

## El Paso County Auditor's Office Manual Voucher Form

Vendor No.: EMP00101 01  
 Voucher Total: \$300.50  
 No. of Lines: 1  
 T/C Hash : 208

Single Check (Y/N): \_\_\_\_\_  
 Date Entered: 05/08/2008  
 Entered by: AN

Preparer's Initials: AN  
 Amount Spelled: THREE HUNDRED DOLLARS AND FIFTY CENTS

Vendor Name: ANNABELL PEREZ

Street: COUNTY ATTORNEY  
 \*\*TRAVEL\*\*

City, State, Zip: EL PASO TX 79901

Subject: AUSTIN, TX5/28-30/08 TDCAA CIVIL LAW SMNAR

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	208	300.50	CACOMM	6705	145	CAT008		
	Desc: AUSTIN, TX5/28-30/08 TDCAA CIVIL LAW SMNAR							
02	Desc:							
03	Desc:							
04	Desc:							
05	Desc:							
06	Desc:							
07	Desc:							
08	Desc:							
09	Desc:							
10	Desc:							

Prepared by: AUDITORS - JORGE LOPEZ TCAUD20 Date: 05/08/2008

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



Please Hold check

PLEASE NOTE: IF MORE THAN ONE PERSON ATTENDING, LIST UP TO 10 NAMES ON THE BOTTOM

RECEIVED  
MAY 05 2008  
County of El Paso  
Travel Request Form  
EL PASO COUNTY AUDITOR

Travel

Type: ADVANCE

Name: Annabell Perez Department: County Attorney's Office  
 Date of Trip: Departure 05/28/08 Arrival Date: 05/30/08 Destination: Austin, Texas  
 \* Purpose of Trip: Attend the TDCAA Civil Law Seminar in Austin, Texas

\* Use of GADMINGF Funds requires legislative impact explanation

Department Index: cacomm Sub-Object: 6705  
 COUNTY EMPLOYEE? CIRCLE/MOVE ARROW YES NO

Section 1: Guidelines for Determining Meal Rates Allowance MOVE ARROW

Please Check One (Departure meal rate)

on Date of Departure by After 12:00 P.M. Half Rate \$ 17.50  
 on Date of Departure by Before 12:00 P.M. Full Rate \$ 35.00

Please Check One (Return meal rate)

on Date of Return by Before 5:00 P.M. Half Rate \$ 17.50  
 on Date of Return by After 5:00 P.M. Full Rate \$ 35.00

\* \$35.00 per diem no receipts required  
 \* (Note: Please use the items checked above to fill out section 2 below)

Section 2: Travel Estimated Breakdown

\* CC CREDIT CARD EXPENSE BREAKDOWN

		* CC
Airfare		\$177.50
Auto Rental		
Mileage (.40 /mile)		
Gas		
Meal rate on Departure date	105.00	
Meal per diem (\$35.00)		
Meal rate on Return date		
Lodging	195.50	
Other - Registration		
Other - Parking/Tolls		
Other - Taxi		
Other -		
Other -		
<b>TOTAL</b>	<b>\$300.50</b>	<b>\$177.50</b>

FOR AUDITOR'S USE ONLY

Trans. Code: \_\_\_\_\_  
 Index: \_\_\_\_\_  
 Sub-Object: \_\_\_\_\_  
 Vendor: Emp00101  
 Subsidiary: \_\_\_\_\_  
 Amount: \_\_\_\_\_

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE  Y  N

Section 3: Signature and List of Names:

ADVANCE FROM COUNTY		CC
	\$300.50	\$177.50
Name: _____	Name: _____	
Name: _____	Name: _____	
Name: _____	Name: _____	
Name: _____	Name: _____	
Name: _____	Name: _____	

NOTATION: TRAVEL REQUEST FORM MUST BE SUBMITTED TO COUNTY AUDITORS- ACCOUNTS PAYABLE DIVISION BEFORE TUESDAY 12:00 PM

SIGNATURE [Signature]  
DATE: I-May-08

C.C.O. DATE \_\_\_\_\_

*Danille -  
If you want to  
attend,  
Fill out ABHP  
& return to  
me  
A*

T D C A A

# Civil Law Seminar

**The Sheraton Austin Hotel  
Austin**

**12.5 hours of CLE/TCLEOSE credit (including 3.0 hours of ethics)**

**CLE number 900039901**

**May 28-30, 2008**

# Civil Law Seminar agenda

Wednesday, May 28, 2008

- 10:00 a.m. Registration opens.  
1:00 p.m. Conducting Investigations: Law and Ethics (0.5 hours ethics)  
*Scott Brumley, County Attorney, Potter County and Eileen Begle, Asst. County Attorney, Harris County*  
2:30 p.m. Break  
2:45 p.m. Employment Law Update  
*Jay Aldis, Attorney at Law, Bracewell & Giuliani, Houston*  
3:45 p.m. Break  
4:00 p.m. "Dead Body" Law Panel Discussion  
*Lisa Hulse and Barbara Callistien, Asst. County Attorneys, Harris County, and Ann Diamond, Asst. Criminal District Attorney, Tarrant County*  
5:30 p.m. Adjourn  
6:30 p.m. Opening reception at the Sheraton Hotel (provided by TDCAA)

**WEDNESDAY CREDIT HOURS: 3.5 HOURS (0.5 hours ethics)**

Thursday, May 29, 2008

## Litigation Track

- 8:30 a.m. Removal/*Quo Warranto*  
*David Hudson, Asst. Criminal District Attorney, Tarrant County*  
9:30 a.m. Break  
9:45 a.m. Expunctions & Non-Disclosures  
*Les Sachanowicz, Asst. Criminal District Attorney, Bexar County*  
10:45 a.m. Break  
11:00 a.m. "Ace's" & 8-Liners  
*Wade Overstreet, Asst. County Attorney, Potter County*  
Noon Lunch (provided by TDCAA)  
1:30 p.m. Litigation/Immunity  
*Kitty Schild, Asst. County Attorney, El Paso County*  
2:30 p.m. Break  
2:45 p.m. §1983 Update  
*Michael Hull, Asst. County Attorney, Harris County*  
3:45 p.m. Break  
4:00 p.m. Inmate/Vexatious Litigation  
*William Higgins, Asst. Criminal District Attorney, Tarrant County and Grant Brenna, Asst. Criminal District Attorney, Dallas County*  
5:00 p.m. Adjourn

## Non-Litigation Track

- 8:30 a.m. Public Information Act  
*Holly Lytle, Asst. County Attorney, El Paso County*  
9:30 a.m. Break  
9:45 a.m. Construction Contracts  
*Darlene Smith, Asst. Criminal District Attorney, Dallas County*  
10:45 a.m. Break  
11:00 a.m. Economic Development  
*Jennifer McClure and John J. Feldt, Jr., Asst. Criminal District Attorneys, Denton County*  
Noon Lunch (provided by TDCAA)  
1:30 p.m. Innovations & Issues in Mental Health  
*Melanie Barton, Asst. Criminal District Attorney, Dallas County*  
2:30 p.m. Break  
2:45 p.m. Open Meetings  
*Scott Brumley, County Attorney, Potter County*  
3:45 p.m. Break  
4:00 p.m. Writ Enforcement  
*Todd Sellars, Asst. Criminal District Attorney, Dallas County*  
5:00 p.m. Adjourn

**THURSDAY CREDIT HOURS: 6 HOURS (no ethics)**

Friday, May 30, 2008

- 8:30 a.m. What You MUST Know About E-Discovery (0.5 hours ethics)  
*Dolena Westergard, Asst. Criminal District Attorney, and Randy Guin, IT Security Officer, Criminal District Attorney's Office, Dallas County*  
9:30 a.m. Break  
9:45 a.m. Civil Ethics Scenarios (1 hour ethics)  
*Erich Morales, Asst. County Attorney, El Paso County*  
10:45 a.m. Break  
11:00 a.m. Ethics: Commissioners Court and Conflicts of Interest (1 hour ethics)  
*Bob Schell, Asst. Criminal District Attorney, Dallas County*  
Noon Adjourn

**FRIDAY CREDIT HOURS: 3.00 HOURS (2.5 hours ethics)**

# El Paso County Travel Justification Form

SUPERVISOR

Name: ANNABEL PEREZ Signature: [Signature] Date: 04/04/08  
Dept: County Attorney Job Title: Civil Division Mgr

Travel Funding Source: \_\_\_\_\_ County \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_  
Will any funds be reimbursed by another entity? \_\_\_\_\_  
Travel Account No.: \_\_\_\_\_ Balance Remaining for FY: \_\_\_\_\_

**Purpose: (check one)**

\_\_\_\_\_ **Statutorily Required Training to Hold Elective Office**

Statute Reference: \_\_\_\_\_  
My elective office requires \_\_\_\_\_ number of training hours per \_\_\_\_\_ months. I  
have already fulfilled \_\_\_\_\_ of these hours for this time period.  
Estimated hours to be obtained from this course? \_\_\_\_\_.

**Professional or Technical Training to Maintain License/Certification**  
(peace officers, attorneys, CPAs, technical certifications, etc.)

\_\_\_\_\_ **Additional Professional or Technical Training NOT Required to  
Maintain License/Certification**

\_\_\_\_\_ **Travel for Lobbying/Advocating Before Federal/State Legislature,  
Federal/State Agency, or Other Regulatory Body, Including Grant  
Application Advocacy**

Entity Name: \_\_\_\_\_  
Purpose of Visit: \_\_\_\_\_

\_\_\_\_\_ **Travel for Program Revenue Enhancement/Sales Opportunity**  
Explain: \_\_\_\_\_

\_\_\_\_\_ **Program Development Training**  
Explain: \_\_\_\_\_

\_\_\_\_\_ **Travel to Professional, County, or Elected Officials' Organization  
Meeting/Convention**  
(County Clerk's Association, TAC, Conference of Urban Counties, TBIC, etc.)  
Organization Name: \_\_\_\_\_

\_\_\_\_\_ **Human Resources/Management/Personal Development Training**  
("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)

\_\_\_\_\_ **Other:** \_\_\_\_\_



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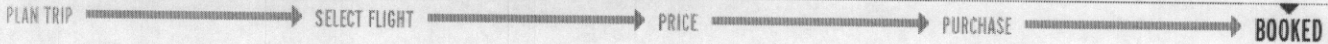
Book Travel

Special Offers

Travel Tools

Rapid Rewards

**AIR** CAR HOTEL CRUISE VACATION PACKAGES TRAVEL SUMMARY



Southwest Airlines Purchase Confirmation

Thank you for using southwest.com to purchase your Ticketless Travel  
Southwest Airlines Confirmation Number(s)

Passenger Type	Confirmation Number	Passenger	Account Number	Disability Assistance
Adult	29CW6H	Annabell Perez	- None Entered -	- None Entered -

**MySouthwest**  
SOUTHWEST.COM

Store travel preferences, purchase info and time on future bookings. Set up MySouthwest account now!

**Air Itinerary**

Trip	Date	Day	Stops	Routing	Flight	Routing Details
Depart	May 28	Wed	Nonstop	ELP-AUS	183	Depart El Paso (ELP) at 6:50 AM Arrive in Austin (AUS) at 9:20 AM
Return	Jun 01	Sun	Nonstop	AUS-ELP	790	Depart Austin (AUS) at 9:05 PM Arrive in El Paso (ELP) at 9:35 PM

**Alamo**

Save Up to 25% off & Receive Triple Rapid Reward Credit on any two day rental from Alamo. Corporate ID/Rate 7014210.

**Pricing**

Passenger Type	Trip	Routing	Type of Fare	Base Fare	U.S. Taxes	PFC	Security Fee <sup>1</sup>	Passenger(s)	Total
Adult	Depart	ELP-AUS	Wanna Get Away	\$73.49	\$9.01	\$3.00	\$2.50	1	\$88.00
	Return	AUS-ELP	Wanna Get Away	\$73.49	\$9.01	\$4.50	\$2.50	1	\$89.50
<b>Total</b>				<b>\$146.98</b>	<b>\$18.02</b>	<b>\$7.50</b>	<b>\$5.00</b>		<b>\$177.50</b>

<sup>1</sup> Security Fee is the government-imposed September 11th Security Fee.

**More Rooms. More Choices.**  
A new hotel experience has arrived at southwest.com.

**Billing Information**

Credit Card Holder Name: Cygne Nemir  
Billing Address: 500 E. San Antonio, Room 503  
El Paso, TX 79901

Confirmation Number: 29CW6H

Passenger Type: Adult  
Passenger Name(s): Annabell Perez  
Form of Payment: MasterCard: XXXXXXXXXXXX9533

Total Air	Base Fare	U.S. Taxes	PFC	Security Fee <sup>1</sup>	Passenger(s)	Total
ELP - AUS						\$177.50
AUS - ELP	\$146.98	\$18.02	\$7.50	\$5.00	1	\$177.50

<sup>1</sup> Security Fee is the government-imposed September 11th Security Fee.

**Sit Where You Like**  
Learn more about choosing your seat on Southwest.

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[RESERVE A CAR >>](#)

[RESERVE A HOTEL >>](#)

Please visit [Travel Tools](#), where you can subscribe to [Flight Status Messaging](#) or find [Policies](#), [Travel Tips](#), and other [Tools](#) to manage your reservation. For your convenience, you are now able to check flight information using our automated phone service by calling 1-888-SWA-TRIP.

**SOUTHWEST AIRLINES RAPID REWARDS**  
Enroll in our frequent flyer program, Rapid Rewards.

Apply for the Southwest Airlines Rapid Rewards Visa Signature card and receive 8 bonus credits after your first purchase and Double Reward Dollars on all Southwest Airlines purchases.

**Snack Service**

If your flight segment is less than 600 miles in length, you will be served peanuts/pretzels. On nonstop flight segments that are 601 to 1270 miles long, you will be served a packaged snack appropriate to the time of day for your travel. On flights longer than 1271 miles, a travel snack box will be served. Southwest Airlines does not serve sandwiches or meals; however, you may bring something to eat onboard.

**CHECKIN REQUIREMENTS AND REFUND INFORMATION**

- Southwest Airlines Ticketless Travel is nontransferable. Government-issued photo identification is required at time of checkin.
- Customer Checkin Requirement:**  
Flights Operated by Southwest Airlines - Customers who do not claim their reservations at the departure gate desk at least ten (10) minutes before scheduled departure time for flights operated by Southwest Airlines will have their reserved space cancelled and will not be eligible for denied boarding compensation.
- Refunds** - Any change to this itinerary may result in a fare increase. To make application for a refund of any unused air fare, please write Southwest Airlines Refunds Department - 6RF, P.O. Box 36611, Dallas, TX 75235-1611. Refund requests must include a copy of this document and/or your confirmation number, date of travel and flight number, and all credit card billing information including the amount and purchase reference numbers.

**CONDITIONS OF CONTRACT**

Southwest Airlines Co. - Notice of Incorporated Terms - Air transportation operated by Southwest Airlines is subject to Southwest Airlines' Passenger Contract of Carriage, the terms of which are incorporated by reference. Incorporated terms include but are not limited to: (1) Limits on liability for loss, damage to, or delayed delivery of passenger baggage, including fragile, perishable, and certain other irreplaceable and/or high-value goods or contents, as specified in Article 75 of the Contract of Carriage. Baggage liability for covered items

**Lori Lopez**

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**From:** Sheraton Austin Hotel [GCCUSTSERVICE@starwoodhotels.com]  
**Sent:** Monday, April 21, 2008 11:47 AM  
**To:** Lori Lopez  
**Subject:** Sheraton Reservation #547550526 - We look forward to seeing you.



**Sheraton Austin Hotel**  
 701 East 11th Street, Austin, Texas 78701 United States  
 Phone: (512) 478-1111 Fax: (512) 478-3700



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Hello Annabell,

We'd like you to know your upcoming reservation at Sheraton Austin Hotel has been confirmed. In the meantime, if there is anything we can do to make your arrival easier or your visit more comfortable, please let us know.

Because you don't just stay here. You belong.

We look forward to seeing you,

GORDON ROSTVOLD  
 General Manager

**Confirmation: 547550526**

**Your Schedule:**

Check In	28-MAY-2008 - 3:00 PM *
Check Out	30-MAY-2008 - 12:00 PM *
Number of Rooms	3
Number of Guests	3

*\* Indicates standard hotel check-in and check-out times and does not reflect special arrangements made with the hotel.*

4/21/2008

**Your Accommodations: Room 1 of 3**

## Room Description

1 King

Superior Non-smoking, Sweet Sleeper Bed, High-speed Internet For A Fee, 32 Inch Flat Screen Lcd Tv, Pay Per View Movies, Spacious Superior Room With Residential Feel And Austin Flair. Room Includes Lg Flat Panel Hdtv.

Guest Name	ANNABELL PEREZ
Number of Adults	1
Number of Children	0
Remarks	

**Your Rate: Room 1 of 3**Rate for **28-May-08** to **30-May-08**

Rate Plan: TX DISTRICT &amp; COUNTY

**85.00** in US DOLLARS per night**Taxes**

State Tax 6.0 Percent Per Room Per Night Not In The Rate

City Tax 9.0 Percent Per Room Per Night Not In The Rate

**Guarantee and Cancellation Policies**

Your room is guaranteed with a(n) MASTER CARD card.

Cancel by 6pm Hotel time -arrival day to avoid a 1 night penalty

Room taxes may be charged on penalties.

**Your Accommodations: Room 2 of 3**

## Room Description

1 King

Superior Non-smoking, Sweet Sleeper Bed, High-speed Internet For A Fee, 32 Inch Flat Screen Lcd Tv, Pay Per View Movies, Spacious Superior Room With Residential Feel And Austin Flair. Room Includes Lg Flat Panel Hdtv.

Guest Name	DANIEL ORDONEZ
Number of Adults	1
Number of Children	0
Remarks	

**Your Rate: Room 2 of 3**Rate for **28-May-08** to **30-May-08**

Rate Plan: TX DISTRICT &amp; COUNTY

**85.00** in US DOLLARS per night

**Taxes**

State Tax 6.0 Percent Per Room Per Night Not In The Rate

City Tax 9.0 Percent Per Room Per Night Not In The Rate

**Guarantee and Cancellation Policies**

Your room is guaranteed with a(n) MASTER CARD card.

Cancel by 6pm Hotel time -arrival day to avoid a 1 night penalty

Room taxes may be charged on penalties.

**Your Accommodations: Room 3 of 3**

## Room Description

1 King

Superior Non-smoking, Sweet Sleeper Bed, High-speed Internet For A Fee, 32 Inch

Flat Screen Lcd Tv, Pay Per View Movies, Spacious Superior Room With

Residential Feel And Austin Flair. Room Includes Lg Flat Panel Hdtv.

Guest Name                      MANUEL ROMERO

Number of Adults                1

Number of Children            0

Remarks

**Your Rate: Room 3 of 3**

Rate for **28-May-08** to **30-May-08**

Rate Plan: TX DISTRICT & COUNTY

**85.00** in US DOLLARS per night

**Taxes**

State Tax 6.0 Percent Per Room Per Night Not In The Rate

City Tax 9.0 Percent Per Room Per Night Not In The Rate

**Guarantee and Cancellation Policies**

Your room is guaranteed with a(n) MASTER CARD card.

Cancel by 6pm Hotel time -arrival day to avoid a 1 night penalty

Room taxes may be charged on penalties.

**Your Privacy**

Please note: For security purposes, you will be asked to provide a valid government or state-issued photo ID at check-in.

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