



Lawrence County Sheriff's Office

BRIAN C. DEAN, Sheriff

Travel Request

TO: LAWRENCE COUNTY COMMISSIONERS

LIST ALL PERSONNEL MAKING REQUESTS FOR TRAVEL:

Megan Merwin, Liz Cynkar

PLACE OF MEETING OR PROPOSED DESTINATION, REASON:

San Antonio, Texas

DATES OF SCHEDULED MEETING PER PREPARED PROGRAM:

April 15-21, 2023

(Attach copy, if available, to this request)

DATE TRAVEL TO BEGIN

April 15

DATE TRAVEL TO END

April 21

PROPOSED METHOD OF TRANSPORTATION:

Plane

Estimated cost of Transportation-----					\$	675
Meals per person	\$56	Total Days	8	Total Cost----	\$	420
Lodging per day	\$159	Total Days	8	Total Cost----	\$	1,314
Registration -----					\$	350
Estimated Miscellaneous (Gas) -----					\$	60
						(to and from the airport)
Less State/Federal Agency or sponsoring group contribution-----					\$	2,819

TOTAL ESTIMATED COST OF TRIP -----

\$

2,819
(will be reimbursed)

DATE: 2/22/23

SIGNED: *M. Merwin*

LCSO EMPLOYEE

Fund or Budget from which expense is to be paid:

(This line to be denoted by LCSO Supervisor)

DATE: 2/22/23

SIGNED: *[Signature]*

LCSO SUPERVISOR

PERMISSION HEREBY GRANTED - REJECTED BY LAWRENCE COUNTY BOARD OF COMMISSIONERS>

DATE: _____

SIGNED: _____

CHAIRMAN OF THE BOARD



Will be reimbursed by
The Fusion Center

48TH ANNUAL INTERNATIONAL FORENSIC SCIENCE CONFERENCE

ICONGIA 2023

San Antonio, Texas | APRIL 16-21, 2023

Topics Include:

- OMG EXPO
- Basic OMG/101 Class
- OMG Contacts
- Prosecution/Case Law
- Current Trends
- Traffic Stops
- Advanced ID Class
- Report Writing
- Special Guests
- Tactics & Investigations
- Case Studies



San Antonio, Texas 2023

Registration | www.icongia.net

**TRAVEL AND TRAINING
AGREEMENT
Over \$1,000**

I, Megan Merwin, as an employee of Lawrence County Sheriff's Department do hereby agree, as a condition of approving travel/training expenses of \$1,000.00 or more and/or two weeks of paid leave from my work, to reimburse Lawrence County for said expenditures in the event I discontinue my employment with Lawrence County less than one (1) year from the completion of said training. By attending said training, I agree that said reimbursement may be deducted from any amounts owed to me by Lawrence County.

DATE: 2/22/23

EMPLOYEE SIGNATURE: M. Merwin

DEPARTMENT HEAD SIGNATURE: [Signature]



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PROPOSED METHOD OF TRANSPORTATION:

Plane

Table with columns for cost items: Estimated cost of Transportation, Meals per person, Lodging per day, Registration, Estimated Miscellaneous (Gas), Less State/Federal Agency or sponsoring group contribution. Includes handwritten values like 675, 420, 1,314, 350, 60, 2,819.

TOTAL ESTIMATED COST OF TRIP \$

2,819 (will be reimbursed)

DATE: 2/22/2023

SIGNED: [Signature] LCSO EMPLOYEE

Fund or Budget from which expense is to be paid:

[Signature] (This line to be denoted by LCSO Supervisor)

DATE: 02/22/23

SIGNED: [Signature] LCSO SUPERVISOR

PERMISSION HEREBY GRANTED - REJECTED BY LAWRENCE COUNTY BOARD OF COMMISSIONERS>

DATE: _____

SIGNED: _____ CHAIRMAN OF THE BOARD



will be reimbursed by the fusion center

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- Case Studies

**TRAVEL AND TRAINING
AGREEMENT
Over \$1,000**

I, Liz Cynkar, as an employee of Lawrence County Sheriff's Office Department do hereby agree, as a condition of approving travel/training expenses of \$1,000.00 or more and/or two weeks of paid leave from my work, to reimburse Lawrence County for said expenditures in the event I discontinue my employment with Lawrence County less than one (1) year from the completion of said training. By attending said training, I agree that said reimbursement may be deducted from any amounts owed to me by Lawrence County.

DATE: 02/22/23

EMPLOYEE SIGNATURE: 

DEPARTMENT HEAD SIGNATURE: 