

El Paso County Auditor's Office Manual Voucher Form

Vendor No.: V016041 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: MANUEL ROMERO, ATTY.

Street: CA OFFICE
P.O. BOX 221683
 City, State, Zip: EL PASO TX 79913

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: <u>AUSTIN, TX5/28-30/08 TDCAA CIVIL LAW SMNAR</u>							
02								
	Desc:							
03								
	Desc:							
04								
	Desc:							
05								
	Desc:							
06								
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07								
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08								
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09								
	Desc:							
10								
	Desc:							

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

Approved by: _____ Date: _____



Please Hold
TS Check

RECEIVED
MAY 05 2008
EL PASO
COUNTY AUDITOR

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

County of El Paso
Travel Request Form

Travel

Type: ADVANCE

Name:	Manuel Romero	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)

<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		\$194.50
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 -		
TOTAL	\$300.50	\$194.50

FOR AUDITOR'S USE ONLY

Trans. Code:	_____
Index:	_____
Sub-Object:	_____
Vendor:	VO1604/
Subsidiary:	_____
Amount:	_____

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE Y/N

Section 3: Signature and List of Names:

CC

ADVANCE FROM COUNTY	\$300.50	\$194.50
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

[Handwritten Signature]
DATE: 1-May-08

C.C.O. DATE

*Danial -
If you want to
attend,
Fill out BHP
& 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: Manuel Romero Signature [Signature] Date: 4/4/08

Dept: County Attorney Job Title: Asst. County Attorney

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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AIR CAR HOTEL CRUISE VACATION PACKAGES TRAVEL SUMMARY

PLAN TRIP → SELECT FLIGHT → PRICE → PURCHASE → BOOKED

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	2ZAW6J	Manuel Romero	0000369513826	- None Entered -

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	May 30	Fri	Nonstop	AUS-ELP	889	Depart Austin (AUS) at 6:00 PM Arrive in El Paso (ELP) at 6:30 PM

Pricing

Passenger Type	Trip	Routing	Type of Fare	Base Fare	U.S. Taxes	PFC	Security Fee ¹	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	\$89.30	\$10.20	\$4.50	\$2.50	1	\$106.50
Total				\$162.79	\$19.21	\$7.50	\$5.00		\$194.50

¹ Security Fee is the government-imposed September 11th Security Fee.

Billing Information

Credit Card Holder Name: Manuel Romero
Billing Address: 6460 Loma De Cristo
El Paso, TX 79915

Confirmation Number: 2ZAW6J

Passenger Type: Adult
Passenger Name(s): Manuel Romero
Form of Payment: Visa: XXXXXXXXXXXX0084

Total Air	Base Fare	U.S. Taxes	PFC	Security Fee ¹	Passenger(s)	Total
ELP - AUS						\$194.50
AUS - ELP	\$162.79	\$19.21	\$7.50	\$5.00	1	\$194.50

¹ Security Fee is the government-imposed September 11th Security Fee.

BOOK ANOTHER FLIGHT >>

RESERVE A CAR >>

RESERVE A HOTEL >>

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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

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Lori Lopez

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 3Rate 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 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 3Rate 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 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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