

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-JAN-007R

**A RESOLUTION AUTHORIZING OUT OF STATE TRAVEL APRIL 18 - 22, 2022  
TO SAN ANTONIO, TEXAS TO ATTEND THE  
2022 AMERICA'S RURAL ENERGY COALITION CONFERENCE**

**WHEREAS**, on September 15, 2016, the Lea County Board of County Commissioners adopted Lea County Resolution No. 16-SEP-188R approving Travel, Per Diem, Mileage, and Reimbursement Policies for Lea County; *and*

**WHEREAS**, Paragraph 14 Section G of the Travel, Per Diem, Mileage, and Reimbursement Policies requires Commission Meeting approval for the Lea County Manager and Commissioners; *and*

**WHEREAS**, Commissioner Jonathan Sena has been asked to speak on a panel at the 2022 America's Rural Energy Coalition Conference; *and*

**WHEREAS**, the Lea County Manager's Office is seeking authorization for the following individual(s) to travel out of state:

**Traveler(s):** Jonathan Sena  
**Department:** Commission  
**Travel Dates:** April 18 – 22, 2022  
**Location:** San Antonio, Texas  
**Purpose:** 2022 America's Rural Energy Coalition Conference


**WHEREAS**, the Lea County Board of County Commissioners authorization is required for the above listed travel.

**NOW THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Lea County that the above listed travel is hereby authorized.

**PASSED AND APPROVED** on this 13<sup>th</sup> day of January, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

  
\_\_\_\_\_  
Dean Jackson (District 1), Chair  
Voted: ☒ Yes   ☐ No   ☐ Abstain

  
\_\_\_\_\_  
Gary G. Eidson (District 3), Vice Chair  
Voted: ☒ Yes   ☐ No   ☐ Abstain

\_\_\_\_\_  
Rebecca Long (District 2), Member  
Voted: Yes No Abstain

\_\_\_\_\_  
Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

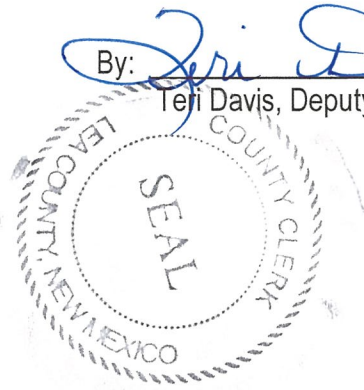
\_\_\_\_\_  
Pat Sims (District 5), Member  
Voted: Yes No Abstain

**ATTEST:** Keith Manes  
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: \_\_\_\_\_  
Teri Davis, Deputy Clerk

\_\_\_\_\_  
John W. Caldwell, County Attorney





LEA COUNTY, NEW MEXICO  
TRAVEL ORDER (For Pre-Approval) & EXPENSE REQUEST

Date 01/10/2022

Department Executive

Employee Sena, Jonathan (Vendor No. 78794)  
(one form per employee)

Purpose of Travel

- ☒ Conference  
☒ Official Business  
☐ Professional Meeting  
☐ Training (attach training form)

Destination San Antonio, Texas

- ☐ In-State ☒ Actual Expenses  
☒ Out-of-State ☐ Per-Diem Expenses

This travel is

- ☐ Mandatory  
☒ Not Mandatory

Departure Date/Time 04/18/2022

Return Date/Time 04/22/2022

Budget Line Item # 401-00-2010

Specific Purpose Speak on Panel at the 2022 America's Rural Energy Coalition

Transportation

- ☐ County Vehicle ☐ Air ☐ Private Vehicle

*This trip is necessary and beneficial to Lea County. Travel is requested by* \_\_\_\_\_

Department Head

Estimated Expenses

Transportation \$ \_\_\_\_\_  
Lodging \$ \_\_\_\_\_  
Parking \$ \_\_\_\_\_  
Mileage \$ \_\_\_\_\_  
Meals \$ \_\_\_\_\_  
Registration \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
Per-Diem \$ \_\_\_\_\_  
**TOTAL** \$ 0

Actual Expenses Requested ☐

Actual expenses requested for lodging and requested, for reimbursement of actual meals expenses (Meal maximum of \$30.00 for In-State or \$45.00 for Out-of-State within a 24 hour period. Lodging over \$125 must be approved by the County Manager prior to and after return from travel.)

Justification \_\_\_\_\_

Advance Requested \$ \_\_\_\_\_ (maximum of 80% total estimate)

Travel:

☐ Approved ☐ Not Approved

Actual Expense Reimbursement:

☐ Approved ☐ Not Approved

Advance is:

☐ Approved ☐ Not Approved

Lea County Manager

Date

Lea County Manager

Date

Lea County Manager

Date

Out-of-State Travel is: ☐ Approved ☐ Not Approved

Chair, LC Board of County Commissioners

01/13/2022  
Date