

# Travel Approval Form

Department: STOP

Event Name: Basic Narcotic Investigator Course

Location: Lubbock, TX

Event Dates: 09/16/2024 - 09/20/2024

Purpose:  Required Continuing Education/Certification  
 Job Training  
 Other: \_\_\_\_\_

Name of Attendees:

Investigator \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Court Decision:  
This section to be completed by County Judge's Office



September 9, 2024

## Required Documents Checklist:

**\*\* Same-Day Travel - Commissioners Court Approval is not required \*\***

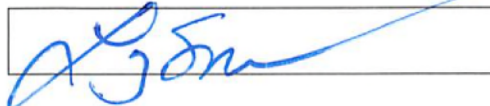
### Overnight Travel

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

### For Out of State Travel, please also include:

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head:



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**From:** Woeppel, Andrew M. <Andrew.M.Woeppel@dea.gov>  
**Sent:** Friday, August 23, 2024 6:22 AM  
**To:**  
**Subject:** Fwd: [EXTERNAL] RE: Basic Narc

You don't often get email from andrew.m.woeppel@dea.gov. [Learn why this is important](#)

**CAUTION: This email originated from outside of the Johnson County email system.  
Use care when opening links or attachments. Report suspicious emails.**

Good morning. We're just putting the finishing touches on the agenda, but I can have a finalized version for you next week. Please call me with any questions at 214-229-8011.

Sent from my iPhone

Begin forwarded message:

**From:** John Wells <jwells@texomahidta.org>  
**Date:** August 22, 2024 at 4:04:02 PM EDT  
**To:**  
**Cc:** "Woeppel, Andrew M." <Andrew.M.Woeppel@dea.gov>  
**Subject:** [EXTERNAL] RE: Basic Narc

Good afternoon I

I am copying DEA Training Coordinator Andy Woeppel to see if they have created an agenda they can provide to you.

Thank you,  
John

*John C. Wells*  
Deputy Director  
Texoma HIDTA  
Office: 972-915-9526  
Mobile: 540-233-2806

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**From:**  
**Sent:** Thursday, August 22, 2024 2:28 PM  
**To:** John Wells <jwells@texomahidta.org>  
**Subject:** Basic Narc

You don't often get email from [j](#)

Good afternoon.

One of our new Investigators was just accepted for the Basic Narc class in Lubbock. Do you have an itinerary for the class? Our county requires one when requesting training approval.

*Thank you.*

Office Manager  
STOP Special Crimes Unit

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**From:** info@texomahidta.com  
**Sent:** Thursday, August 22, 2024 2:20 PM  
**To:**  
**Subject:** Confirmation for Course - DEA/Texoma HIDTA Basic Narcotic Investigator

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**DEA/Texoma HIDTA Basic Narcotic Investigator Course**  
**Monday, September 16 - Friday, September 20, 2024**  
**8:30 am - 5:00 pm**  
Lubbock County Sheriff's Office Training Academy  
801 Main Street  
Lubbock, TX 79401  
[Directions](#)

[Click here to cancel registration](#)

If the above link does not work, cut and paste the following link into your browser:  
<https://www.texomahidta.org//EBUserUpdate.aspx?eventformname=BNICLubbockSep16-20-2024&uid=28432&func=cancel>

To remove yourself from this mailing list, click [here](#).

If the above link does not work, cut and paste the following link into your browser:  
<https://www.texomahidta.org//DECancel.aspx?t=EventBuilderCustomList&a=1&xa=ZWJmNGQwYmMtYWJmYS00MzZiLk3ZjctNTBjMGRkNDUxMwY4&f=GUID>

**Thank you for registering for  
DEA/Texoma HIDTA Basic Narcotic Investigator Course**

9/16/2024 - 9/20/2024

8:30 am - 5:00 pm

Location: Lubbock County Sheriff's Office Training Academy

[801 Main Street](#)

[Lubbock, TX 79401](#)

**What Happens Next?**

Your application will be reviewed and if accepted into the class you will receive confirmation of acceptance by email. If you have any questions contact [info@texomahidta.com](mailto:info@texomahidta.com).

Submitted 8-22

TRAVEL PROCEDURES  
HOTEL RESERVATION REQUEST

(EMAIL THIS FORM COMPLETED TO PURCHASING)

**Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.**

DATE: 08/28/2024 DEPARTMENT: STOP

PERSON SENDING REQUEST: Office Manager

Person(s) Name Attending: 1. Investigator  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

How many rooms: 1 (Please add any special requirements)

Hotel Name: Overon Hotel & Conference Center

Hotel Address: 2322 Mac Davis Ln City: Lubbock State: TX Zip: 79401

Hotel Telephone #: 806-776-7000

Function Attending: Basic Narcotic Investigator Course

Date of Check in: 09/15/2024

Date of Check out: 09/20/2024