

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

Vendor No.: EMPO2049 01

Single Check (Y/N): \_\_\_\_\_

Voucher Total: \$87.50

No. of Lines: 1

Date Entered: 05/08/2008

T/C Hash : 200

Entered by: B0

Preparer's Initials: B0

Amount Spelled: EIGHTY SEVEN DOLLARS AND FIFTY CENTS

Vendor Name: LUIS G. SARINANA

Street: 10216 RIDGEWOOD  
COMMSSNER1

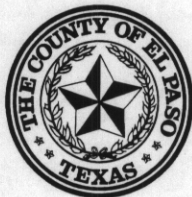
City, State, Zip: EL PASO, TX 79925

Subject: ELEC OFF TRN, 04/14-16/08, AUSTIN, TX

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	200	87.50	COMMISSNER1	6705				
	Desc: ELEC OFF TRN, 04/14-16/08, AUSTIN, TX							
02	Desc:							
03	Desc:							
04	Desc:							
05	Desc:							
06	Desc:							
07	Desc:							
08	Desc:							
09	Desc:							
10	Desc:							

Prepared by: AUDITORS-MAYRA C. HERNANDEZ TCAUD47 Date : 05/08/2008

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



## County of El Paso

Office of County Commissioner Luis G. Sariñana  
Room 301 County Courthouse, El Paso, Texas 79901  
Telephone: (915) 546-2014 Fax: (915) 543-3885  
E-Mail: Commissioner1@epcounty.com

TRAVEL

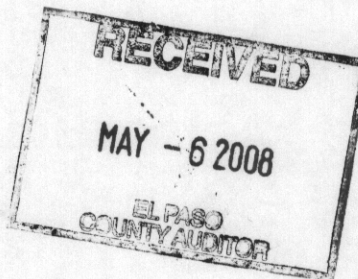
### MEMORANDUM

DATE: May 6, 2008

TO: Edward Dion  
El Paso County Auditor

FROM: Luis Sariñana  
Commissioner Precinct 1

RE: Add Travel Item to May 12, 2008 Agenda



.....  
Please post the following for Commissioner's Court as follows:

**Travel:**

**\$886.50 – Luis Sariñana to attend the 2008 TAC County Management Institute Conference in Austin, Texas, May 14, 2008 through May 16, 2008. Funds are available in Commissner1-6705.  
(Commissioner Luis Sariñana, Pct. 1)**

Emp02049



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

### County of El Paso Travel Request Form

**RECEIVED**  
MAY 06 2008  
EL PASO  
AUDITOR

**Travel**

Type: **ADVANCE**

Name: Luis Sarinana Department: Commissioner's Court  
 Date of Trip: Departure 04/14/08 Arrival Date: 04/16/08 Destination: Austin, Texas  
 \* Purpose of Trip: Statutorily Required Training to Hold Elective Office

**\* Use of GADMINGF Funds requires legislative impact explanation**

Department Index: **Comissner1** 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	_____	_____
Auto Rental	_____	_____
Mileage (.40 /mile)	_____	_____
Gas	_____	_____
Meal rate on Departure date	17.50	_____
Meal per diem (\$35.00)	35.00	_____
Meal rate on Return date	35.00	_____
Lodging	_____	_____
Other - Registration	_____	_____
Other - Parking/Tolls	_____	_____
Other - Taxi	_____	_____
Other -	_____	_____
Other -	_____	_____
<b>TOTAL</b>	<b>\$87.50</b>	<b>\$0.00</b>

**FOR AUDITOR'S USE ONLY**

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

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE  Y/N

**Section 3: Signature and List of Names:**

ADVANCE FROM COUNTY	CC
\$87.50	\$0.00
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   
 DATE: 6-May-08

C.C.O. DATE 12-May-08



Education Center

- ▶ Education Center Overview
- ▼ **Ready to Register:**
  - County Management Institute & Commissioners Conference
  - North/East Co. Judges & Commissioners Conference
  - County Investment Officer & Training, Level II
  - TAC Loss Control Regional Workshops
  - Annual Conference
  - County Judges & Commissioners Association Conference
  - County Investment Officer & Training, Level I
- ▶ Education Calendar
- ▶ Event Presentation Materials
- ▶ Event Evaluations
- ▶ Judicial Education Center
- ▶ CIO Certification Section
- ▶ Education Requirements
- ▶ Other Related Education Sites



EDUCATION CENTER

2008 County Management Institute

Register

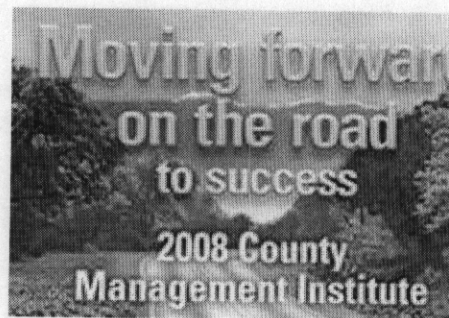
Go to overview for this event

printer friendly version

May 14-16, 2008

Doubletree North Hotel  
6505 North IH-35  
Austin, Texas  
(512) 454-3737

**Educational Co-Sponsor:** Lyndon B. Johnson School of Public Affairs, University of Texas at Austin



Agenda

Wednesday, May 14

- 9:00 - 5:00 pm Registration Desk Open
- 8:00 - 9:00 a.m. \*Private Meeting by Invitation Only - TACHRP Human Resource Meeting/HR Business Meeting
- 10:30 - 12:00 pm Human Resource Roundtable Discussion (attendance open to all for this informal discussion of human resource related issues)
- 1:00 - 1:30 pm Welcome
- 1:30 - 3:00 pm Beyond Problem-Solving: Change your Leadership Mindset & Boost your Effectiveness, Donna Zajonc and David E. Womeldorff, Bainbridge Leadership Center
- 3:00 - 3:30 pm Break
- 3:30 - 5:00 pm Key to Customer Service, Mac McGuire
- 5:00 pm Welcome Reception in the Dover's Banquet & Courtyard

Thursday, May 15

- 8:00 - 5:00 pm Registration Desk Open
- 8:30 - 5:00 pm Concurrent Education Sessions
- Track Legend:
  - GM :: General Management Track
  - CE :: County Engineers & Road Administrators Track
  - HR :: Human Resource Management Track
  - RM :: Risk Management Track
- 8:30 - 10:00 am
  - GM :: Creating Powerful Partners: Applying The Power of TE to Public Leadership, Donna Zajonc David E. Womeldorff, Bainbridge Leadership Center
  - CE :: London Bridge is Falling Down: Are Your County Bridges Properly Maintained?, Howard McCann, Ralph Banks Texas

*Engineering Extension Service (TEEX)*  
 HR :: How to Use Retirement as a Recruitment & Retention Tool, *Amy Campbell, Employers Services Manager Texas County & District Retirement System*  
 RM :: OSHA Requirements: Where Do Counties Stand?, *Mik Strawn Texas Association of Counties*

10:00 - 10:30 am Break  
 10:30 - 12:00 pm GM :: Get Ready - Here They Come! Coaching the Multigenerational Workforce, *Pat Schnee The University of Texas at Austin, Professional Development Center*  
 CE :: County Subdivision Regulation Authority, *Jeff Barton Hays County Commissioner*  
 HR :: From Application to Retirement - The Employers Guide to Americans with Disabilities, *Travis Hicks, Equal Employment Opportunity Commission*  
 RM :: *Managing Sensitive Data, Stan Reid, Dave Keene, Chi Shaw (Moderator) Texas Association of Counties*

12:00 - 1:30 pm Lunch - on your own  
 1:30 - 3:00 pm GM :: Listen Up! Improve your Listening Skills, *Bob Lewis The University of Texas at Austin, Professional Development Center*  
 CE :: Work Zone Safety, *Lee Ramirez, Associate Training Specialist Texas Engineering Extension Service (TEEX)*  
 HR :: You're Fired: A Case Study on Wrongful Termination, *Sheila Gladstone, Attorney at Law*  
 RM :: Ten Critical Tasks for Law Enforcement, *Robert Davis, Attorney*


3:00 - 3:30 pm Break  
 3:30 - 5:00 pm GM :: What Do You Say When You Can't Say Yes?, *Mark Warren Texas Association of Counties*  
 CE :: Appraise, Prioritize, Protect: Averting Problems Through Prevention, *Brian H. Burden, Tremco Incorporated*  
 HR :: Prison, Babies and the FMLA, You Decide, *Terry Boone Attorney Haynes & Boone*  
 RM :: What Can the Alliance Do For You?, *Mark Thomey, Executive Director, Political Subdivision Workers' Compensation, Larry Cowles (Moderator) Texas Association Counties*


**Friday, May 16**


8:30 - 10:00 am Concurrent Mini General Sessions  
 Alternative Programs for Reducing Jail Population, *Presenters to be Determined*  
 Ten Things Counties Should Never Leave Out of their Employee Handbook, *Bettye Lynn*  
 Panel of Risk Managers - Definition of their Realm: What They Do, What They Don't Do, *Presenters to be Determined*


10:00 - 10:15 am Break  
 10:15 - 10:30 am Safety Awards Presentation  
 10:30 - 12:00 pm The Evolution of Happiness, *Mark Warren, Texas Association of Counties*


\*Agenda is subject to change.


**Registration Information** - [Sign up today and register online!](#) 

**Hotel Information** - [Need a place to stay? View hotel information for this event.](#) 

**Scheduled Activities** - [Interested in the schedule of activities?](#) 

**Agenda** - [View the agenda.](#) 

**Continuing Education** - [Review the continuing education information for this event and don't get left behind.](#) 

**Cancellation Policy** - [Already registered and need to cancel? Learn about this event cancellation policy.](#) 

El Paso County Travel Justification Form

Name: LUIS SARINANA Signature [Signature] Date: 4-29-08

Dept: Commissioner's Court Job Title: County Commissioner, Pt. 1

Travel Funding Source:  County  Grant  Other

Will any funds be reimbursed by another entity? NO

Travel Account No. COMMISSIONER 1-6705 Balance Remaining for FY: 3,000.00

Purpose: (check one)

**Statutorily Required Training to Hold Elective Office**  
Statute Reference: \_\_\_\_\_  
My elective office requires 16 number of training hours per 12 months. I  
have already fulfilled 8 of these hours for this time period.  
Estimated hours to be obtained from this course? 12.

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

**Commissioner Luis G. Sariñana**  
**Travel Back-up for May 12, 2008 Agenda**

Approve and authorize payment to the following, funds available COMMISSNER1-6705:

To JP Morgan Chase Bank for Airfare:	\$ 239.50 (plus applicable taxes)
To JP Morgan Chase Bank for Hotel:	\$ 195.50 (plus applicable taxes)
To JP Morgan Chase Bank for Car Rental:	\$ 114.00 (plus applicable taxes)
	\$ 549.00
To Texas Association of Counties P.O. Box 2131 Austin, Texas 78768	\$ 250.00 (registration fee)
To Luis G. Sariñana:	\$ 87.50 (1 day @ \$17.50 + 2 day @ \$35.00)
Total Amount of Above Expenses:	\$ 886.50



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

### County of El Paso Travel Request Form

**RECEIVED**  
MAY 06 2008  
EL PASO COUNTY AUDITOR

Travel

Type: **ADVANCE**

Name: Luis Sarinana Department: Commissioner's Court  
 Date of Trip: Departure 04/14/08 Arrival Date: 04/16/08 Destination: Austin, Texas  
 \* Purpose of Trip: Statutorily Required Training to Hold Office

**\* Use of GADMINGF Funds requires legislative impact explanation**

Department Index: Commissner1 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	\$239.50
Auto Rental	114.00
Mileage (.40 /mile)	
Gas	
Meal rate on Departure date	
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>\$0.00      \$549.00</b>

#### FOR AUDITOR'S USE ONLY

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

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE  Y/N

#### Section 3: Signature and List of Names:

ADVANCE FROM COUNTY      \$0.00      \$549.00  
 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   
 DATE: 6-May-08

C.C.O. DATE 12-May-08

**Elizabeth H. Sotelo**

**From:** Southwest Airlines [SouthwestAirlines@mail.southwest.com]  
**Sent:** Tuesday, April 29, 2008 4:32 PM  
**To:** Elizabeth H. Sotelo  
**Subject:** Ticketless Confirmation - SARINANA/LUIS - KBCVED



Receipt and Itinerary as of 04/29/08 5:32 PM

**Confirmation Number**  
**KBCVED**



Confirmation Date: 04/29/08  
 Received: LUIS SAR

**Passenger Information**

Passenger Name	Account Number	Ticket#	Expiration <sup>1</sup>
SARINANA/LUIS	00000281247245	526-2300486387-0	04/29/09

<sup>1</sup> All travel involving funds from this Confirmation Number must be completed by the expiration date.

**Itinerary**

Date	Flight	Routing Details
Wed May 14	3685	Depart EL PASO TX (ELP) at 5:45 PM Arrive in AUSTIN TX (AUS) at 8:15 PM
Fri May 16	889	Depart AUSTIN TX (AUS) at 6:00 PM Arrive in EL PASO TX (ELP) at 6:30 PM

**Cost and Payment Summary**

Air	\$ 204.66
Tax	\$ 22.34
PFC Fee	\$ 7.50
Security Fee	\$ 5.00

**Total Payment: \$239.50**

Current payment(s)  
 04/29/08 MASTERCARD xxxxxxxxxxxx9761 Ref 526-2300486387-0 \$239.50

**Fare Rule(s)**

Valid only on Southwest Airlines. NON REFUNDABLE/ STANDBY REQ UPGRADE TO YL All travel involving funds from this Confirmation Number must be completed by the expiration date. Any change to this itinerary may result in a fare increase.

Fare Calculation:

ADT- 1 ELPWNAUS R14NR 110.00 AUSWNELP R14NR 110.00 \$220.00 ZP7.00 XFELP3.00  
 AUS4.50 AYELP2.50 AUS2.50 \$239.50

**Important Checkin Requirement**

Passengers who do not obtain a boarding pass and are not present and available for boarding in the departure gate area at least ten minutes prior to scheduled departure time may have their reserved space cancelled and will not be eligible for denied boarding compensation.

**Southwest Airlines Co. Notice of Incorporated Terms**

Air transportation by Southwest Airlines is subject to Southwest Airlines' Passenger Contract of Carriage, the terms of which are incorporated by reference.

**Notice of Incorporated Terms**

**Additional Information for Travelers**

[Online Checkin](#) | [Free Baggage Allowance](#) | [Checkin Requirements](#) | [Print Security Document](#)  
[Inflight Service](#) | [Travel Tips](#) | [Refund Information](#) | [Privacy Policy](#) | [Southwest Airlines Destinations](#)

We can notify you of flight departure or arrival status via text messages on your cell phone, pager, personal digital assistant (PDA), or e-mail account. Or, use our automated phone service by calling 1-888-SWA-TRIP.



## Confirmation Number: 101-8069211-RZ Status: CONFIRMED

### Your Rental Information:

05/06/2008 12:05 CTM

Name: LUIS SARINANA

Vehicle Type: Standard Automatic w Air

Rate Code: SYS2

Pickup Location: AUSTIN - BERGSTROM INTL AP  
 9229 RENTAL CAR LN  
 AUSTIN TX USA  
 512-5303330

Drop Off Location: AUSTIN - BERGSTROM INTL AP  
 9229 RENTAL CAR LN  
 AUSTIN TX USA  
 512-5303330

Hours of operation:

Hours of operation:

M-F: 6:00AM - 11:59PM

M-F: 6:00AM - 11:59PM

Sat: 6:00AM - 11:59PM

Sat: 6:00AM - 11:59PM

Sun: 6:00AM - 11:59PM

Sun: 6:00AM - 11:59PM

Pickup Date/Time: May 14, 2008 8:30pm

Drop Off Date/Time: May 16, 2008 5:30pm

### Estimated Rental Charges:

Estimated Charges (Rates are in US Dollars)

Amount Paid	=	0.00
Balance Due	=	0.00
Extra Day Cost	33.01	
Extra Hour Cost	15.00	

Thanks for choosing  
 Advantage

### Important Information:

UPON ARRIVAL GO TO RENTAL COUNTER OR CALL NUMBER BELOW FOR ASSISTANCE. RATES DONT INCLUDE FUEL TAXES ETC.  
 EXTRA DRIVERS MAY PAY EXTRA 10 DOLLARS DAILY.  
 DRIVERS UNDER AGE 25 SUBJECT TO ADDITIONAL FEES.  
 IF PAYING WITH DEBIT MUST DEPOSIT 300.  
 TRAVEL INTO MEXICO UP TO 1ST  
 CHECKPOINT ALLOWED WITH PURCHASE OF MEXICO COVERAGE 26 PER DAY. DISABLED TRAVELERS SHOULD CALL 8007775500 72 HRS PRIOR TO PICKUP FOR ADDITIONAL ASSISTANCE. OTHER TERMS APPLY. ASK FOR DETAILS AT TIME OF RENTAL OR CALL.

**You Selected:**  
**Standard Automatic w Air      Rate Code: SYS2**

(or similar)



4 Doors  
 4 People  
 4 Travel Bags

**CHRYSLER SEBRING**
**Estimated Charges (Rates are in US Dollars)**

*Unlimited Mi/Km*			
2	Specials	@	40.88 = 81.76
Fee/Reimbu	1.94	Per Day	= 3.88
AUS CFC	1.95	Per Day	= 3.90
A/P Fee	11.11	Percent	= 9.51
Sales Tax		15.00%	= 14.86
Total			= 113.91

Extra Day Cost	33.01
Extra Hour Cost	15.00

**GUARANTEE 365 DAYS AFTER BOOKING**
**MINIMUM 1 DAYS AFTER BOOKING**

UPON ARRIVAL GO TO RENTAL COUNTER OR CALL NUMBER BELOW FOR ASSISTANCE. RATES DONT INCLUDE FUEL TAXES ETC. EXTRA DRIVERS MAY PAY EXTRA 10 DOLLARS DAILY. DRIVERS UNDER AGE 25 SUBJECT TO ADDITIONAL FEES. IF PAYING WITH DEBIT MUST DEPOSIT 300. TRAVEL INTO MEXICO UP TO 1ST CHECKPOINT ALLOWED WITH PURCHASE OF MEXICO COVERAGE 26 PER DAY. DISABLED TRAVELERS SHOULD CALL 8007775500 72 HRS PRIOR TO PICKUP FOR ADDITIONAL ASSISTANCE. OTHER TERMS APPLY. ASK FOR DETAILS AT TIME OF RENTAL OR CALL.

**Elizabeth H. Sotelo**

**From:** Doubletree Confirmed [doubletree@res.hilton.com]  
**Sent:** Tuesday, April 29, 2008 4:01 PM  
**To:** Elizabeth H. Sotelo  
**Subject:** Doubletree Confirmation #88368188

**Your reservation is confirmed****Doubletree Hotel Austin**

6505 IH-35 North  
 Austin, TX  
 United States, 787524346  
 Tel: 1-512-454-3737

[Directions to Hotel](#)
[5-Day Weather Forecast](#)
[Local Guide](#)
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Join Hilton HHonors® for free and whenever you stay at any Hilton Family hotel worldwide, you'll earn both HHonors points AND airline miles for your stay.

[Join Now](#)
**Book your next stay now**

Earn 15,000 HHonors points after your first purchase with the no annual fee Citi® Hilton HHonors Visa® Signature Card. Card benefits let you earn HHonors points faster toward free nights!

**Confirmation Number:** **88368188**

> [Click here](#) to view or edit your reservation.

Name:	Luis Sarinana
Arrival Date:	14 May 2008
Departure Date:	16 May 2008
Check-in Time:	3:00 PM
Check-out Time:	12:00 PM

**Rate Information:**

Rate Type:  
 TX ASSN OF COUNTIES  
 Rate per night: 85.00 USD  
 Total for Stay per Room:  
 Rate 170.00 USD  
 Taxes 25.50 USD  
 Total 195.50 USD

**Total for Stay: 195.50 USD**

Includes estimated taxes and service charges.

**Tax & Service Charges:**

- There is a 15.00% Per Room Per Night tax.

**Additional Charges:**

- Valet parking: 14.00/night Self parking: 8.00/night

**Rate Rules and Cancellation Policy:**

- Your reservation is guaranteed for late arrival.
- Should you need to cancel please contact us 24 hours prior to 14 May 2008 local property time to avoid cancellation penalties.

**Room Information:**

Rooms: 1  
 Clients: 1 Adult  
 Room Type: 2 DOUBLE BEDS NONSMOKING

**About Us**

Doubletree® Hotels are distinctively designed properties offering contemporary, upscale accommodations and full-service facilities that provide true comfort to today's business and leisure travelers.

**Our Hotel:**

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- . Hotel Services and Amenities
- . Dining
- . Groups & Meetings

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 The Hilton Family



CONRAD



EMERALD



Embassy Suites

Embassy Suites

Embassy Suites

Embassy Suites

Embassy Suites

 Hilton HHonors

If you need to MODIFY or CANCEL your reservation, [click here](#).

Any change to the arrival date, departure date or room type of this reservation is subject to the hotel's availability at the time the change is requested and may result in a possible rate change.

Please do not reply to this email. If you have questions regarding your reservation, please contact Hilton Reservations and Customer Care at 1-800-222-TREE (8733), visit us at [www.doubletree.com](http://www.doubletree.com), or email us at [CONFIRMATIONHELP@HILTONRES.COM](mailto:CONFIRMATIONHELP@HILTONRES.COM).

For more information, please [click here](#) to see all the rules and restrictions applicable to this reservation.

A listing of all Hilton Reservations and Customer Care phone numbers can be found at: <http://www.doubletree.com/en/dt/feedback/hwfone.html>

Thank you for choosing Doubletree. We look forward to having you as our guest.

Notice of Confidentiality: This message and any attachments may contain confidential information. If it has been sent to you in error, please reply to advise the sender of the error and then immediately delete this message.

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[Hilton Reservations and Customer Care](#) | 2050 Chennault Drive | Carrollton, Texas 75006, USA

