

TRAVEL AUTHORIZATION CHECK OFF FORM

- ☐ This training was identified as necessary for this employee and was budgeted for. ☒ Y ☐ N

Name of Employee(s) Liberty Francis
Patricia Wiegler

- ☐ The travel is mandatory ☐ Y ☒ N

- ☐ The travel is fully funded by a program. yes

- ☐ If this training is not mandatory and/or fully funded, justification for the travel has been attached. ☒ Y ☐ N

- ☐ Travel is being requested within the two week requirement. If outside the two week requirement, justification is attached. ☒ Y ☐ N

- ☐ Multiple requests for employees traveling to the same training must be submitted together. ☒ Y ☐ N

- ☐ For overnight stays, if a hotel room exceeds the county approved amount, the "Request for Authorization to Exceed Lodging Expense" form is attached with justification. ☐ Y ☐ N

- ☐ Per policy paragraph #2, there is appropriate coverage in the division. At minimum for EH, the Division Head and one EHS III, or EHS Supervisor and one EHS III or two EHS III's. For PH, the Division Head and one PHN III or two PHN III's or one PHN IIII and one PHN II. Please identify below who will be covering for your division.
☐ Y ☐ N

Name

Name

- ☐ Per policy paragraph #14, justification is attached to request approval when more than 2 people will be out at any one time for trainings or meetings.

- ☐ The employee has attached: map quest with mileage, class agenda or meeting agenda. ☒ Y ☐ N

- ☐ The employee has attached the after hours laptop use form. ☐ Y ☐ N ☐ N/A

- ☐ Employee has attached a half slip for any overtime/comp time request pre-approval. ☒ Y ☐ N

In executing.

Liberty Francis
Supervisor Signature

6/26/25
Date

K. Carey
Division Leader Signature

6.26.25
Date

APPLICATION AND AUTHORIZATION FOR TRAVEL

Application is made for authorization for the following personnel to travel outside of Lake County in accordance with the provisions of the County's established travel policy.

Travel Authorization Requested by Liberty Francis (Name) HPC (Title)
Department/Division Public Health Budget Unit # 4011
Program Name Tobacco PE# or RU# _____
Travel To Chicago Purpose: Training
Start Date/Time: 8/24/25 Return Date/Time: 8/29/25 Duration _____
Travel Method: County Vehicle ☐ Private Vehicle ☐ Other ☒ Plane

Expenses are Estimated as follows: (list all that apply)

☒ Registration \$ 995 ☐ Certification \$ _____
☒ Lodging # Days 5 at Daily Rate \$ 202.00 Total \$ 1010.00
☒ Meals/ per diem: Breakfast # 5 \$ 23.00 Lunch # 6 \$ 26.00 Dinner # 6 \$ 38.00
☒ Airfare 707.16 Parking 72.00 ☒ Taxi/Shuttle 156.00
☒ Mileage # Miles 234 @ County Rate: \$.70 Total: \$ 163.80
☐ Other _____ Description: _____
Expenses Estimated for Trip at \$ \$3446.96

Will this travel require Overtime or alternative work schedule? ☒ Yes _____ No
If yes, please attach time-off ½ slip to this application.

Employee Liberty Francis (Initial) 6/26/25 Date
Division Head Support K. Carter (Initial) 6-26-25 Date
Fiscal: Funds Available: S. Salgado (Initial) 6-26-25 Date

I hereby certify that the above requested travel is necessary in connection with official County business and funds are available to cover the above travel.

[Signature]
Department Head

6-27-25
Date

Attached copies of the following forms:

☒ Announcement ☒ Agenda ☒ Mapquest ☒ Time-off ½ slip ☐ Travel Auth. check off form

APPLICATION AND AUTHORIZATION FOR TRAVEL

Application is made for authorization for the following personnel to travel outside of Lake County in accordance with the provisions of the County's established travel policy.

Travel Authorization Requested by Patricia Winger (Name) HPSS 2 (Title)

Department/Division _____ Budget Unit # 4350

Program Name Tobacco Program PE# or RU# _____
☒ Enhanced Travel
☐ Non-Enhanced Travel

Travel To Chicago Purpose: _____

Start Date/Time: 8/29/25 Return Date/Time: 8/29/25 Duration _____

Travel Method: County Vehicle ☒ Private Vehicle ☐ Other ☐

Expenses are Estimated as follows: (list all that apply)

☒ Registration \$ 1000.00 995.00 Certification \$ _____
☒ Lodging # Days 5 at Daily Rate \$ 202.00 Total \$ 1010.00
☒ Meals/ per diem: Breakfast # 5 \$ 23.00 Lunch # 6 \$ 26.00 Dinner # 6 \$ 28.00
☒ Airfare 707.16 Parking 115.00 13.00 Taxi/Shuttle 156.00 228.00
☐ Mileage # Miles _____ @ County Rate: \$ 0.22 Total: \$ _____
☐ Other _____ Description: _____

Expenses Estimated for Trip at \$ 2403.16

Will this travel require Overtime or alternative work schedule? ☒ Yes _____ No
If yes, please attach time-off ½ slip to this application.

Employee Patricia Winger (Initial) 6/26/25 Date

Division Head Support K. Tare (Initial) 6.26.25 Date

Fiscal: Funds Available: J. Salgado (Initial) 6.26.25 Date

I hereby certify that the above requested travel is necessary in connection with official County business and funds are available to cover the above travel.

[Signature]
Department Head

6.27.25
Date

Attached copies of the following forms:

☒ Announcement ☒ Agenda ☒ Mapquest ☒ Time-off ½ slip ☐ Travel Auth. check off form

Liberty Francis

From: Villalobos, Summer@CDPH <Summer.Villalobos@cdph.ca.gov>
Sent: Thursday, June 26, 2025 4:51 PM
To: Liberty Francis
Cc: Shah, Wiqar@CDPH; McKenzie, Ryan@CDPH
Subject: [EXTERNAL] RE: Out of State Travel

Hi Liberty,

Since you already have NCTOH in your approved budget with enough funds budgeted, you can consider it as approved and do not need to submit a separate request through the OTIS OST transmittal. Typically an OST request is required but CTPP made an exception for this event.

Thank you,

Summer Villalobos (She, Her, Hers)
Chief, Procurements Management Unit B
California Tobacco Prevention Program
Center for Healthy Communities
California Department of Public Health
Phone: (279) 667-1865 (Teams)
summer.villalobos@cdph.ca.gov



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Confidential - Low

From: Liberty Francis <Liberty.Francis@lakecountycalifornia.gov>
Sent: Thursday, June 26, 2025 3:49 PM
To: Villalobos, Summer@CDPH <Summer.Villalobos@cdph.ca.gov>
Cc: Shah, Wiqar@CDPH <Wiqar.Shah@cdph.ca.gov>
Subject: Out of State Travel
Importance: High

Hello Summer,

<p>256 miles x \$.655/mile = \$168 + registration @ \$150 + Per Diem @ \$34/day x 2 days = \$68 + Lodging @ \$95/night x 1 night = \$95 + Parking @ \$25/day x 2 days=\$50= \$531 Total.</p> <p>LLA Guidelines Training 1 traveler (Staff). Registration @ \$200 = \$200+ Mileage @ 256 miles x \$.655/mile = \$168 + Per Diem @ \$34/day x 3 days x 2 = \$102 + Lodging @ \$95/night x 3 night x 1 staff = \$285+ Parking @ \$25/day x 3 days=\$75= \$828 Total.</p>							
<p>Title: Out-of-State Travel</p> <p>Description: Out-of-State Travel=\$0</p> <p>FY 21/22 = \$0 Staff will not be attending optional out-of-state trainings this FY</p> <p>FY 22/23 = \$0 Staff will not be attending optional out-of-state trainings this FY</p> <p>FY 23/24 = \$0 Staff will not be attending optional out-of-state trainings this FY</p> <p>REV FY 24/25 = \$8000 2 Staff will be attending optional out-of-state trainings this FY for the National Conference of Tobacco or Health in Chicago, IL</p> <p>REV 25/26 \$0 no out of state travel REV 26/27 \$0 no out of state travel</p>	\$ 0	\$ 0	\$ 0	\$ 8,000	\$ 0	\$ 0	\$ 8,000
	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	\$ 0	\$ 0	\$ 0	\$ 8,000	\$ 0	\$ 0	\$ 8,000
Previously Approved Travel/Per Diem and Training:	\$ 656	\$ 360	\$ 3,588	\$ 19,376	\$ 2,352	\$ 1,863	\$ 28,195
Total Adjustments:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
New Approved Amount:	\$ 656	\$ 360	\$ 3,588	\$ 19,376	\$ 2,352	\$ 1,863	\$ 28,195
F. Subcontracts and Consultants	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	Total Budget



FY 2025 per diem rates for chicago, Illinois

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Chicago	Cook / Lake	\$223	\$223	\$142	\$142	\$142	\$142	\$234	\$234	\$234	\$202	\$202	\$223

Trip & Price Details

Price Passengers Payment Confirmation

✈ Flight Modify

 Sun 8/24 ^{# 2248} SMF → MDW 6 hr 15 min 1 stop

Base fare 2 Passenger(s) \$1,249.04

11:30 AM 7:45 PM Business Select Taxes and fees \$165.28

 Fri 8/29 ^{# 2406} MDW → SMF 4 hr 20 min Nonstop

Business Select Flight total \$1,414.32

3:30 PM 5:50 PM  or from \$139/mo* with Flexpay Learn more

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/terms

2 stable round trip

Directions

Best routes

A 922 Bevins Ct, Lakeport, CA 95453

B Sacramento International Airport

Leave now

Add stop

Via CA-20, I-5 S

Fastest route · No delay

[Details](#)

2 hr 0 min

117.1 mi

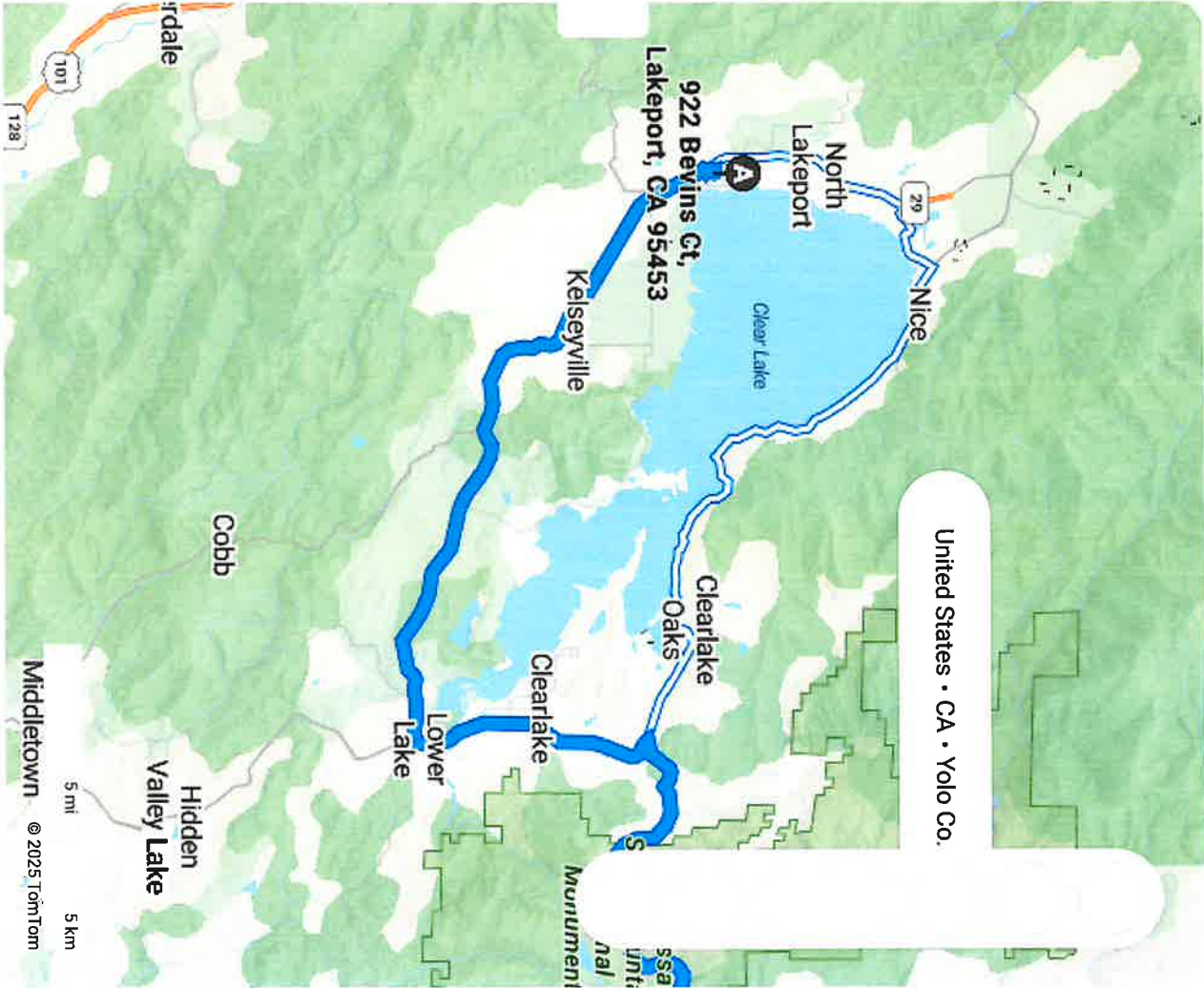
Via CA-20, CA-16

No delay

[Details](#)

2 hr 14 min

110.3 mi



FY 2025 per diem rates for chicago, Illinois

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
Chicago	Cook / Lake	\$92	\$23	\$26	\$38	\$5	\$69.00

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[Sponsors & Exhibitors](#) ∨ [Resources](#) ∨



August 26-28, 2025

Order Summary

Review your order information and submit your payment.

**Liberty
Francis(Group
Leader)**

∨

Admission Item

2025 National Conference on Tobacco or Health

\$995.00

Subtotal

\$995.00

Patricia Wingler

Subtotal

\$995.00

Enter your discount code

Apply

Subtotal \$1,990.00

Order Total \$1,990.00

Payment

Select Payment Method

☐ Credit Card

☐ Check

Previous

Cancel

Submit

Questions?

Contact us using the button below or visit our [FAQ page](#).

Contact Us

NCTOH recognizes the important role of ceremonial and traditional tobacco for many indigenous communities. The information on this website is intended to address commercial tobacco, not the provision, possession, or use of tobacco products as part of an indigenous practice or other recognized religious or spiritual ceremony or practice. All NCTOH references to tobacco and tobacco products refer to commercial tobacco, including e-cigarettes.

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Conference Program Strategy and Planning provided by



We are the central hub for public health institutes working to improve public health in the United States.

For more information regarding NNPHI, please visit our [website](#).

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General Information ∨ Program ∨ Ancillary Meetings
Travel & Lodging ∨ Sponsors & Exhibitors ∨ Resources ∨

Register Now

Already Registered?



August 26-28, 2025

Agenda at a Glance

[Download the most up to date agenda.](#)

NNPHI remains fully committed to hosting NCTOH 2025 and looks forward to welcoming you to Chicago in August. Amid ongoing changes at the federal level, bringing the tobacco control community together is more important than ever. NCTOH 2025 will be a critical opportunity to connect, collaborate, and advance the impactful work happening across the country.

Continuing Education (CE) will be available. Details will be provided as the agenda is finalized.

Some Ancillary meetings may take place on Monday, August 25th, but the conference officially begins Tuesday, August 26th at 8:30 am.

All Dates
8/25-8/28

Monday
8/25

Tuesday
8/26

Wednesday
8/27

Thursday
8/28

Filters

Q Search

 Share filtered agenda

August 25, 2025

9:00 AM CT

Coordinator Camp 2025

9:00 AM-5:00 PM

Ancillary Meeting

[REGISTER HERE](#)

Deadline to Register: 11:59 p.m. EST on July 8th, 2025.

What's Coordinator Camp?

[view more](#)

10:00 AM CT

Reclaim Sacred Tobacco Strategic Planning Meeting

10:00 AM-6:00 PM

Ancillary Meeting

Reclaim Sacred Tobacco is hosting an all day strategic planning and in-person kick-off meeting with Tribal partners on August 25, 2025. ANR Foundation and the Black Hills Center for American Indian Health co-host the Reclaim Sacred Tobacco coalition, which is a national coalition call the

[view more](#)

Second U.S. Tobacco Endgame Summit

10:00 AM-5:00 PM

Ancillary Meeting

The time is now to accelerate a whole-of-society effort to reach the tobacco endgame: a world in which zero lives are harmed by or lost to tobacco use." These are the words of Surgeon General Vivek Murthy in the final lines of his preface to *Eliminating Tobacco-Related Disease and Death*.

[view more](#)

1:00 PM CT

Putting the Tobacco Industry's Words to Work for You – How to Search and ...

1:00 PM-4:30 PM

Ancillary Meeting

Registration is required. [Register here.](#)

Explore the world's largest collection of previously secret tobacco industry documents.

 [view more](#)

Putting the tobacco industry's words to work for you – how to search and us...

1:00 PM-4:30 PM

Ancillary Meeting

The UCSF Industry Documents Library is a key resource for investigators seeking to anticipate the tobacco industry's interlocking research, regulatory, marketing, and political strategies. UCSF houses the world's largest collection of previously secret tobacco industry documents, which

 [view more](#)

2:00 PM CT

Cultivating Sustainable Partnerships: A Multi-Level Approach to Reducing Co...

2:00 PM-5:00 PM

Ancillary Meeting

Registration is required. [Register here.](#)

This interactive workshop offers practical tools and strategies to cultivate sustainable partnerships that help reduce the health impacts of commercial tobacco among low-income ...

 [view more](#)

5:30 PM CT

Policy Ain't Enough: A Luta Continua! (The Fight Continues)

5:30 PM-9:30 PM

Ancillary Meeting

[RSVP HERE](#)

Hosted by the African American Tobacco Control Leadership Council (AATCLC), Tobacco Free Kids, and The Center for Black Health and Health Equity, this lively ancillary event brings

 [view more](#)

August 26, 2025

7:00 AM CT

Conference check-in & Help Desk

7:00 AM-6:00 PM

8:30 AM CT

Opening Plenary

8:30 AM-10:30 AM

Plenary

11:00 AM CT

Subplenary Session #1

11:00 AM-12:30 PM

12:30 PM CT

Break - Posters and Exhibits

12:30 PM-1:45 PM

Take advantage of this break to explore the rich array of exhibit booths and posters available. This is a unique opportunity to delve into the latest research and innovations in the field, network with peers, and gain valuable insights....

 [view more](#)

Counter Tools client-partner connect

12:30 PM-1:30 PM

Ancillary Meeting

Come meet the Counter Tools team and some of our client-partners who are working across the country to address health equity in the retail environment. Let's share ideas and build connections over lunch.

1:45 PM CT

Breakout Session #1

1:45 PM-3:00 PM

3:30 PM CT

Breakout Session #2

3:30 PM-4:45 PM

5:00 PM CT

Poster Session and Networking

5:00 PM-6:30 PM

August 27, 2025

7:00 AM CT

Conference check-in & Help Desk

7:00 AM-6:00 PM

7:15 AM CT

National Center of Excellence for Tobacco-Free Recovery Town Hall

7:15 AM-8:15 AM

Ancillary Meeting

In a time of rapid change, now more than ever, we must think creatively, build new partnerships, and reimagine how we work to continue to build on the progress we have made. SAMHSA's inclusion of tobacco use disorder as an addiction opens a critical door. It signals a pivotal shift ...

[view more](#)

8:30 AM CT

Plenary

8:30 AM-10:30 AM

Plenary

11:00 AM CT

Subplenary Session #2

11:00 AM-12:30 PM

12:30 PM CT

Break - Posters and Exhibits

12:30 PM-1:45 PM

Lunch on own

1:45 PM CT

Breakout Session #3

1:45 PM-3:00 PM

3:30 PM CT

Breakout Session #4

3:30 PM-4:45 PM

5:00 PM CT

Poster Session and Networking

5:00 PM-6:30 PM

August 28, 2025

7:00 AM CT

Conference check-in & Help Desk

7:00 AM-2:00 PM

8:30 AM CT

Breakout Session #5

8:30 AM-9:45 AM

10:00 AM CT

Breakout Session #6

10:00 AM-11:15 AM

11:45 AM CT

Closing Plenary

11:45 AM-1:15 PM

Questions?

Contact us using the button below or visit our [FAQ page](#).

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All NNPHI activities in support of NCTOH 2025 are supported by private funding sources.

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