



COUNTY OF EL PASO  
OFFICE OF THE COUNTY AUDITOR

EDWARD A. DION, CPA, CIO  
COUNTY AUDITOR  
edion@epcounty.com  
www.epcounty.com/auditor

County Administrative Offices  
800 East Overland Street, Rm. 406  
EL PASO, TEXAS 79901-2407  
(915) 546-2040  
(915) 546-8172 FAX

08-58

August 26, 2010

The Honorable Delia Briones  
County Clerk  
Room 105, County Courthouse Building  
500 East San Antonio  
El Paso Texas, 79901

Dear Ms. Briones:

It would be appreciated if you would place the following item on the agenda for the commissioners court meeting to be conducted on Monday, August 30, 2010.

Approve and authorize the amount of \$1,004.63 for Beatrice Castillo Probate Court #2 Court Coordinator to attend the Texas Association for Court Administration 2010 Annual Education Conference in San Antonio, Texas on October 12 - 15, 2010 to obtain mandatory continuing legal education credit hours. Funds are available in account PROBJUDSUP2-6705.

Your assistance with this agenda item will be appreciated.

Very truly yours,

A handwritten signature in black ink, appearing to read "Edward A. Dion".

Edward A. Dion  
County Auditor

EAD:WH:rao

Attachment

cc: The Honorable Anthony Cobos, County Judge  
The Honorable Anna Perez, County Commissioner  
The Honorable Veronica Escobar, County Commissioner  
The Honorable Willie Gandara, Jr., County Commissioner  
The Honorable Daniel R. Haggerty, County Commissioner  
Mr. Jaime Perez, Deputy Chief Administrator  
Mrs. Lee Shapleigh, Assistant County Attorney



JUDGE

**EDUARDO A. GAMBOA**

EL PASO COUNTY STATUTORY PROBATE COURT NO. 2

EL PASO COUNTY COURTHOUSE  
500 E. SAN ANTONIO AVENUE  
8<sup>TH</sup> FLOOR, ROOM 803  
EL PASO, TEXAS 79901  
(915) 546-8183 • (915) 875-8530 FAX

August 24, 2010

Ms. Delia Briones  
El Paso County Clerk  
El Paso County Courthouse  
El Paso, Texas 79901

Dear Ms. Briones:

Please place the following item on Commissioner's Court agenda for Monday, August 30, 2010:

Approve and authorize the amount of \$1,004.63 for Beatrice Castillo Probate Court #2 Court Coordinator to attend the Texas Association for Court Administration 2010 Annual Education Conference in San Antonio, Texas on October 12 – 15, 2010 to obtain mandatory continuing legal education credit hours. Funds are available in account PROBJUDSUP2-6705. The following is an itemization of the expenses:

Southwest Airlines	\$ 199.40
Omni Hotel	332.73
Seminar Registration Fee	250.00
Transportation (Taxi)	100.00
Meals (1 day @ \$17.50 / 3 days @ \$35.00)	<u>122.50</u>
Total	\$ 1,004.63

Thank you for your assistance with this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Eduardo A. Gamboa", is written over a horizontal line.

Eduardo A. Gamboa, Probate Judge

cc: Mr. Edward A. Dion, El Paso County Auditor

EG/bc



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: Beatrice Castillo Department: Probate Court #2  
Date of Trip: Departure 10/12/10 Arrival Date: 10/15/10 Destination: San Antonio, TX  
\* Purpose of Trip: To Obtain Court Coordinator Mandatory 16 Hrs. Continuing Education

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

Department Index: Probjudsup2 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	<u>\$199.40</u>	<u>          </u>
Auto Rental	<u>          </u>	<u>          </u>
Mileage (.40 /mile)	<u>          </u>	<u>          </u>
Gas	<u>          </u>	<u>          </u>
Meal rate on Departure date	<u>35.00</u>	<u>          </u>
Meal per diem (\$35.00)	<u>70.00</u>	<u>          </u>
Meal rate on Return date	<u>17.50</u>	<u>          </u>
Lodging	<u>332.73</u>	<u>          </u>
Other - Registration	<u>250.00</u>	<u>          </u>
Other - Parking/Tolls	<u>          </u>	<u>          </u>
Other - Taxi	<u>100.00</u>	<u>          </u>
Other -	<u>          </u>	<u>          </u>
Other -	<u>          </u>	<u>          </u>
<b>TOTAL</b>	<u>\$1,004.63</u>	<u>\$0.00</u>

### FOR AUDITOR'S USE ONLY

Trans. Code:           

Index:           

Sub-Object:           

Vendor:           

Subsidiary:           

Amount:           

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE ☐ YES ☒ NO

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

ADVANCE FROM COUNTY	CC
Name: <u>          </u>	Name: <u>          </u>
Name: <u>          </u>	Name: <u>          </u>
Name: <u>          </u>	Name: <u>          </u>
Name: <u>          </u>	Name: <u>          </u>
Name: <u>          </u>	Name: <u>          </u>

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

SIGNATURE

Beatrice Castillo

DATE: 16-Aug-10

C.C.O. DATE           

29-Oct-10

## El Paso County Travel Justification Form

Name: Beatrice Castillo Signature:  Date: 08/16/2010

Dept: Probate Court #2 Job Title: Court Coordinator

Travel Funding Source: X County        Grant        Other       

Will any funds be reimbursed by another entity? No

Travel Account No.: Probjudsup2-6705 Balance Remaining for FY: \$3,995.40

### 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: COURT COORDINATOR MANDATORY 16 HRS CONTINUING EDUCATION

☐ **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:** \_\_\_\_\_

**Southwest Airlines® Receipt and Itinerary as of 08/16/10 11:12 AM**Confirmation Number: **DUAZEB**

Received: WN/BEATRICE CASTILLO BY ICBM

Confirmation Date: 08/16/10

Passenger Name	Account Number	Ticket#	Expiration <sup>1</sup>
CASTILLO/BEATRICE	00000279558296	5262119315108	08/16/11

<sup>1</sup> All travel involving funds from this Confirmation Number must be completed by the expiration date.**Itinerary****Depart: EL PASO TX to SAN ANTONIO TX***Travel Time: 1 hrs 20 mins*

Date	Flight	Routing Details
Tue Oct 12	# 1358	Depart EL PASO TX (ELP) at 10:55 AM Arrive in SAN ANTONIO TX (SAT) at 1:15 PM

**Return: SAN ANTONIO TX to EL PASO TX***Travel Time: 1 hrs 35 mins*

Date	Flight	Routing Details
Fri Oct 15	# 1496	Depart SAN ANTONIO TX (SAT) at 11:20 AM Arrive in EL PASO TX (ELP) at 11:55 AM

**Cost and Payment Summary**

Base Fare	\$165.58
+ Excise Taxes	\$12.42
<b>Advertised Fare</b>	<b>\$178.00</b>
+ Segment Fee	\$7.40
+ Passenger Facility Fee	\$9.00
+ Security Fee <sup>2</sup>	\$5.00
<b>Total Payment:</b>	<b>\$199.40</b>

<sup>2</sup>Security Fee is the government-imposed September 11th Security Fee.

Current payment(s)

08/16/10 Visa XXXXXXXXXXXX7305 \$199.40

**Fare Calculation:**

ELP WN SAT82.79TYAVKNR WN ELP82.79TYAVKNR 165.58 END ZPELP SAT XFELP4.5SAT4.5 AY5.00\$ELP2.50 SAT2.50

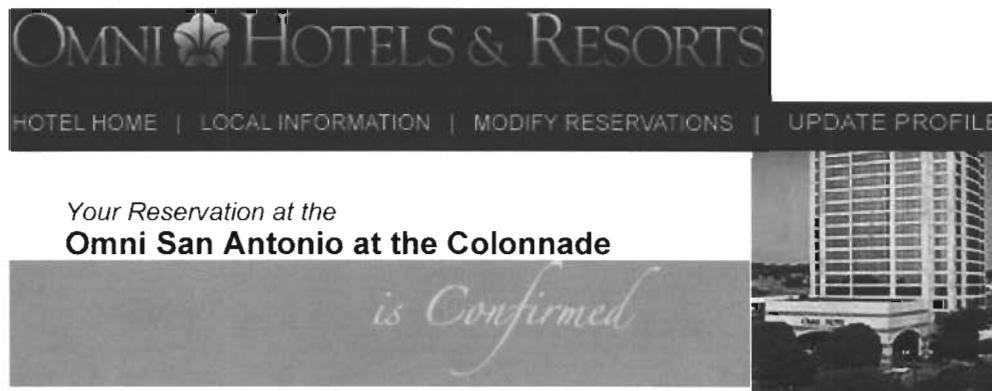
**SOUTHWEST AIRLINES CO. NOTICE OF INCORPORATED TERMS:** Air transportation by Southwest Airlines is subject to Southwest Airlines' Passenger Contract of Carriage, the terms of which are incorporated by reference. Incorporated terms include but are not limited to: (1) Limits on liability for loss, damage 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 (except disability assistive devices) is limited to \$3,300.00 per fare paying Customer unless excess valuation coverage is purchased. (2) Claims restrictions, including timeperiods in which Customers must file a claim or bring an action against Southwest. (3) Our rights to change terms of the Contract. (4) Rules on reservations, checkin times, refusal to carry, and smoking. (5) Our rights and limits of liability for delay or failure to perform service, including schedule changes, substitution of alternate air carriers or aircraft, and rerouting. (6) Overbooking: If we deny you boarding due to an oversale and you have obtained your boarding pass and are present and available for boarding in the departure gate area at least ten minutes before scheduled departure, with few exceptions, we compensate you. You may inspect Southwest's Contract of Carriage and Customer Service Commitment at any Southwest ticket counter or online at southwest.com, or obtain a copy by sending a request to: Southwest Airlines, V.P. Customer Relations, PO Box 36647, Dallas, TX 75235-1647. Note: When traveling on any flight operated by another carrier, that operating carrier's contract of carriage applies.

**CHECKIN RULES:** 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.

**REFUND AND EXCHANGES:** Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Effective January 28, 2011, unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any change to this itinerary may result in a fare increase.

## Beatrice Castillo

**From:** reservations@omnihotels.com  
**Sent:** Tuesday, July 27, 2010 10:49 AM  
**To:** Beatrice Castillo  
**Subject:** Omni San Antonio at the Colonnade Reservation Confirmation 40003772909



### CONFIRMATION #40003772909

**Omni San Antonio at the Colonnade**  
 9821 Colonnade Blvd  
 San Antonio TX US 78230  
 Phone: 210-691-8888  
 Fax: 210-691-1128

[DRIVING DIRECTIONS TO THE HOTEL >](#)

**BEATRICE CASTILLO**  
**Select Guest 43455104**  
 2156 SETTING SUN DR  
 EL PASO TX US 79938

**ARRIVING:** 10/12/2010  
**DEPARTING:** 10/15/2010

**CHECK IN TIME:** 3:00 PM  
**CHECK OUT TIME:** 12:00 PM

#### ROOM RATE

Taca / Tx Assn For Court  
 Admin  
 3 nights 95.00 USD  
 Subtotal (3 nights) 285.00 USD  
 Taxes 47.73 USD  
 Fees: 0.00 USD  
**Total for Room: 332.73 USD**

Additional fees may apply  
 Read complete [terms and conditions](#)

#### ACCOMMODATIONS

Deluxe Room 1 King Bed - 400 sq ft -  
 Featuring a fabulous decor of gold and black  
 colors and elegant furnishings. This room  
 offers wonderful views of the Texas Hill  
 Country or the San Antonio skyline.

#### NUMBER OF GUESTS

1 Adult(s) 0 Child(ren)

#### GUARANTEE

Visa \*\*\*\*\*7305  
 Deposit not mandatory

**CANCELLATION:** Cancel by 12PM on 10/12/2010 to avoid penalty.

**SIGN UP**

To Receive Special Offers From Omni Hotels

## Beatrice Castillo

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**From:** Payne, Natalie [NCP001@SHSU.EDU]  
**Sent:** Monday, August 09, 2010 3:14 PM  
**To:** Beatrice Castillo  
**Subject:** TACA Conference Confirmation  
**Attachments:** item0001.xml; props0002.xml; themedata.thmx; colorschememapping.xml; header.htm

Dear **Beatrice Castillo**,

Thank you for registering for the **34<sup>th</sup> Annual TACA Education Conference** to be held from October 12 – 15, 2010. The conference will be held at the Omni Hotel located at 9821 Colonnade Boulevard in San Antonio, Texas 78230. Please call (210) 699-0073 to make reservations. Remember to identify yourself as a conference participant.

Our records indicate that you are *confirmed* for the following:

**Amount Owes: \$250**  
**Amount Paid: \$0**

Checks can be made payable to the Texas Association for Court Administration. Please note that a **fee will be assessed** for cancellations received after **September 11, 2010**. TACA requires a **written** notice of cancellation.

To submit payment or a written cancellation, use the following address:

TACA  
George J. Beto CJ Center  
Sam Houston State University  
Huntsville, TX 77341-2296  
Fax: (936) 294-1671  
*Payment is not required before the conference*

For updates and information on the conference, be sure to visit the TACA website at [www.mytaca.org](http://www.mytaca.org)!

I look forward to seeing you in October!

Sincerely,

Natalie Payne, TACA Secretariat  
936-294-1706  
[npayne@shsu.edu](mailto:npayne@shsu.edu)

### **Refund & Cancellation Policy**

- A. A full refund of fees paid will be authorized when a written request for cancellation of conference or program is received by the TACA Secretariat at least 31 days prior to the scheduled start of the program.
- B. A refund of 70% of the fees paid will be authorized when a written request for cancellation of conference or program is received by the TACA Secretariat more than 5 days but less than 31 days prior to the scheduled start of the program.
- C. A refund of 30% of the fees paid will be authorized when a written request for cancellation of conference or

8/16/2010