

El Paso County Auditor's Office Manual Voucher Form

Vendor No.: V002467 01

Single Check (Y/N): _____

Voucher Total: \$708.84

No. of Lines: 3

Date Entered: 05/08/2008

T/C Hash: 600

Entered by: AN

Preparer's Initials: AN

Amount Spelled: SEVEN HUNDRED EIGHT DOLLARS AND EIGHTY FOUR CENTS

Vendor Name: JAIME ESPARZA, D.A., SPECIAL ACCT

Street: 500 E. SAN ANTONIO, ROOM 203

City, State, Zip: EL PASO TX 79901

Subject: REIMB PENNY HAMILTONSEATTLE WA.4/21-22/08 16TH ANN

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	200	450.84	DA	6705				
	Desc: REIMB PENNY HAMILTONSEATTLE WA.4/21-22/08 16TH ANN							
02	200	129.00	DA	6705				
	Desc: REIMB DINNA SPENCER REG ELP, TX4/17/08ULTMTE SPRVS							
03	200	129.00	DA	6705				
	Desc: REIMB AMY LUJAN REG ELP, TX4/17/08ULTMTE SPRVSION							
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: _____



Handwritten initials

RECEIVED
MAY 01 2008
EL PASO COUNTY AUDITOR

County of El Paso Travel Request Form

Travel

Type: **REIMBURSEMENT**

Name:	Jaime Esparza	Department:	District Attorney
Date of Trip: Departure	04/17/08	Arrival Date:	04/17/08
Destination:	El Paso, TX		
* Purpose of Trip:	Attended "The Ultimate Supervisor" Seminar		

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

Department Index:	DA	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)

<input type="checkbox"/>	on Date of Departure by	After 12:00 P.M.	Half Rate	\$ 17.50
<input checked="" type="checkbox"/>	on Date of Departure by	Before 12:00 P.M.	Full Rate	\$ 35.00

Please Check One (Return meal rate)

<input type="checkbox"/>	on Date of Return by	Before 5:00 P.M.	Half Rate	\$ 17.50
<input checked="" type="checkbox"/>	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	_____	_____
Meal per diem (\$35.00)	_____	_____
Meal rate on Return date	_____	_____
Lodging	_____	_____
Other - Registration	258.00	_____
Other - Parking/Tolls	_____	_____
Other - Taxi	_____	_____
Other - Hotel internet access	_____	_____
Other - Taxes	_____	_____
TOTAL	\$258.00	\$0.00

FOR AUDITOR'S USE ONLY

Trans. Code: _____

Index: _____

Sub-Object: _____

Vendor: 1002467

Subsidiary: _____

Amount: _____

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE N Y/N

Section 3: Signature and List of Names:

REIMBURSEMENT AMOUNT	\$258.00	CC	\$0.00
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Attendees: Dinna Spencer
Amy Lujan

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

C.C.O. DATE _____

SIGNATURE D. Spencer
DATE: 1-May-08

El Paso County Travel Justification Form

Name: Dinna Spencer Signature *D. Spencer* Date: 5-1-08

Dept: DA Job Title: Office Manager

Travel Funding Source: County Grant Other

Will any funds be reimbursed by another entity? No

Travel Account No.: DA-6705 Balance Remaining for FY: 24,430.00

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: _____

Register Today!

Online
www.careertrack.com
Enroll online! Enter Event #
from the schedule below.

Phone
1-800-556-3009
Customer Service Center
open 7 a.m. - 7 p.m. CST,
Monday through Friday

Fax
registration form to
913-967-8847
24 hours a day, 7 days a week

Mail
registration form to
CareerTrack
P.O. Box 219468
Kansas City, MO 64121-9468

ARIZONA

Flagstaff - April 21
Event #68574
Radisson Woodlands Hotel
1175 West Route 66

Phoenix - April 22
Event #68575
Ramada Plaza Hotel
Metro Center
12027 North 28th Drive

Tucson - April 23
Event #68576
The Hotel Arizona
181 West Broadway Blvd.

FLORIDA

Tallahassee - April 14
Event #67936
Tallahassee-Leon County
Civic Center
505 West Pensacola St.

GEORGIA

Athens - April 9
Event #67939
Holiday Inn Express
513 West Broad St.

Atlanta - April 11
Event #67941
Cobb Galleria Centre
Two Galleria Pkwy.

Gainesville - April 10
Event #67940
Gainesville Civic Center
830 Green St.

Macon - April 15
Event #67937
Quality Inn
4630 Chambers Rd.

Savannah - April 16
Event #67938
Holiday Inn Express
Savannah North/
Port Wentworth
7210 Hwy. 21

MINNESOTA

Bloomington - April 17
Event #68351
La Quinta Inn and Suites
5151 American Blvd. West

Minneapolis - April 18
Event #68352
Millennium Hotel
1313 Nicollet Mall
St. Cloud - April 16
Event #68350
Michael's Restaurant and
Convention Center
510 Hwy. 10 South

NEW MEXICO

Albuquerque - April 15
Event #68571
Radisson Hotel
2500 Carlisle Blvd.
Farmington - April 14
Event #68570
Courtyard by Marriott
560 Scott Ave.

Las Cruces - April 16
Event #68572
SpringHill Suites
1611 Hickory Loop

NORTH DAKOTA

Fargo - April 15
Event #68349
Country Inn and Suites
3316 13th Avenue

TEXAS

El Paso - April 17
Event #68573
Currey Adkins
200 South Alto Mesa

1 **YES!** Please register me for the one-day, \$129 *The Ultimate Supervisor* seminar indicated in Section 5. Group Discounts available; see page 6 for details.

2 **IMPORTANT!** Please fill in VIP number as it appears on the address label. ID# 220509
VIP | 8 | 0 | 0 | 0 | 2 | 6 | 3 | 7 | 8 | 7 | 3 | 2 | 9 |

3 **ORGANIZATION INFORMATION**
Organization: DISTRICT ATTORNEY'S OFFICE
Address: 500 E. SAN ANTONIO ST. RM 203
City: EL PASO St: TX ZIP: 79901
Tele: 546-2059 Fax: _____
Approving Mgr's Name: Mr. JAIME ESPARZA
Job Title: DISTRICT ATTORNEY
E-mail Address: _____ Business Home

4 **EXPRESS SEMINAR ENROLLMENT**
 Please e-mail or fax my confirmation to me within 48 hours.
My e-mail address or fax number is: _____

5 **NAMES OF ATTENDEES** (Please list additional names on a separate sheet.)

#1 Attendee's Name
Ms. DINNA SPENCER
Job Title: OFFICE MANAGER Event # 6 | 8 | 5 | 7 | 3
E-mail Address: DSpencer@epcounty.com Business Home
#2 Attendee's Name
Ms. AMY LUJAN
Job Title: EXECUTIVE ASSISTANT Event # 6 | 8 | 5 | 7 | 3
E-mail Address: LUJAN@epcounty.com Business Home

6 **METHOD OF PAYMENT** (Payment is due before the program.)
Our federal ID# is 43-1830400 (FEIN).
Please add applicable state and local tax to your payment for programs held in Hawaii (4.16%), South Dakota (5.92%), and West Virginia (6%).
Total amount due: \$ 387.00
 Check # _____ (payable to CareerTrack) is enclosed.
 Bill my organization. Attn: _____
 Purchase order # _____ is enclosed.
(Attach purchase order to completed registration form.)
 Charge to: AmEx Discover MC Visa
MO. YR. EXPIRATION DATE
CARD NUMBER
Card Holder's Name _____
Tax-Exempt # _____
Please attach a copy of your Tax-Exempt Certificate for payment processing.

Note: If you've already registered by phone, fax, or online, please do not return this form.



JAIME E. ESPARZA
DISTRICT ATTORNEY - 34TH JUDICIAL DISTRICT
SPECIAL ACCOUNT
500 E. SAN ANTONIO AVE. RM. 203
EL PASO, TX 79901-2420

INTER NATIONAL BANK
EL PASO
EL PASO, TX
88-1527-1149

3/19/2008

PAY TO THE ORDER OF CAREER TRACK

\$ **387.00

Three Hundred Eighty-Seven and 00/100*****

DOLLARS

CAREER TRACK
P.O. BOX 410498
KANSAS CITY, MO 64121-9468

VOID AFTER SIX MONTHS

MEMO ORDER # 8000263787329

⑈015933⑈ ⑆114915272⑆ 80 3256 4⑈

MP

JAIME E. ESPARZA/DISTRICT ATTORNEY- 34TH JUDICIAL DISTRICT/SPECIAL ACCOUNT

15933

CAREER TRACK

3/19/2008

ORDER # 8000263787329

387.00

(3) DA EMPLOYEES:
EACH TO ATTEND "THE ULTIMATE SUPERVISOR"
SEMINAR IN EL PASO, APRIL 17, 2008

ATTENDING:
DINNA SPENCER
AMY LUJAN
FRANK ZUBIA

DA Special Acct

ORDER # 8000263787329

387.00

JAIME E. ESPARZA/DISTRICT ATTORNEY- 34TH JUDICIAL DISTRICT/SPECIAL ACCOUNT

15933

CAREER TRACK

3/19/2008

ORDER # 8000263787329

387.00

(3) DA EMPLOYEES:
EACH TO ATTEND "THE ULTIMATE SUPERVISOR"
SEMINAR IN EL PASO, APRIL 17, 2008

ATTENDING:
DINNA SPENCER
AMY LUJAN
FRANK ZUBIA

PAYMENT RECORD

DA Special Acct

ORDER # 8000263787329

387.00

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JAIME E. ESPARZA
DISTRICT ATTORNEY - 34TH JUDICIAL DISTRICT
SPECIAL ACCOUNT
400 E. SAN ANTONIO AVE. RM. 203
EL PASO, TX 79901-2423

INTERNATIONAL BANK
EL PASO
EL PASO, TX
88-1527-1149

15933

3/19/2008

PAY TO THE ORDER OF CAREER TRACK

\$ **387.00

Three Hundred Eighty-Seven and 00/100

DOLLARS

CAREER TRACK
P.O. BOX 410498
KANSAS CITY, MO 64121-9468

VOID AFTER SIX MONTHS

MEMO ORDER # 8000263787329

Jaime Esparza

⑈015933⑈ ⑆111915272⑆ 80 3256 ⑈

⑈0000038700⑈

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Rotate >>

Close Window

09100522 0324000 0545
S/T 039 10 29 FRT 16
ACCT 044430 0122919

232624221

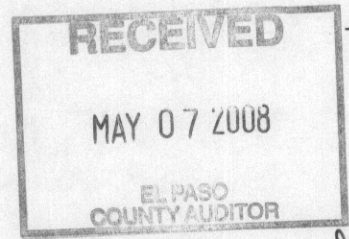
U.S. BANK N.A. MO-LOCKBOX
CREDITED TO THE
WITHIN NAMED PAYEE
INTERNATIONAL BANK OF COMMERCE
GUARANTEED
1-816-400-5223

64 007 9468031 1160000 2919 0219468 03-24-08 11

0322048
ENT-2008 TRC-1033 PK-04

1215472498

RECEIVED



County of El Paso Travel Request Form

Travel

Type: **REIMBURSEMENT**

* Additional Exp. Sponsored by Advocacy Center

Name: Jaime Esparza Department: District Attorney
 Date of Trip: Departure 04/21/08 Arrival Date: 04/22/08 Destination: Seattle, WA
 * Purpose of Trip: Advocacy Center's 16th Annual Children's Justice Conference

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

Department Index: DA 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	* CC
Airfare	_____	_____
Auto Rental	_____	_____
Mileage (.40 /mile)	_____	_____
Gas	_____	_____
Meal rate on Departure date	_____	_____
Meal per diem (\$35.00)	_____	_____
Meal rate on Return date	_____	_____
Lodging	_____	_____
Other - Registration	_____	_____
Other - Parking/Tolls	_____	_____
Other - Taxi	_____	_____
Other - Hotel internet access	_____	_____
Other - Taxes	_____	_____
TOTAL	* \$450.84	\$0.00

FOR AUDITOR'S USE ONLY

Trans. Code: _____
 Index: _____
 Sub-Object: _____
 Vendor: 1002467
 Subsidiary: _____
 Amount: _____

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE Y/N

Section 3: Signature and List of Names:

REIMBURSEMENT AMOUNT \$450.84 \$0.00
 CC

Traveler: ADA Penny Hamilton

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

SIGNATURE D. Spencer
 DATE: 7-May-08

C.C.O. DATE _____

6-May-08

El Paso County Travel Justification Form

Name: Dinna Spencer Signature *D. Spencer* Date: 5/7/08

Dept: District Attorney's Office Job Title: _____

Travel Funding Source: County Grant Other

Will any funds be reimbursed by another entity? No

Travel Account No.: DA-6705 Balance Remaining for FY: 24,108.27

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: Advocacy's Center 16th Annual Children's Conference

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: _____



Sheraton Seattle Hotel

1400 Sixth Avenue
Seattle, Washington 98101

ORIGINAL

Penny Hamilton

1507 Likins
El Paso, TX 79925

CJD20A

2030

1
2112072 B
1
20-APR-08 00:00
23-APR-08 00:00
VM

20-APR-08	RT2030	Room Chrg Grp Government	150.28	130.00
20-APR-08	RT2030	Room Tax		20.28
20-APR-08	CK	Check		450.84-
21-APR-08	RT2030	Room Chrg Grp Government	11	130.00
21-APR-08	RT2030	Room Tax		20.28
22-APR-08	RT2030	Room Chrg Grp Government	11	130.00
22-APR-08	RT2030	Room Tax		20.28
Total-Due				0.00

EXPENSE REPORT SUMMARY

Date	Room & Tax	Food & Bev	Telephone	Parking	Laundry	Other	Total
20-APR-08	150.28	0.00	0.00	0.00	0.00	0.00	150.28
21-APR-08	150.28	0.00	0.00	0.00	0.00	0.00	150.28
22-APR-08	150.28	0.00	0.00	0.00	0.00	0.00	150.28
Total	450.84	0.00	0.00	0.00	0.00	0.00	450.84

Date	Payment
20-APR-08	450.84-
21-APR-08	0.00
22-APR-08	0.00
Total	450.84-

As a Starwood Preferred Guest you have earned at least 0 Starpoints for this visit A41640470443.

T 206 621 9000
F 206 447 5525
sheraton.com/seattle



JAIME E. ESPARZA
DISTRICT ATTORNEY - 34TH JUDICIAL DISTRICT
SPECIAL ACCOUNT
500 E. SAN ANTONIO AVE. RM. 203
EL PASO, TX 79901-2420

INTER NATIONAL BANK
EL PASO
EL PASO, TX
88-1527-1149

4/17/2008

PAY TO THE ORDER OF SHERATON - SEATTLE HOTEL

\$ **450.84

Four Hundred Fifty and 84/100*****

DOLLARS

SHERATON - SEATTLE HOTEL
1400 6TH AVENUE
SEATTLE, WA 98101

VOID AFTER SIX MONTHS

MEMO CONFIRMATION # 734015254

⑈015974⑈ ⑆114915272⑆ 80 3256 4⑈

Security Features Included Details on back

JAIME E. ESPARZA/DISTRICT ATTORNEY- 34TH JUDICIAL DISTRICT/SPECIAL ACCOUNT

15974

SHERATON - SEATTLE HOTEL

4/17/2008

3 NIGHTS LODGING FOR PENNY HAMILTON
DURING HER STAY FOR THE ADVOCACY
CENTER'S 16TH ANNUAL CHILDREN'S JUSTICE
CONFERENCE IN SEATTLE, WA 4/21/-4/22/2008

450.84

DA Special Acct

CONFIRMATION # 734015254

450.84

JAIME E. ESPARZA/DISTRICT ATTORNEY- 34TH JUDICIAL DISTRICT/SPECIAL ACCOUNT

SHERATON - SEATTLE HOTEL

4/17/2008

3 NIGHTS LODGING FOR PENNY HAMILTON
DURING HER STAY FOR THE ADVOCACY
CENTER'S 16TH ANNUAL CHILDREN'S JUSTICE
CONFERENCE IN SEATTLE, WA 4/21/-4/22/2008

450.84

15974

PAYMENT RECORD

DA Special Acct

CONFIRMATION # 734015254

450.84