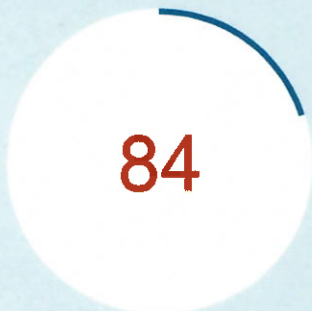
SALGBA 2024 National Conference

April 20, 2024 – April 23, 2024

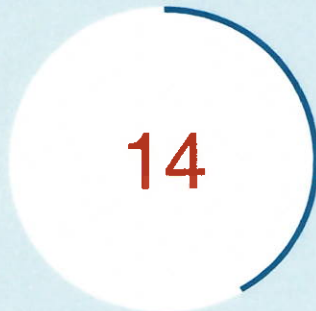
Omni Louisville Hotel

400 S. 2nd Street
Louisville, KY 40202

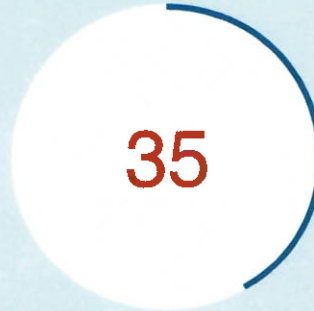
Countdown to the Event



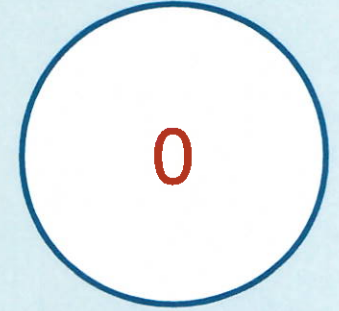
DAYS



HOURS



MINUTES



SECONDS

Agenda at a Glance

For the complete agenda select the Agenda menu item above. All times are Eastern time zone.

Sunday, April 21

- **Opening Reception sponsored by UnitedHealthcare**
5:00pm-6:30pm

Monday, April 22

- **Registration & Exhibit Hall Opens**
7:30am
- **Opening Keynote & Welcome**
8:30am
- **Breakout Sessions**
10:15am
- **Lunch**
11:30am
- **Breakout Sessions**
1:00pm-4:00pm



**Networking
Reception**
sponsored by
Retiree First
4:30pm-5:45pm

Evening Event
sponsored by
Express Scripts
6:00pm-9:00pm

After Party
sponsored by **Aetna**
9:00pm-11:00pm

Tuesday, April 23



Exhibit Hall Opens
8:00am-8:30am

General Session
8:30am-9:30am

Breakouts Sessions
10:00am-11:45am

Awards Luncheon
12:00pm-1:15pm

Breakout Sessions
1:30pm-2:15pm

**Public Sector
MemberBusiness
Meeting**
3:00pm-3:30pm



State & Local Roundtables

3:30pm-5:00pm

Reception

**sponsored by
TELUS Health**

5:00pm-5:45pm

Evening Event

**sponsored by CVS
Health**

6:00pm-10:00pm

Wednesday, April 24



Breakfast & Workshop

8:00am-9:30am

Golf Tournament

10:00am-3:00pm