

**Click on Bookmarks  
To View Travel Detail**

```

TRAVEL VOUCHERS. TXT
1*****
FAM165TV                                COUNTY OF EL PASO CNY          RUN DATE: 12/15/2011
                                         TRAVEL VOUCHERS                      RUN TI
                                         PAGE NUM: 1
*****
ORUN OPTION SELECTED: * - LIST ALL VOUCHERS PAYABLE  SELECTION DATE: 99/99/9999 CHECK DATE: 12/15/2011 POSTING PERIOD: 03 2012
OVOUCHER NUMBER VENDOR NUMBER INDEX PROJECT USER CODE GROSS NET CLEARED FOR
DOC REFERENCE VENDOR NAME SUBOBJECT GRANT BALANCE DUE BALANCE DUE PAYMENT
DOING BUSINESS AS DESCRIPTION
0 TOTALS FOR TRANSACTION DATE : 11/21/2011 .00 .00 .00
1*****
*****
ORUN OPTION SELECTED: * - LIST ALL VOUCHERS PAYABLE  SELECTION DATE: 99/99/9999 CHECK DATE: 12/15/2011 POSTING PERIOD: 03 2012
OVOUCHER NUMBER VENDOR NUMBER INDEX PROJECT USER CODE GROSS NET CLEARED FOR
DOC REFERENCE VENDOR NAME SUBOBJECT GRANT BALANCE DUE BALANCE DUE PAYMENT
DOING BUSINESS AS DESCRIPTION
OTA1100404 01 EMP00419 01 GADMI NGF 661.10 661.10 661.10
RUBEN LUJAN 6705
AUSTIN, TX1/08-1/11/12EDU TRNG RQMNT
OTA1100405 01 EMP00847 01 GADMI NGF 60.00 60.00 60.00
CAROL MARIE SAGARI BAY 6705
CLLG ST, TX1/09-1/09/12AIRFR12ANNL CNTY&DIST MEET
OTA1100406 01 EMP01118 01 ELECTSERV ICE 768.24 768.24 768.24
JAVIER CHACON 6602
SUGARLAND, TX1/04-1/06/12TX ASSOC OF ELECTIONS
OTA1100407 01 EMP01351 01 GADMI NGF 60.00 60.00 60.00
DELIA BRIONES 6705
CLLG ST, TX1/09-1/09/12AIRFR12ANNL CNTY&DIST MEET
OTA1100408 01 EMP02275 01 GADMI NGF 1,350.95 1,350.95 1,350.95
BETSY KELLER 6705
AUSTIN, TX1/26-1/27/12STRATEGIES EFFCTV PRFRMCE
OTA1100409 01 V020237 01 WTXTRAIN10 4,900.00 4,900.00 4,900.00
WILLIAM E. WAGNER 6703 306 14
EL PASO, TX 12/06-12/07/11INFORMANT MANAGEMENT T
OTA1100410 01 V020580 01 HDTA INTEL10 20.02 20.02 20.02
MICHAEL LARA 6602 306 08
ODESSA, TX 12/05-12/07/11REIMB. WEST TX GANG COU
OTA1100411 01 V022284 01 GADMI NGF 1,095.10 1,095.10 1,095.10
ELSIE WEST 6705
AUSTIN, TX1/26-1/27/12STRATEGIES EFFCTV PRFRMCE
HUMANRES DEPT.
OTA1100412 01 V023952 01 WTXTRAIN10 1,700.00 1,700.00 1,700.00
BRIAN SALLEE 6703 306 14
BBS NARCOTICS ENFORCEMENT EL PASO, TX 12/05-12/05/11INVT. WT-03-2011 TRAIN
0 TOTALS FOR TRANSACTION DATE : 12/16/2011 10,615.41 10,615.41 10,615.41
0 REPORT TOTAL 10,615.41 10,615.41 10,615.41

```

# El Paso County Auditor's Office Manual Voucher Form

Vendor No.: EMP00419 01  
 Voucher Total: \$661.10  
 No. of Lines: 1  
 T/C Hash : 208

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

Date Entered: 12/15/2011

Entered by: AN

Preparer's Initials: AN

Amount Spelled: SIX HUNDRED SIXTY ONE DOLLARS AND TEN CENTS

Vendor Name: RUBEN LUJAN

Street: JUSTICE OF THE PEACE #6

P.O. BOX 597

City, State, Zip: CLINT TX 79836

Subject: AUSTIN, TX1/08-1/11/12EDU TRNG RQMNT

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	208	661.10	GADMINGF	6705	145	JP6003		
	Desc:	AUSTIN, TX1/08-1/11/12EDU TRNG RQMNT						
02								
	Desc:							
03								
	Desc:							
04								
	Desc:							
05								
	Desc:							
06								
	Desc:							
07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

Prepared by: JORGE LOPEZ TCAUD20-AUDITORS Date: 12/15/2011

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



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: **RUBEN LUJAN**

Department: **JP6-1**

Date of Trip: Departure Date: **01/08/11** Return Date: **# 01/11/12**

Destination: **AUSTIN, TEXAS**

\* Event

**JUSTICE OF THE PEACE TRAINING**

County Related Purpose:

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

Department Index: **GADMINGF**

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  
☒ on Date of Departure by

After 12:00 P.M.  
Before 12:00 P.M.

Half Rate \$ 18.00  
Full Rate \$ 27.00

Please Check One (Return meal rate)

- ☒ on Date of Return by  
☐ on Date of Return by

Before 5:00 P.M.  
After 5:00 P.M.

Half Rate \$ 18.00  
Full Rate \$ 36.00

\* \$36.0 per diem no receipts required. \*\*NOTE\*\* there is no meal per diem if you departure and return are on the same date

\* (Note: Please use the items checked above to fill out section 2 below)

### Section 2: Travel Estimated Breakdown

\* CC CREDIT CARD EXPENSE BREAKDOWN

Airfare	\$560.10	
Auto Rental		
Mileage (.40 /mile)		
Gas		
Meal rate on Departure date	18.00	
Meal per diem (\$36.00)	72.00	
Meal rate on Return date	72.00	
Lodging	150.00	
Other - Registration	100.00	
Other - Parking/Tolls	10.00	
Other - Taxi	50.00	
Other - Shuttle		
Other -		
<b>TOTAL</b>	<b>\$996.10</b>	<b>\$0.00</b>

### FOR AUDITOR'S USE ONLY

Trans. Code: \_\_\_\_\_

Index: \_\_\_\_\_

Sub-Object: \_\_\_\_\_

Vendor: **emp000119**

Subsidiary: \_\_\_\_\_

Amount: \_\_\_\_\_

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE ☒ Y/N

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

CC

NOTATION: SIGNING OF THIS FORM IS AN  
ACKNOWLEDGEMENT OF THE COUNTY  
TRAVEL POLICY WHICH AUTHORIZES THE  
SALARY OFFSET OF WAGES FOR NONCOMPLIANCE

ADVANCE FROM COUNTY

**\$996.10** **\$0.00**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

EMPLOYEE

SIGNATURE **[Signature]**

DEPT. HEADS

SIGNATURE

C.C.O. DATE

DATE: **12-Dec-11**

## El Paso County Travel Justification Form

Employee: Ruben Lujan Signature *Ruben Lujan* Date: 12-12-11  
Dept. Head: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Dept: JP6-1 Job Title: Judge

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

**Purpose: (check one)**

☒ **Statutorily Required Training to Hold Elective Office**

Statue Refrence:

My effective office requires 20 number of training hours annually.

I have already fulfilled 0 of these hours for this time period.

Estimated hours to be obtained from this cours? 20

Please provide documentation for hours needed.

☐ **Professional or Technical Training to Maintain License/Certification**

(peace officers, attorneys, CPAs, technical certifications, etc.)

My effective office requires \_\_\_\_\_ number of training hours annually.

I have already fulfilled \_\_\_\_\_ of these hours for this time period.

Estimated hours to be obtained from this cours? \_\_\_\_\_

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

☐ **Travel for Lobbying/Advocating Before Federal/State Legislature, 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, TAG, 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:** \_\_\_\_\_

transmitted to the justice by the justice's predecessors in office, and all papers filed in a case in justice court, subject to the public access requirements prescribed by Rule 12, Rules of Judicial Administration.

(a-1) If a person vacates the office of justice of the peace, the person shall transfer all court records, documents, property, and unfinished business to the person's successor on the date the successor takes office. After the transfer, the business of the office must be completed as if the successor had begun the business.

(b) A person who has possession of dockets, books, or papers belonging to the office of any justice of the peace shall deliver them to the justice on demand. If the person refuses to deliver them, on a motion supported by an affidavit, the person may be attached and imprisoned by the order of the county judge until the person makes delivery. The county judge may issue the order in termtime or vacation. The person against whom the motion is made must be given three days' notice of the motion before the person may be attached.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985.

Amended by:

Acts 2005, 79th Leg., Ch. 711, Sec. 1, eff. September 1, 2005.

Sec. 27.005. EDUCATIONAL REQUIREMENTS. (a) For purposes of removal under Chapter 87, Local Government Code, "incompetency" in the case of a justice of the peace includes the failure of the justice to successfully complete:

(1) within one year after the date the justice is first elected, an 80-hour course in the performance of the justice's duties; and

(2) each following year, a 20-hour course.

(b) The courses may be completed in an accredited state-supported school of higher education.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1989, 71st Leg., ch. 802, Sec. 1, eff. Sept. 1, 1989; Acts 2001, 77th Leg., ch. 147, Sec. 1, eff. Sept. 1, 2001.

## Margarita S. Kalnas

**From:** Southwest Airlines [SouthwestAirlines@luv.southwest.com]  
**Sent:** Wednesday, November 23, 2011 2:36 PM  
**To:** Ruben Lujan (Judge)  
**Subject:** Southwest Airlines Confirmation-LUJAN/RUBEN-Confirmation: IU8F5G

You're all set for your trip!

[My Account](#) | [View My Itinerary Online](#)

[Check In Online](#) [Check Flight Status](#) [Change Flight](#) [Special Offers](#) [Hotel Deals](#) [Car Deals](#)

## Ready for takeoff!

Thanks for choosing Southwest for your trip! You'll find everything you need to know about your reservation below. Happy travels!

### AIR Itinerary

#### AIR Confirmation: IU8F5G

Confirmation Date: 11/23/2011

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
LUJAN/RUBEN	00020072803203	5262405769231	Nov 22, 2012	6336

Rapid Rewards points earned are only estimates. Not a member - visit <http://www.southwest.com/rapidrewards> and sign up today!

Date	Flight	Departure/Arrival
Sun Jan 8	135	Depart <b>EL PASO TX (ELP)</b> at <b>6:00 PM</b> Arrive in <b>AUSTIN TX (AUS)</b> at <b>8:30 PM</b> Travel Time 1 hrs 30 mins
Fri Jan 13	136	Depart <b>AUSTIN TX (AUS)</b> at <b>11:50 AM</b> Arrive in <b>DALLAS LOVE FIELD (DAL)</b> at 12:50 PM
	339	Change planes in <b>DALLAS LOVE FIELD (DAL)</b> at 1:35 PM Arrive in <b>EL PASO TX (ELP)</b> at <b>2:25 PM</b> Travel Time 3 hrs 35 mins

Air Cost: \$ 560.10

Fare Rule(s): Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase.

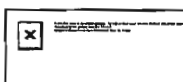
ELP WN AUS245.58KZBP WN X/DAL WN ELP245.58KZBP 491.16 END ZPELPAUSDAL  
XFELP4.5AUS4.5DAL4.5 AY7.50\$ELP2.50 AUS2.50 DAL2.50

## Important Check-In Reminder

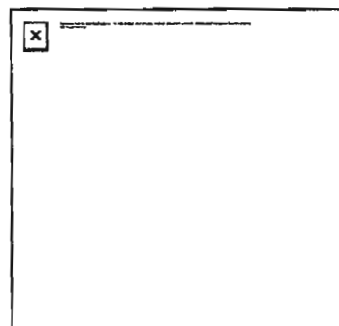
Be sure to arrive at the departure gate with your boarding pass at least 10 minutes before your scheduled departure time. Otherwise, your reserved space may be cancelled and you won't be eligible for denied booking compensation.



[Go to Boarding School](#)



[Get EarlyBird  
Check-In™ Details](#)



## Cost and Payment Summary

☐ AIR - IU8F5G

### Base Cost

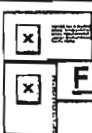
Base Fare \$ 491.16  
Excise Taxes \$ 36.84

### Payment Information

Payment Type: Mastercard XXXXXXXXXXXX3666  
Date: Nov 23, 2011  
Payment Amount: \$560.10

### Additional Taxes & Fees

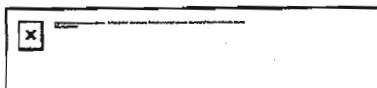
Segment Fee \$ 11.10  
Passenger Facility Charge \$ 13.50  
Security Fee \$ 7.50  
**Total Air Cost \$ 560.10**



## Flight Status Alerts

Stay on your way with flight departure or arrival status via text message or email.

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[Book a Hotel](#)

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[Suggested Airport Arrival Times](#)  
[Security Procedures](#)  
[Customers of Size](#)  
[In the Air](#)  
[Purchasing and Refunds](#)

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[Traveling with Pets](#)  
[Unaccompanied Minors](#)  
[Baby on Board](#)  
[Customers with Disabilities](#)

### Legal Policies & Helpful Information

[Privacy Policy](#) [Customer Service Commitment](#) [Contact Us](#)  
[Notice of Incorporated Terms](#) [FAQs](#)





# INVOICE

TEXAS JUSTICE  
COURT TRAINING  
CENTER  
Texas State  
University/San Marcos  
701 Brazos Street Ste.  
710  
Austin, Texas 78701  
(512) 347-9927  
(512) 347-9921 fax

**PLEASE MAIL  
INVOICE WITH  
PAYMENT**

If your payment has been  
submitted please disregard  
invoice

Date: 11/7/2011

Bill To: Ruben Lujan

Seminar: FY\_12 Justice of the Peace  
Seminar

Seminar Location: Austin

Seminar Dates: 1/8/2012 - 1/11/2012

*now*  
*9-10 work*

P.O. #	CHECK#	DATE PAYMENT RECEIVED	DUE DATE
			12/16/2011

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Registration Fee	\$10	1
1	Texas State University Overhead Assessment	\$90	1
	Subtotal		\$100
	TOTAL DUE		\$100

Make all checks payable to: Texas State University/San Marcos  
Please refer all inquiries to: Texas Justice Court Training Center, Laura Villarreal  
(512) 347-9927, ext 200.

# RECEIPT

PT DATE: 11/10/2011 9:22:54 AM

RECEIPT NO: 29454

y: Ruben Lujan

To: Texas Justice Court Training Center

Address: 701 Brazos Street Ste 710

City, ST ZIP Code: Austin, TX 78701

DESCRIPTION

AMOUNT

ration Fee

State University Overhead Assessment

ar: Justice of the Peace Seminar in Austin Seminar Date: January 8<sup>th</sup>, 2012

TOTAL

ent Method: Personal Check

nce Number: 2043

DATE: 11/10/2011

TO: Ruben Lujan

FROM: TJCTC Registrar

This is your confirmation letter to attend the **Austin, JP 20 Hour Seminar** to be held **1/8/2012 - 1/11/2012**

**The Seminar Site:** Omni Austin Hotel Downtown  
700 San Jacinto at 8th Street  
Austin, TX 78701  
(512) 476-3700

**ATTENTION -**

**LOCATION/AIRPORT TRANSPORTATION/PARKING**

These arrangements are made by you.

**ROOM RESERVATIONS**

The Training Center will make your room reservations with the hotel for you as specified below. Your room will be paid for by the Training Center if you are sharing with another student. If you requested a single or share with spouse room, you will be responsible for paying \$59.50 per night + tax.

**The following room accommodations have been made for you per your request:**

**Single Room**

**NOTE:** If you wish to arrive a day early or stay an additional day, TJCTC *cannot guarantee rooms will be available or that our rate will be honored.* Please make arrangements with the hotel directly.

**HOTEL REGISTRATION**

The hotel check-in time is 3:00 p.m. Additionally, if you requested a roommate and by 6:00 p.m. on registration day you don't have one, notify a member of the Training Center staff to avoid incurring a single room charge. The Training Center cannot assist you in securing a smoking room because most hotels have become non-smoking. Remember, rooms cannot be reserved past 6:00 p.m., unless you have made arrangements with the hotel. If you find you are going to be late, call the hotel to guarantee your room with a credit card.

**SEMINAR REGISTRATION**

Seminar Registration will be held on January 8th from 3:00 p.m. to 5:00 p.m. Even though you have already selected your class online prior to the seminar, you must register in person with the Training Center before attending classes in order to obtain class credit.

5450

## Jorge Lopez

---

**From:** Wallace Hardgrove  
**Sent:** Wednesday, December 14, 2011 9:36 AM  
**To:** Ruben Lujan (Judge); Margarita S. Kalnas  
**Cc:** Anna Perez; Betsy C. Keller; Victor Perez; Mayra Briseno; Jorge Lopez; Verenice Acosta  
**Subject:** January Travel

Good Morning Judge:

Your travel training request for January 8<sup>th</sup>-11<sup>th</sup> was approved however, it was reduced to \$661.10. The airfare is still currently available at a greatly reduced price on the southwest wanna getta fare \$221.10 instead of the anytime fare quote you submitted for \$560.10. The meals were also reduced by \$18 as two lunches are provided in the registration fee. Your hotel allocation was increase to \$210 for the three night stay and parking is no longer covered. If you have any questions pleased let us know.

Thanks!

Wally Hardgrove  
Budget/Finance Manger  
El Paso County Auditor's Office  
800 E. Overland #406  
El Paso, Texas 79901  
(915)546-2040 ext. 3481  
(915)546-8172 FAX

get to  
0  
ok

# El Paso County Auditor's Office Manual Voucher Form

Vendor No.: EMP00847 01

Voucher Total: \$60.00

No. of Lines: 1

T/C Hash : 208

Preparer's Initials: AN

Amount Spelled: SIXTY DOLLARS AND NO CENTS

Single Check (Y/N):

Date Entered: 12/15/2011

Entered by: AN

Vendor Name: CAROL MARIE SAGARIBAY

Street: 1701 ROBERT WYNN

CNTYCLERK

City, State, Zip: EL PASO TX 79936

Subject: CLLG ST, TX1/09-1/09/12AIRFR12ANNL CNTY&amp;DIST MEET

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	208	60.00	GADMINGF	6705	145	CCL003		
	Desc:	CLLG ST, TX1/09-1/09/12AIRFR12ANNL CNTY&DIST MEET						
02								
	Desc:							
03								
	Desc:							
04								
	Desc:							
05								
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06								
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07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

Prepared by: JORGE LOPEZ TCAUD20-AUDITORS

Date : 12/15/2011

Approved by:

Date :



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

Approved  
12/14/11

## County of El Paso Travel Request Form

Travel

Type: **ADVANCE**

Name: Carol Sagaribay Department: County Clerk  
Date of Trip: Departure 01/09/11 Arrival Date: # 01/09/11 Destination: College Station, Texas  
\* Purpose of Trip: 2012 Annual County and District Clerk Meeting

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

Department Index: County Clerk 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 \$ 18.00  
☒ on Date of Departure by Before 12:00 P.M. Full Rate \$ 36.00

Please Check One (Return meal rate)

☒ on Date of Return by Before 5:00 P.M. Half Rate \$ 18.00  
☐ on Date of Return by After 5:00 P.M. Full Rate \$ 36.00

\* \$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	\$60.00
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 -	
Other -	
<b>TOTAL</b>	<b>\$60.00</b>

### FOR AUDITOR'S USE ONLY

Trans. Code: \_\_\_\_\_  
Index: \_\_\_\_\_  
Sub-Object: \_\_\_\_\_  
Vendor: emp 000847  
Subsidiary: \_\_\_\_\_  
Amount: \_\_\_\_\_

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE

Y/N

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

ADVANCE FROM COUNTY

\$60.00

CC

\$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

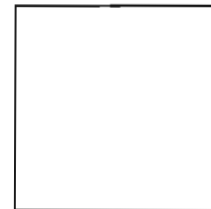
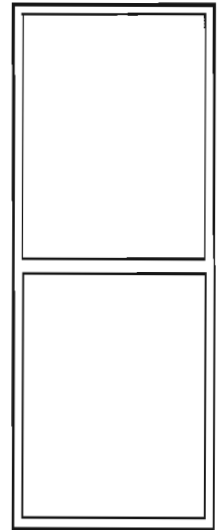
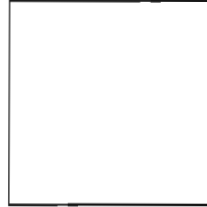
DATE: 22-Oct-11

C.C.O. DATE

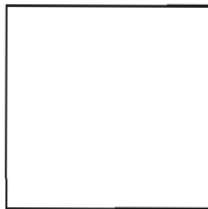
23-Jan-11

baggage policies, please visit [www.aa.com/baggageinfo](http://www.aa.com/baggageinfo). For faster check-in at the airport, scan the barcode at any AA Self-Service machine.

You must present a government-issue photo ID and either your boarding pass or a priority verification card at the security screening checkpoint.

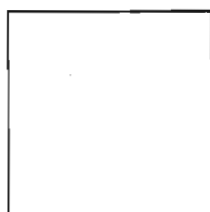


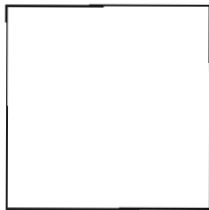
Record Locator: IRDCIX



Carrier	Flight Number	Departing		Arriving		Booking Code
		City	Date & Time	City	Time	
	1630	EL PASO	MON 09JAN 10:55 AM	DALLAS FT WORTH	1:35 PM	Q
	Carol Sagaribay Economy Seat 24F					
American Airlines						
	4787	DALLAS FT WORTH	MON 09JAN 2:45 PM	COLLEGE STATION	3:45 PM	Q
	OPERATED BY EXECUTIVE AIRLINES AS AMERICAN EAGLE CHECK-IN WITH OPERATING CARRIER					
		Carol Sagaribay	Economy	Seat 10A	Food For Purchase	
American Airlines						
	4722	COLLEGE STATION	THU 12JAN 12:30 PM	DALLAS FT WORTH	1:35 PM	Q
	OPERATED BY EXECUTIVE AIRLINES AS AMERICAN EAGLE CHECK-IN WITH OPERATING CARRIER					
		Carol Sagaribay	Economy	Seat 9A	Food For Purchase	
American Airlines						
	815	DALLAS FT WORTH	THU 12JAN 2:50 PM	EL PASO	3:30 PM	Q

American Airlines	Carol Sagaribay	Economy	Seat 26F
-------------------	-----------------	---------	----------



PASSENGER	TICKET NUMBER	FARE-USD	TAX/FEE/CHARGE	TICKET TOTAL
CAROL SAGARIBAY	0012349733334	254.88	61.92	316.80
				
Payment Type: Master Card XXXXXXXXXXXX4688				Total: \$316.80

You have purchased a NON-REFUNDABLE fare. The itinerary must be canceled before the ticketed departure time of the first unused coupon or the ticket has no value. If the fare allows changes, a fee may be assessed for changes and restrictions may apply.

One or more of your flights is a Codeshare flight and is operated by a Partner Airline. If your journey begins with a flight operated by one of American's Partner Airlines, then please check-in with the Partner Airline for that portion of your journey. Upon check-in, they will check your luggage to its final destination and provide boarding passes for your connecting flights, if applicable.

Electronic tickets are NOT TRANSFERABLE. Tickets with nonrestrictive fares are valid for one year from original date of issue. If you have questions regarding our refund policy, please visit [www.aa.com/refunds](http://www.aa.com/refunds).

To change your reservation, please call 1-800-433-7300 and refer to your record locator.

Check-in times will vary by departure location. In order to determine the time you need to check-in at the airport, please visit [www.aa.com/airportexpectations](http://www.aa.com/airportexpectations).

#### (AA CHECKED BAGGAGE CHARGES)

For travel from US/PR/USVI within and between US/PR/USVI, the charges will be 25.00USD for the first bag. For a second checked bag, the charge will be 35.00USD (or local currency equivalent).

For travel from CANADA To/From the US/PR/USVI, the charges will be 25.00USD/25.00CAD for the first bag. For a second bag, the charge will be 35.00USD/35.00CAD (or local currency equivalent).

For travel from Canada To/From/via India /Europe, no charge for the first bag. For a second bag, the charge will be 60.00USD/60.00CAD (or local currency equivalent).

For travel from Europe and India To/From US/PR/USVI and To/From via Europe and India, the first bag will be free. For a second bag, the charge will be 60.00USD or (local currency equivalent).

For travel from Mexico To/From US/PR/USVI/Canada and To/From/Via Europe and India, the first bag is free. For a second bag, the charge is 30.00USD or (local currency equivalent).

For travel from Caribbean, Central America To/From US/Canada/PR/USVI Mexico and To/From/Via Europe and India, the first bag is free. For a second bag, the charge is 30.00USD or (local currency equivalent).

For travel from South America To/From US/Canada/PR/USVI/MCLA and To/From/Via Europe and India, the first bag is free. For a second bag, the charge is 30.00USD or (local currency equivalent).

Air transportation on American Airlines and the American Eagle carriers® is subject to American's [conditions of carriage](#).

#### NOTICE OF INCORPORATED TERMS OF CONTRACT

Air Transportation, whether it is domestic or international (including domestic portions of international journeys), is subject to the individual terms of the transporting air carriers, which are herein incorporated by reference and made part of the contract of carriage. Other carriers on which you may be ticketed may have different conditions of carriage. International air transportation, including the carrier's liability, may also be governed by applicable tariffs on file with the U.S. and other governments and by the Warsaw Convention, as amended, or by the Montreal Convention. Incorporated terms may include, but are not restricted to: 1. Rules and limits on liability for personal injury or death, 2. Rules and limits on liability for baggage, including fragile or perishable goods, and availability of excess valuation charges, 3. Claim





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

## County of El Paso Travel Request Form

Approved  
11/9/11  
[Signature]

TJ

Travel

Type: **ADVANCE**

Name: Carol Marie Sagaribay Department: County Clerk  
Date of Trip: Departure 01/10/12 Arrival Date: # 1-10-12 Destination: College Station, Texas  
\* Purpose of Trip: 2012 Annual County and District Clerk Meeting

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

Department Index: County Clerk 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

Airfare	<u>\$292.00</u>	* CC <u>256.80</u>
Auto Rental		
Mileage (.40 /mile)		
Gas		
Meal rate on Departure date	<u>27</u>	
Meal per diem (\$35.00)	<u>105.00</u>	
Meal rate on Return date	<u>39</u>	
Lodging	<u>431.25</u>	
Other - Registration	<u>188.00</u>	
Other - Parking/Tolls		
Other - Taxi	<u>50</u>	
Other - <u>Car</u>		
Other -		
TOTAL	<u>\$1,013.25</u>	<u>\$1,028.05</u>

### 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

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: 22-Oct-11

C.C.O. DATE



## **Jorge Lopez**

---

**From:** Wallace Hardgrove  
**Sent:** Wednesday, December 14, 2011 9:38 AM  
**To:** Carol Sagaribay; Delia Briones  
**Cc:** Anna Perez; Betsy C. Keller; Verenice Acosta; Jorge Lopez; Mayra Briseno; Victor Perez  
**Subject:** Travel January

Good Morning:

The additional airfare costs of \$60 each was approved this morning. A voucher will be submitted for Mondays check run.

Thanks!

Wally Hardgrove  
Budget/Finance Manger  
El Paso County Auditor's Office  
800 E. Overland #406  
El Paso, Texas 79901  
(915)546-2040 ext. 3481  
(915)546-8172 FAX

# El Paso County Travel Justification Form

Employee: Carol M. Sagaribay  
Dept. Head: Delia Briones  
Dept: County Clerk

Signature: [Signature] Date: 1/10/2012  
Signature: [Signature] Date: 1/10/2012  
Job Title: Chief Deputy

Travel Funding Source:      X    County            Grant            Other

Will any funds be reimbursed by another entity? No

Travel Account No:

Balance Remaining for FY:

**Purpose: (check one)**

## Statutorily Required Training to Hold Elective Office

Statue Reference:

My effective office requires \_\_\_\_\_ number of training hours annually.

I have already fulfilled \_\_\_\_\_ of these hours for this time period.

Estimated hours to be obtained from this cours?

Please provide documentation for hours needed.

## Professional or Technical Training to Maintain License/Certification

(peace officers, attorneys, CPAs, technical certifications, etc.)

My effective office requires \_\_\_\_\_ number of training hours annually.

I have already fulfilled \_\_\_\_\_ of these hours for this time period.

Estimated hours to be obtained from this cours?

☐ Additional Professional or Technical Training NOT Required to Maintain License/Certification

**Travel for Lobbying/Advocating Before Federal/State Legislature, 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:

xx	Travel to Professional, County, or Elected Officials' Organization Meeting/Convention
----	---

(County Clerk's Association, TAG, 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:

# El Paso County Auditor's Office Manual Voucher Form

Vendor No.: EMP01118 01

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

Voucher Total: \$768.24

No. of Lines: 1

Date Entered: 12/15/2011

T/C Hash : 208

Entered by: B0

Preparer's Initials: B0

Amount Spelled: SEVEN HUNDRED,  
SIXTY EIGHT DOLLARS AND TWENTY FOUR CENTS

Vendor Name: JAVIER CHACON

Street: COUNTY ELECTIONS

500 E. SAN ANTONIO, RM 402

City, State, Zip: EL PASO TX 79901

Subject: SUGARLAND, TX1/04-1/06/12TX ASSOC OF ELECTIONS

Line	Trans	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	208	768.24	ELECTSERVICE	6602	145	ELE003		
	Desc:	SUGARLAND, TX1/04-1/06/12TX ASSOC OF ELECTIONS						
02								
	Desc:							
03								
	Desc:							
04								
	Desc:							
05								
	Desc:							
06								
	Desc:							
07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

Prepared by: MAYRA C. HERNANDEZ TCAUD47-AUDITORS

Date : 12/15/2011

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

Date : \_\_\_\_\_



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

DEC 13 2011

## County of El Paso Travel Request Form

Travel

Type: **ADVANCE**

Name: **JAVIER CHACON** Department: **ELECTIONS**  
Date of Trip: Departure Date **01/04/12** Return Date: **01/06/12** Destination: **SUGARLAND, TEXAS**  
\* Event: **TEXAS ASSOCIATION OF ELECTIONS ADMINISTRATORS MID-WINTER CONFERENCE**  
County Related Purpose: \_\_\_\_\_

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

Department Index: **ELECTSERVICE** Sub-Object: **6602**  
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 \$ 18.00  
☒ on Date of Departure by Before 12:00 P.M. Full Rate \$ 27.00

Please Check One (Return meal rate)

☒ on Date of Return by Before 5:00 P.M. Half Rate \$ 18.00  
☒ on Date of Return by After 5:00 P.M. Full Rate \$ 36.00

\* \$36.0 per diem no receipts required. \*\*NOTE\*\* there is no meal per diem if you departure and return are on the same date

\* (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	\$233.90
Auto Rental	_____
Mileage (.40 /mile)	_____
Gas	_____
Meal rate on Departure date	_____
Meal per diem (\$36.00)	_____
Meal rate on Return date	<del>81.00</del> <b>9</b>
Lodging	246.34
Other - Registration	150.00
Other - Parking/Tolls	<del>50.00</del>
Other - Taxi	<del>85.00</del> <b>66</b>
Other - Shuttle	_____
Other -	_____
<b>TOTAL</b>	<b>\$846.24</b>

### FOR AUDITOR'S USE ONLY

Trans. Code: \_\_\_\_\_  
Index: \_\_\_\_\_  
Sub-Object: \_\_\_\_\_  
Vendor: **Emp01118**  
Subsidiary: \_\_\_\_\_  
Amount: \_\_\_\_\_

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE ☒ Y/N

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

CC

NOTATION: SIGNING OF THIS FORM IS AN  
ACKNOWLEDGEMENT OF THE COUNTY  
TRAVEL POLICY WHICH AUTHORIZES THE  
SALARY OFFSET OF WAGES FOR NONCOMPLIANCE

ADVANCE FROM COUNTY

**\$846.24**

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_

EMPLOYEE **Javier Chacon**  
SIGNATURE  
DEPT. HEADS **Javier Chacon**  
SIGNATURE

C.C.O. DATE

DATE: 13-Dec-11

## El Paso County Travel Justification Form

Employee: JAVIER CHACON Signature: Javier Chacon Date: 12-13-2011  
Dept. Head: JAVIER CHACON Signature: Javier Chacon Date: 12-13-2011  
Dept: Elections Job Title: Elections Administrator

Travel Funding Source: \_\_\_\_\_ County \_\_\_\_\_ Grant ☒ Other

Will any funds be reimbursed by another entity? n/a

Travel Account No: \_\_\_\_\_

Balance Remaining for FY \_\_\_\_\_

### Purpose: (check one)

☐ **Statutorily Required Training to Hold Elective Office**

Statue Reference:

My effective office requires \_\_\_\_\_ number of training hours annually.

I have already fulfilled \_\_\_\_\_ of these hours for this time period.

Estimated hours to be obtained from this course? \_\_\_\_\_

Please provide documentation for hours needed. \_\_\_\_\_

☐ **Professional or Technical Training to Maintain License/Certification**

(peace officers, attorneys, CPAs, technical certifications, etc.)

My effective office requires \_\_\_\_\_ number of training hours annually.

I have already fulfilled \_\_\_\_\_ of these hours for this time period.

Estimated hours to be obtained from this course? \_\_\_\_\_

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

☐ **Travel for Lobbying/Advocating Before Federal/State Legislature, 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, TAG, Conference of Urban Counties, TBIC, etc.)

Organization Name: TEXAS ASSOCIATION OF ELECTIONS ADMINISTRATORS

☐ **Human Resources/Management/Personal Development Training**

("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)

☐ **Other:** \_\_\_\_\_

# **Texas Association of Elections Administrators**

**Mid-Winter Conference**

**January 4-6, 2012**

**Sugar Land Marriott Town Square**

**Sugarland, Texas**

## **DRAFT AGENDA**

Revised 09/14/2011

### **Wednesday, January 4**

**3:30 PM – 5:00 PM Legislative Committee Meeting**

**5:00 PM – 6:00 PM Board Meeting & Final Conference Set-up**

**6:00 PM – 7:30 PM Welcome Reception**

### **Thursday, January 5**

**8:00 AM – 9:00 AM Registration/Breakfast/Exhibits area open**

**9:00 AM – 10:00 AM Business Session**

Call to Order Jacque Callanen, President

Invocation

Pledge of Allegiance to the American Flag

Pledge of Allegiance to the Texas Flag

Star Spangled Banner TBA

Welcome and Introduction John Oldham, Secretary

    Welcome Address TBA

    Recognition of New Members Roger Ortiz, Vice-President

    Early-Bird Door Prize

    Financial Report Lannie Noble, Treasurer

    Old Business Jacque Callanen, President

        1) Minutes of last meeting John Oldham, Secretary

        2) Report on TAEA website

        3) Report on 2013 Mid-Winter meeting

**10:00 AM – 10:30 AM Break/Visit Exhibits (Refreshments served)**

**10:30 AM – 12:00 PM Business Session**

    Old Fashioned "Get to Know Your EA"

    In Depth Introductions with some "War Stories" for the New EA

**12:00 PM – 1:30 PM Lunch (on your own)**



**1:30 PM – 3:00 PM Business Session**

New Business Jacque Callanen, President

- 1) Bylaws
- 2) 2013 Mid-Winter site selection
- 3) Preparing for the Primaries SOS Elections Division
- 4) FVAP – Scott Weidmann

**3:00 PM – 3:30 PM Break/Visit Exhibits (Refreshments served)**

**3:30 PM – 5:00 PM Business Session**

Case Study: Deputy Voter Registrar Class – ask 2 counties to present  
Open Mike (Best practices, Q&A, etc.) Group Discussion  
Door Prizes Roger Ortiz, Vice President  
Adjourn Jacque Callanen, President

**7:00 PM – 9:30 PM Dinner Reception (at hotel) – ""**

**Friday, January 6 RED, WHITE & BLUE DAY**

(attendees encouraged to wear red, white, & blue /patriotic clothing)

**8:00 AM – 9:00 AM Breakfast/Exhibits area open**

**9:00 AM – 10:00 AM Business Session**

Call to order Jacque Callanen, President

MOVE act

Implementation of Voter ID

Round Table Groups

**10:00 AM – 10:30 AM Break/Visit Exhibits (Refreshments served)**

**10:30 AM – 12:00 PM Business Session**

Group Presentations

**12:00 PM – 1:30 PM Luncheon – hosted by TAEA**

**1:30 PM – 3:00 PM Business Session**

Challenges of SB 100

**3:00 PM – 3:30 PM Break/Visit Exhibits (Refreshments served)**

**3:30 PM – 5:00 PM Business Session**

Open Mike (Best practices, Q&A, etc.) Group Discussion  
Door Prizes Roger Ortiz, Vice President  
Adjourn Jacque Callanen, President

## Javier Chacon

**From:** Southwest Airlines [SouthwestAirlines@luv.southwest.com]

**Sent:** Tuesday, December 13, 2011 12:45 PM

**To:** Javier Chacon

**Subject:** Southwest Airlines Confirmation-CHACON/JAVIER MARTIN-Confirmation: I9HRFX

You're all set for your trip!



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### Ready for takeoff!



Thanks for choosing Southwest for your trip! You'll find everything you need to know about your reservation below. Happy travels!



**AIR Itinerary**

**AIR Confirmation: I9HRFX**

Confirmation Date: 12/13/2011

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
CHACON/JAVIER M ARTIN	00000056011841	5262409117192	Dec 12, 2012	1284

Rapid Rewards points earned are only estimates. Visit your (MySouthwest, Southwest.com or Rapid Rewards) account for the most accurate totals - including A-List & A-List Preferred bonus points.

Date	Flight	Departure/Arrival
Wed Jan 4	153	Depart <b>EL PASO TX (ELP)</b> at <b>09:40 AM</b> Arrive in <b>HOUSTON HOBBY (HOU)</b> at <b>12:25 PM</b> Travel Time 1 hrs 45 mins
Fri Jan 6	261	Depart <b>HOUSTON HOBBY (HOU)</b> at <b>5:25 PM</b> Arrive in <b>EL PASO TX (ELP)</b> at <b>6:25 PM</b> Travel Time 2 hrs 0 mins

**Air Cost: \$ 233.90**

**Fare Rule(s):** Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase.

ELP WN HOU99.53SYAUKNRO WN ELP99.53SYACNNRO 199.06 END ZPELPHOU  
XFELP4.5HOU3 AY5.00\$ELP2.50 HOU2.50



**Find a Hotel**

See ratings, photos and rates for over 40,000 hotels.

**Book a Hotel**

12/13/2011

## Important Check-In Reminder

Be sure to arrive at the departure gate with your boarding pass at least 10 minutes before your scheduled departure time. Otherwise, your reserved space may be cancelled and you won't be eligible for denied booking compensation.



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Check-In™ Details](#) ➔



### Rent Some Wheels

Explore your destination on the perfect set of wheels.

[Rent a Car](#) ➔

## Cost and Payment Summary

### AIR - I9HAFX

Base Cost  
Base Fare \$ 199.06  
Excise Taxes \$ 14.94

### Payment Information

Payment Type: Visa XXXXXXXXXXXX7479  
Date: Dec 13, 2011  
Payment Amount: \$233.90

### Additional Taxes & Fees

Segment Fee \$ 7.40  
Passenger Facility Charge \$ 7.50  
Security Fee \$ 5.00  
**Total Air Cost \$ 233.90**

## CLICK 'N SAVE

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## Javier Chacon

**From:** 'Marriott Hotels & Resorts Reservation' [reservations@marriott.com]  
**Sent:** Tuesday, December 13, 2011 1:23 PM  
**To:** Javier Chacon  
**Subject:** Sugar Land Marriott Town Square Reservation Confirmation #81182896



### Sugar Land Marriott Town Square

16090 City Walk,  
Sugar Land, Texas 77479 USA  
Phone: 1-281-275-8400 Fax: 1-281-275-8401



### Reservation for MR JAVIER CHACON

**Confirmation Number: 81182896**  
**Check-in:** Wednesday, January 4, 2012 (04:00 PM)  
**Check-out:** Friday, January 6, 2012 (12:00 PM)

[View hotel website](#)  
[Modify or Cancel reservation](#)

[Driving Directions](#)  
[Maps & Transportation](#)

# Reservation Confirmation

Dear MR JAVIER CHACON,

We are pleased to confirm your reservation with Marriott. Below is a summary of your booking and room information. We look forward to making your stay gratifying and memorable. When you're traveling away from home you can always count on Marriott.

Sugar Land Marriott Town Square

## Planning Your Trip

See what's happening in Houston during your stay  
Check out some of Houston's top attractions

Book with Hertz: Save up to 35% and Earn 500 Rewards Points  
Book Cars, Tours & More - get great rates on local tours and attractions

## Reservation Details

**Confirmation Number: 81182896**  
**Your hotel:** Sugar Land Marriott Town Square  
**Check-in:** Wednesday, January 4, 2012 (04:00 PM)  
**Check-out:** Friday, January 6, 2012 (12:00 PM)  
**Room type:** Guest room, 1 King or 2 Double



## Special Request: New! Up to 6 Free Nights

1 King Bed, Not Guaranteed. Earn 40,000 Bonus Points and 2 Free Night Stays - enough for up to 6 Free Nights - with the Marriott Rewards Credit Card. Reward yourself.

### Special request(s): Learn More

- 1 King Bed, Not Guaranteed
- I.D. Required, Request Noted
- 1 King Bed Req Not Gtd, Request Noted

Summary of Room Charges	Cost per night per room (USD)
Wednesday, January 4, 2012 - Friday, January 6, 2012 ( 2 nights )	109.00
Government State rate, state government ID required	
Estimated government taxes and fees	14.17
<b>Total for stay (for all rooms)</b>	<b>246.34</b>
<ul style="list-style-type: none"><li>• Complimentary on-site parking</li><li>• Complimentary off-site parking</li><li>• Valet parking, fee: 23 USD daily</li><li>• Changes in taxes or fees implemented after booking will affect the total room price.</li></ul>	

You may modify or cancel your reservation online (see details below), or call 1-800-228-9290 in the US and Canada. Elsewhere, call our **worldwide telephone numbers**.

Contact us if you have questions about your reservation.

### Canceling Your Reservation

- You may cancel your reservation for no charge until 06:00 PM hotel time on Wednesday, January 4, 2012.
- Please note that we will assess a fee of 123.17 USD if you must cancel after this deadline.

If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.

### Modifying Your Reservation

- Please note that a change in the length or dates of your reservation may result in a rate change.
- Please be prepared to show proof of eligibility for your rate (such as a membership card, corporate or government identification card, or proof of your age).

## Travel Alerts

- Introducing the NEW, FREE Marriott Mobile App. **Download Today!**
- Please Note: All Marriott hotels in the USA and Canada, are committed to a smoke-free policy. **Learn more**
- The Responsible Tourist and Traveler  
A practical guide to help you make your trip an enriching experience

### Look No Further

## Mayra Briseno

---

**From:** Wallace Hardgrove  
**Sent:** Wednesday, December 14, 2011 9:43 AM  
**To:** Javier Chacon  
**Cc:** Anna Perez; Betsy C. Keller; Verenice Acosta; Victor Perez; Jorge Lopez; Mayra Briseno  
**Subject:** Travel January

Good Morning:

Your travel request for the TAEA January conference was approved in the amount of \$768.24. The meals were reduced for the dinner and lunch that are being provided, the taxi was reduced to \$66 (round trip on super shuttle) and the parking is no longer an allowable expense. Your voucher will be processed accordingly.

Thanks!

Wally Hardgrove  
Budget/Finance Manager  
El Paso County Auditor's Office  
800 E. Overland  
El Paso, Texas 79901  
(915)546-2040 ext. 3481  
(915)546-8172 FAX

# El Paso County Auditor's Office Manual Voucher Form

Vendor No.: EMP01351 01  
Voucher Total: \$60.00

No. of Lines: 1  
T/C Hash: 208

Preparer's Initials: AN

Amount Spelled: SIXTY DOLLARS AND NO CENTS

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

Date Entered: 12/15/2011

Entered by: AN

Vendor Name: DELIA BRIONES

Street: 4209 O'KEEFE DR.

COUNTY CLERK

City, State, Zip: EL PASO TX 79902

Subject: CLLG ST, TX1/09-1/09/12AIRFR12ANNL CNTY&DIST MEET

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	208	60.00	GADMINGF	6705	145	CCL003		
	Desc:	CLLG ST, TX1/09-1/09/12AIRFR12ANNL CNTY&DIST MEET						
02								
	Desc:							
03								
	Desc:							
04								
	Desc:							
05								
	Desc:							
06								
	Desc:							
07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

Prepared by: JORGE LOPEZ TCAUD20-AUDITORS

Date: 12/15/2011

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

Date: \_\_\_\_\_



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

## County of El Paso Travel Request Form

*Adrian*  
*12/14/11*

Travel

Type: **ADVANCE**

Name: Delia Briones Department: County Clerk  
Date of Trip: Departure 01/09/11 Arrival Date: # 01/09/11 Destination: College Station, Texas  
\* Purpose of Trip: 2012 Annual County and District Clerk Meeting

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

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

### Section 1: Guidelines for Determining Meal Rates Allowance Merge Arrow

Please Check One (Departure meal rate)

☐ on Date of Departure by After 12:00 P.M. Half Rate \$ 18.00  
☒ on Date of Departure by Before 12:00 P.M. Full Rate \$ 36.00

Please Check One (Return meal rate)

☒ on Date of Return by Before 5:00 P.M. Half Rate \$ 18.00  
☐ on Date of Return by After 5:00 P.M. Full Rate \$ 36.00

\* \$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	\$60.00
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 -	
Other -	
<b>TOTAL</b>	<b>\$60.00</b>

### FOR AUDITOR'S USE ONLY

Trans. Code: \_\_\_\_\_  
Index: \_\_\_\_\_  
Sub-Object: \_\_\_\_\_  
Vendor: emp 01351  
Subsidiary: \_\_\_\_\_  
Amount: \_\_\_\_\_

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE ☐ Y/N

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

ADVANCE FROM COUNTY	CC
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 Delia Briones  
DATE: 22-Oct-11

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



Delia Briones

From: American Airlines@aa.com [notify@aa.globalnotifications.com]  
Sent: Monday, November 21, 2011 12:54 PM  
To: Delia Briones  
Subject: E-Ticket Confirmation-NDAPXR 09JAN

 **American Airlines**  
AA.com

eTicket Itinerary & Receipt Confirmation

ReservationsAward BookingMy AccountFare Sales & Offers

Date of Issue: 21NOV11

Delia Briones:

Thank you for choosing American Airlines / American Eagle, a member of the oneworld® Alliance. Below are your itinerary and receipt for the ticket(s) purchased. Please print and retain this document for use throughout your trip.

Record Locator: NDAPXR

You may check in and obtain your boarding pass for U.S. domestic electronic tickets within 24 hours of your flight time online at AA.com by using [www.aa.com/checkin](http://www.aa.com/checkin) or at a Self-Service Check-In machine at the airport. Check-in options may be found at [www.aa.com/options](http://www.aa.com/options). For information regarding American Airlines checked baggage policies, please visit [www.aa.com/baggageinfo](http://www.aa.com/baggageinfo). For faster check-in at the airport, scan the barcode at any AA Self-Service machine.

You must present a government-issue photo ID and either your boarding pass or a priority verification card at the security screening checkpoint.



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[Book a car](#)



[Buy trip insurance](#)

**Budget**  
Up to 30% off  
and Triple  
AAAdvantage®  
miles [BOOK >](#)

**4X the**  
AAAdvantage®  
miles plus  
up to 35% off [GO >](#)

**LAST MINUTE  
PACKAGE  
DISCOUNTS**  



**30 DAYS.  
UNLIMITED  
ACCESS.**  
\$99. 99 American Airlines  





**MULTIPLY  
your miles**  
With  
**Mileage  
Multiplier**  
[LEARN MORE >](#)

Record Locator: NDAPXR



**Itinerary**

Carrier	Flight Number	Departing		Arriving		Booking Code
		City	Date & Time	City	Time	
	1630	EL PASO	MON 09JAN 10:55 AM	DALLAS FT WORTH	1:35 PM	Q
		Delia Briones	Economy	Seat 24A		

American Airlines						
 American Airlines	4787	DALLAS FT WORTH	MON 09JAN 2:45 PM	COLLEGE STATION	3:45 PM	Q
	OPERATED BY EXECUTIVE AIRLINES AS AMERICAN EAGLE CHECK-IN WITH OPERATING CARRIER					
	Delia Briones		Economy		Seat 9D	Food For Purchase
 American Airlines	4722	COLLEGE STATION	THU 12JAN 12:30 PM	DALLAS FT WORTH	1:35 PM	Q
	OPERATED BY EXECUTIVE AIRLINES AS AMERICAN EAGLE CHECK-IN WITH OPERATING CARRIER					
	Delia Briones		Economy		Seat 8D	Food For Purchase
 American Airlines	815	DALLAS FT WORTH	THU 12JAN 2:50 PM	EL PASO	3:30 PM	Q
	Delia Briones		Economy		Seat 26A	

### Receipt

PASSENGER	TICKET NUMBER	FARE-USD	TAX/FEE/CHARGE	TICKET TOTAL
DELIA BRIONES	0012349732672	254.88	61.92	316.80
Payment Type: Visa XXXXXXXXXXXX6099				Total: \$316.80

You have purchased a NON-REFUNDABLE fare. The itinerary must be canceled before the ticketed departure time of the first unused coupon or the ticket has no value. If the fare allows changes, a fee may be assessed for changes and restrictions may apply.

One or more of your flights is a Codeshare flight and is operated by a Partner Airline. If your journey begins with a flight operated by one of American's Partner Airlines, then please check-in with the Partner Airline for that portion of your journey. Upon check-in, they will check your luggage to its final destination and provide boarding passes for your connecting flights, if applicable.

Electronic tickets are NOT TRANSFERABLE. Tickets with nonrestrictive fares are valid for one year from original date of issue. If you have questions regarding our refund policy, please visit [www.aa.com/refunds](http://www.aa.com/refunds).

To change your reservation, please call 1-800-433-7300 and refer to your record locator.

Check-in times will vary by departure location. In order to determine the time you need to check-in at the airport, please visit [www.aa.com/airportexpectations](http://www.aa.com/airportexpectations).

### (AA CHECKED BAGGAGE CHARGES)

For travel from US/PR/USVI within and between US/PR/USVI, the charges will be 25.00USD for the first bag. For a second checked bag, the charge will be 35.00USD (or local currency equivalent).

For travel from CANADA To/From the US/PR/USVI, the charges will be 25.00USD/25.00CAD for the first bag. For a second bag, the charge will be 35.00USD/35.00CAD (or local currency equivalent).

For travel from Canada To/From/via India /Europe, no charge for the first bag. For a second bag, the charge will be 60.00USD/60.00CAD (or local currency equivalent).

For travel from Europe and India To/From US/PR/USVI and To/From via Europe and India, the first bag will be free. For a second bag, the charge will be 60.00USD or (local currency equivalent).

For travel from Mexico To/From US/PR/USVI/Canada and To/From/Via Europe and India, the first bag is free. For a second bag, the charge is 30.00USD or (local currency equivalent).

For travel from Caribbean, Central America To/From US/Canada/PR/USVI Mexico and To/From/Via Europe and India, the first bag is free. For a second bag, the charge is 30.00USD or (local currency equivalent).

For travel from South America To/From US/Canada/PR/USVI/MCLA and To/From/Via Europe and India, the first bag is free. For a second bag, the charge is 30.00USD or (local currency equivalent).

Air transportation on American Airlines and the American Eagle carriers® is subject to American's [conditions of carriage](#).

### NOTICE OF INCORPORATED TERMS OF CONTRACT

Air Transportation, whether it is domestic or international (including domestic portions of international journeys), is subject to the individual terms of the transporting air carriers, which are herein incorporated by reference and made part of the contract of carriage. Other carriers on which you may be ticketed may have different conditions of carriage. International air transportation, including the carrier's liability, may also be governed by applicable tariffs on file with the U.S. and other governments and by the Warsaw Convention, as amended, or by the Montreal Convention. Incorporated terms may include, but are not restricted to: 1. Rules and limits on liability for personal injury or death, 2. Rules and limits on liability for baggage, including fragile or perishable goods, and availability of excess valuation charges, 3. Claim restrictions, including time periods in which passengers must file a claim or bring an action against the air carrier, 4. Rights on the air carrier



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: Delia Briones Department: County Clerk  
Date of Trip: Departure 01/10/12 Arrival Date: # 01/10/12 Destination: College Station, Texas  
\* Purpose of Trip: 2012 Annual County and District Clerk Meeting

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

Department Index: County Clerk 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>445</u> \$292.00	<u>256.80</u>
Auto Rental		
Mileage (.40 /mile)		
Gas		
Meal rate on Departure date	<u>27</u>	
Meal per diem (\$35.00)	<u>105.00</u>	
Meal rate on Return date	<u>36</u>	
Lodging	<u>431.25</u>	
Other - Registration	<u>183.00</u>	
Other - Parking/Tolls		
Other - Taxi		
Other - <u>688.25</u>	<u>50</u>	
Other - <u>41028.05</u>		
TOTAL	<u>81091.25</u>	<u>\$1,013.25</u>

### FOR AUDITOR'S USE ONLY

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

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE ☐

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

ADVANCE FROM COUNTY	CC
Name: <u>Delia Briones</u>	Name: <u>CC</u>
Name: _____	Name: _____
Name: _____	Name: _____
Name: _____	Name: _____
Name: _____	Name: _____
Name: _____	Name: _____

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

SIGNATURE Delia Briones

C.C.O. DATE 1/10/12

DATE: 22-Oct-11



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: Delia Briones Department: County Clerk  
Date of Trip: Departure 01/09/11 Arrival Date: # 01/09/11 Destination: College Station, Texas  
\* Purpose of Trip: 2012 Annual County and District Clerk Meeting

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

Department Index: County Clerk 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	\$256.00	
Auto Rental		
Mileage (.40 /mile)		
Gas		
Meal rate on Departure date		
Meal per diem (\$35.00)	140.00	
Meal rate on Return date		
Lodging	431.25	
Other - Registration	185.00	
Other - Parking/Tolls		
Other - Taxi		
Other -		
Other -		
<b>TOTAL</b>	<b>\$1,012.25</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  
\$1,012.25 \$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

Delia Briones

C.C.O. DATE

DATE: 22-Oct-11

## Jorge Lopez

---

**From:** Wallace Hardgrove  
**Sent:** Wednesday, December 14, 2011 9:38 AM  
**To:** Carol Sagaribay; Delia Briones  
**Cc:** Anna Perez; Betsy C. Keller; Verenice Acosta; Jorge Lopez; Mayra Briseno; Victor Perez  
**Subject:** Travel January

Good Morning:

The additional airfare costs of \$60 each was approved this morning. A voucher will be submitted for Mondays check run.

Thanks!

Wally Hardgrove  
Budget/Finance Manger  
El Paso County Auditor's Office  
800 E. Overland #406  
El Paso, Texas 79901  
(915)546-2040 ext. 3481  
(915)546-8172 FAX

## El Paso County Travel Justification Form

Employee: Delia Briones  
Dept. Head: Delia Briones  
Dept: County Clerk

Signature: Pekia Briones Date: 1/10/2012  
Signature: Pekia Briones Date: 1/10/2012  
Job Title: County Clerk

Travel Funding Source:     X     County     Grant     Other

Will any funds be reimbursed by another entity? No

Travel Account No:

Balance Remaining for FY:

**Purpose:** (check one)

XX	Statutorily Required Training to Hold Elective Office
----	---

Statue Reference:

My effective office requires \_\_\_\_\_ number of training hours annually.

I have already fulfilled \_\_\_\_\_ of these hours for this time period.

Estimated hours to be obtained from this cours?

Please provide documentation for hours needed.

### ☐ Professional or Technical Training to Maintain License/Certification

(peace officers, attorneys, CPAs, technical certifications, etc.)

My effective office requires \_\_\_\_\_ number of training hours annually.

I have already fulfilled \_\_\_\_\_ of these hours for this time period.

Estimated hours to be obtained from this cours?

☐ Additional Professional or Technical Training NOT Required to Maintain License/Certification

☐ Travel for Lobbying/Advocating Before Federal/State Legislature, 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:

	<b>Program Development Training</b>
--	-------------------------------------

Explain:

xx Travel to Professional, County, or Elected Officials' Organization Meeting/Convention

(County Clerk's Association, TAG, 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:

Adopted by the El Paso County Commissioners Court on November 17, 2003

# El Paso County Auditor's Office Manual Voucher Form

Vendor No.: EMP02275 01

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

Voucher Total: \$1,350.95

No. of Lines: 1

Date Entered: 12/15/2011

T/C Hash : 208

Entered by: AN

Preparer's Initials: AN

Amount Spelled: ONE THOUSAND THREE HUNDRED,  
FIFTY DOLLARS AND NINETY FIVE CENTS

Vendor Name: BETSY KELLER

Street: HUMAN RESOURCES  
800 EAST OVERLAND

City, State, Zip: EL PASO TX 79901

Subject: AUSTIN, TX1/26-1/27/12STRATEGIES EFFCTV PRFRMCE

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	208	1,350.95	GADMINGF	6705	145	HUM003		
	Desc:	AUSTIN, TX1/26-1/27/12STRATEGIES EFFCTV PRFRMCE						
02								
	Desc:							
03								
	Desc:							
04								
	Desc:							
05								
	Desc:							
06								
	Desc:							
07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

Prepared by: JORGE LOPEZ TCAUD20-AUDITORS

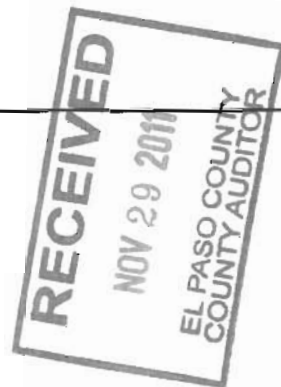
Date: 12/15/2011

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

Date: \_\_\_\_\_



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: Betsy C. Keller Department: Human Resources  
Date of Trip: Departure Date: 01/26/12 Return Date: 01/27/12 Destination: Austin  
\* Event: Strategies for effective performance Evaluation  
County Related Purpose: Training

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

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

### Section 1: Guidelines for Determining Meal Rates Allowance Merge Arrow

☒ **Use Check One (Departure meal rate)**

on Date of Departure by

After 12:00 P.M.

Half Rate \$ 18.00

on Date of Departure by

Before 12:00 P.M.

Full Rate \$ 27.00

☒ **Please Check One (Return meal rate)**

on Date of Return by

Before 5:00 P.M.

Half Rate \$ 18.00

on Date of Return by

After 5:00 P.M.

Full Rate \$ 36.00

\* \$36.0 per diem no receipts required. \*\*NOTE\*\* there is no meal per diem if you departure and return are on the same date

\* (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	\$264.10	
Auto Rental		
Mileage (.40 /mile)		
Gas		
Meal rate on Departure date	18.00	
Meal per diem (\$36.00)		
Meal rate on Return date	18.00	
Lodging	205.85	
Other - Registration	67.75	
Other - Parking/Tolls		
Other - Taxi	\$50.00	
Other - Shuttle		
Other -		
TOTAL	1352.95	\$0.00

*Handwritten: 1352.95, \$1,182.70, prefer shuttle if*

### FOR AUDITOR'S USE ONLY

Trans. Code: \_\_\_\_\_

Index: \_\_\_\_\_

Sub-Object: \_\_\_\_\_

Vendor: mp02275

Subsidiary: \_\_\_\_\_

Amount: \_\_\_\_\_

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE ☒ Y/N

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

CC

ADVANCE FROM COUNTY

\$1,182.70 \$0.00

Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_

Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_

NOTATION: SIGNING OF THIS FORM IS AN  
ACKNOWLEDGEMENT OF THE COUNTY  
TRAVEL POLICY WHICH AUTHORIZES THE  
SALARY OFFSET OF WAGES FOR NONCOMPLIANCE

EMPLOYEE

SIGNATURE

DEPT. HEADS

SIGNATURE

*Handwritten: Betsy Keller*  
*Handwritten: Betsy C. Keller*

C.C.O. DATE

DATE: 21-Nov-11



**COUNTY OF EL PASO, TEXAS  
COMMISSIONERS COURT TRAVEL EXPENSE POLICY  
APPROVED NOVEMBER 8, 2010**



The following are some commissioners court guidelines to be used in conjunction with travel advances and expenses.

All travel vouchers and receipts must be submitted to the county treasury on or before the 10th working day from your last authorized travel date. If a refund is due to the County of El Paso, travel vouchers must be submitted to the county treasury along with any unused funds that were advanced and all supporting documentation. In regards to documentation, any lost receipts are the responsibility of the person receiving a county advance. Your evidence of such a refund will be a pink deposit warrant copy issued by the county treasury.

All travel expenses require adequate supporting documentation or justification. Failure to provide adequate documentation or justification may cause your travel expenses to be disallowed by commissioners court and a refund to the county will be required. Personal expenses must be separated from county business expenses. Failure to adhere to this policy will result in salary offset of wages for any unallowable expenses or unreturned travel vouchers and receipts.

**Instructions to Complete Travel Expense Vouchers**

**Purpose of Travel**

Please record a brief description of the purpose of your trip (to attend a conference, seminar, school, et cetera).

**Date(s) of Trip**

Please show the date(s) of your authorized travel. Expenses must be maintained on a day-by-day basis which will facilitate identifying travel costs to be accounted for. All travel advances from current year funds must be approved by September 30. Travel advances for dates subsequent to fiscal year end utilizing current year funds must relate to travel that will be taken no later than November 15, of the new fiscal year.

**Travel (Mode of Transportation)**

Please report all expenses incurred for air fare, bus fare, car rental, shuttle and mileage reimbursement.

**Lodging**

Please attach a receipt for all lodging charges showing actual charges, name of the establishment, mailing address and date(s).

**Mileage Reimbursement**

The County's mileage rate is 40 cents per mile, when an employee's personal vehicle is used for county related travel.

**Meals**

A \$36.00 meal per diem with **no** receipts required for documentation. For out-of-town travel of a half day or less (ie: day of departure and/or day of return) the per diem rate is \$9.00 breakfast, \$9.00 lunch, \$18.00 dinner. If meals are included as program cost then the per diem must be adjusted accordingly. No per diem expense for travel where departure and return are on the same date.

**Other**

All other expenditures should be recorded, described and supported by receipts to the greatest extent possible.

**Prohibited County Travel Expenses**

Prohibited expenses include but are not necessarily limited to the following:

No Alcoholic drinks

No Nonbusiness related long distance and local telephone calls

No Supplies, books or other items which must be processed by the purchasing agent

No Movies, door prizes, gratuities (Tips)

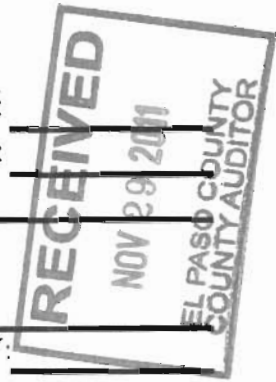
No Utilization of travel agency

# El Paso County Travel Justification Form

Employee: Betsy C. Keller  
Dept. Head: \_\_\_\_\_  
Dept: Human Resources

Signature Betsy Keller Date: \_\_\_\_\_  
Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Job Title: Director

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



## Purpose: (check one)

### ☐ Statutorily Required Training to Hold Elective Office

Statue Refrence:

My effective office requires \_\_\_\_\_ number of training hours annually.

I have already fulfilled \_\_\_\_\_ of these hours for this time period.

Estimated hours to be obtained from this cours? \_\_\_\_\_

Please provide documentation for hours needed.

### ☐ Professional or Technical Training to Maintain License/Certification

(peace officers, attorneys, CPAs, technical certifications, etc.)

My effective office requires \_\_\_\_\_ number of training hours annually.

I have already fulfilled \_\_\_\_\_ of these hours for this time period.

Estimated hours to be obtained from this cours? \_\_\_\_\_

### ☐ Additional Professional or Technical Training NOT Required to Maintain License/Certification

### ☐ Travel for Lobbying/Advocating Before Federal/State Legislature, 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, TAG, 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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## El Paso, TX to Austin, TX

Air

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## ITINERARY

DEPART JAN 26	<b>El Paso, TX to Austin, TX</b> Thursday, January 26, 2012 Travel Time 1 h 30 m (Nonstop)	#135	Depart El Paso, TX (ELP) Arrive in Austin, TX (AUS)	6:00 PM 8:30 PM
RETURN JAN 27	<b>Austin, TX to El Paso, TX</b> Friday, January 27, 2012 Travel Time 3 h 45 m (1 stop, includes 1 plane change)	#576 #672	Depart Austin, TX (AUS) Arrive in Dallas (Love Field), TX (DAL) Change ✕ in Dallas (Love Field), TX (DAL) Arrive in El Paso, TX (ELP)	6:15 PM 7:15 PM 8:10 PM 9:00 PM

## PRICE

Passenger Type	Trip	Routing	Fare Type	Base Fare	Govt. Taxes and Fees	Quantity	Total
Adult	Depart	ELP-AUS	Wanna Get Away	\$101.40	\$18.30	1	\$119.70
Adult	Return	AUS-DAL-ELP	Wanna Get Away	\$114.42	\$29.98	1	\$144.40
Please read the fare rules associated with this purchase.				<b>\$215.82</b>	<b>\$48.28</b>	<b>1</b>	<b>\$264.10</b>
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**JAN 26** Depart Flt 135  
 ELP AUS  
 6:00 PM 8:30 PM
Adult Air fare per person  
Wanna Get Away fare **\$101.40**
**JAN 27** Return Flt 576/672  
 AUS ELP  
 6:15 PM 9:00 PM
Adult Air fare per person  
Wanna Get Away fare **\$114.42**

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**AVERAGE EST. ROOM TOTAL PER NIGHT\*\***

**ESTIMA**

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Ark Group/Inside Knowledge Presents

## Strategies for Effective Performance Evaluation

*A full-day workshop designed to upgrade your skills at developing performance standards—aligning employee behaviors with department goals and objectives*

January 27, 2012

AT&T Executive Education &  
Conference Center  
Austin, Texas

### Attention Public Sector Supervisors and Managers —

The U. S. Office of Personnel Management and the U. S. Merit Systems Board recently reported that supervisory candidates do not appear to have the right people-management skills—a finding consistent with concerns that exist also at both state and local government levels.

The strength of any department or agency depends on the strength and competency of its workforce. And high-performing agencies know that effective performance management plays a critical role in the development and retention of talent.

**Ark Group/Inside Knowledge Magazine** has developed this full-day workshop, providing supervisors and managers with relevant information and strategies on developing employee performance standards and communicating expectations.


In these days of declining resources and smaller staffs, developing employees is more important than ever. Agencies that value their employees and actively engage them in the evaluation process will be the most effective.

### Attendees of this workshop will:

- Learn how to develop clear performance standards and how to provide documentation that relates to performance—as well as guidelines for providing useful performance feedback
- Gain an understanding why performance evaluations exist—from the employee's perspective, the supervisor's perspective as well as from the agency's perspective
- Learn how to set individual performance objectives so that job responsibilities and expectations are clear—resulting in improved employee decision-making and employee development
- Learn strategies that can be used to foster communication and trust throughout the performance evaluation process—while gaining a better understanding of the most common performance evaluation rating errors
- Learn to provide feedback through on-going coaching to develop employees, document their performance and establish performance plans for the next evaluation period
- Evaluate strategies for assisting employees in developing career paths that support their goals and development—as well as the agencies' objectives
- Learn how to develop strategies for preparing for the interview and what constitutes effective interview behavior

Researched by:



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### This workshop will be facilitated by:

**Joan E. Pynes, PhD, Professor of Public Administration, Department of Government & International Affairs, University of South Florida**

**Joan E. Pynes** is a professor of public administration at the University of South Florida. She is the author or coauthor of four books, most recently *Human Resources Management for Public and Nonprofit Organizations: A Strategic Approach*, third edition (Jossey-Bass, 2009) and *Effective Nonprofit Management: Context and Environment* (M.E. Sharpe, Summer 2011); and co-author of *Human Resources Management for Health Care Organizations: A Strategic Approach* (in production, Jossey-Bass, Inc). She is the author or coauthor of more than fifty academic articles, book chapters, technical reports, and encyclopedia entries about public and nonprofit human resources management.



This program, ORG-PROGRAM-101513, has been approved for 5.5 (General) recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute. Please be sure to note the program ID number on your recertification application form. For more information about certification or recertification, please visit the HR Certification Institute website at [www.hrci.org](http://www.hrci.org).

# Strategies for Effective Performance Evaluation

*A full-day workshop designed to upgrade your skills at developing performance standards—  
aligning employee behaviors with department goals and objectives*

## Workshop Agenda: Friday, January 27, 2012

**8:30AM** Registration & Refreshments

**9:00AM** Opening Remarks and Introductions

**Joan E. Pynes, PhD, Professor of Public Administration,  
Department of Government & International Affairs,  
University of South Florida**

**9:15AM**

### **Why Do Performance Evaluations Exist?**

Agencies, supervisors and employees often value (or fear) performance evaluations for different reasons. Why is that? Why do they often have different perspectives? And, what are they?

**10:00AM**

### **Why Do Many Raters and Ratees Dread the Performance Evaluation Process?**

How can raters minimize some of the most common evaluation errors that take place during the process? The most common errors will be explained and examples will be provided.

**10:45AM** Networking Coffee Break

**11:15AM**

### **Setting Performance Standards**

Raters often do not have a choice in regard to the evaluation instruments they must use. Despite that, you will learn how to communicate performance standards in a realistic manner. Strategies for documenting performance will also be discussed.

**12:15PM** Networking Luncheon

**1:15PM**

### **What Strategies Can Be Used To Increase Communication About Performance?**

Why is the evaluation process so painful for many participants? How should raters and ratees prepare for the performance interview? What are effective interview behaviors? Guidelines will be shared for providing useful performance feedback.

**2:30PM** Networking Coffee Break

**3:00PM**

### **What Factors Undermine Effective Evaluations?**

There are often factors that complicate the evaluation process and performance management system. What are they? How can raters and ratees understand them? What are the components necessary for developing a legally defensible evaluation system?

**4:00PM**

### **Conclusions: Q & A and Wrap-Up Discussion**

This concluding segment is designed to summarize, synthesize, share successful practices, and answer questions.

**4:30PM**

**End of Workshop**

*This workshop is designed to be interactive. Participants are encouraged to share their experiences in the performance management process as well as share successful strategies and identify obstacles.*

### **ABOUT YOUR WORKSHOP FACILITATOR**

**Joan E. Pynes, PhD, Professor of Public Administration,  
Department of Government & International Affairs,  
University of South Florida**

**Joan E. Pynes** is a professor of public administration at the University of South Florida. She is the author or coauthor of four books, most recently *Human Resources Management for Public and Nonprofit Organizations: A Strategic Approach*, third edition (Jossey-Bass, 2009) and *Effective Nonprofit Management: Context and Environment* (M.E. Sharpe, Summer 2011); and co-author of *Human Resources Management for Health Care Organizations: A Strategic Approach* (in production, Jossey-Bass, Inc.). She is the author or coauthor of more than fifty academic articles, book chapters, technical reports, and encyclopedia entries about public and nonprofit human resources management.

### **ABOUT ARK GROUP**

Ark Group ([usa.ark-group.com](http://usa.ark-group.com)) is a publishing company that (in addition to its core subscription content) produces conferences, master classes and specialized training courses for professionals from a cross-section of industry (primarily focused however on legal and government sectors). Our events are rigorously researched to ensure that we keep our delegates abreast of the latest trends, technologies and techniques in response to the ever-changing requirements of today's managers, markets and clients. Our events portfolio provides a truly holistic approach to delivering experience-based information and expertise on the issues that matter most to forward-thinking organizations.





# Registration Form

Fax back this form on  
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pfranken@ark-group.com

usa.ark-group.com

Ark Group USA  
407 S. Dearborn St.  
Suite 1335  
Chicago, IL 60605

## Strategies for Effective Performance Evaluation (JAN 27)

	Attendee 1	Attendee 2	Attendee 3
Name			
Job Title			
Organization			
Address			
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Email			

### Signature

I have read the terms and conditions below

- ☐ Registration Fee \$795
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1. Registrations can be submitted at any stage prior to the event, subject to availability. A limited allocation is being held and registering early is therefore recommended, in the event of the registration not being accepted by Ark Group the total amount will be refunded.
2. Payment must be received in full prior to the course.
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4. If the delegate cancels after the registration has been accepted, the delegate will be liable to the following cancellation charges:
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5. All registrations submitted by e-mail, fax, or over the telephone are subject to these booking conditions.
6. All cancellations must be received in writing.
7. Ark Group will not be held liable for circumstances beyond their control which lead to the cancellation or variation of the program.
8. Please make checks payable to Ark Group USA.

Ark Group USA will not use your email address or information for any purpose other than distributing our conference and event notices.

### Venue and Accommodations

This meeting will be held at the **AT&T Executive Education & Conference Center**, conveniently located downtown on the northwest corner of Martin Luther King Boulevard and University Ave, at the south entrance to The University of Texas at Austin. The center is four blocks from the Texas State Capitol and only eight miles from the airport. For details regarding nearby hotels please contact Peter Franken at [pfranken@ark-group.com](mailto:pfranken@ark-group.com) or by phone at 312.212.1301

### Who Will Attend This Forum?

Ark Group/Inside Knowledge Magazine's **Strategies for Effective Performance Evaluation** will provide a full-day of interactive, high-level discussion geared to provide supervisors and managers (in public sector organizations) with relevant information and strategies on developing employee performance standards—and aligning employee behaviors with department or agency goals and objectives. This is an ideal forum for meaningful interaction between heads of Human Resources, Professional Development, Knowledge Management, Organizational and Human Capital Development and Succession Planning—as well as Managers and Directors of Education, Training, Collaboration and Continuous Learning.

### Exhibition & Sponsorship Opportunities

If you are interested in exhibition or sponsorship opportunities for this (or any) Ark Group event, please contact Kevin Klein for more details at [kklein@ark-group.com](mailto:kklein@ark-group.com) or by phone at 312.212.1302





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## Strategies for Effective Performance Evaluation

THIS WORKSHOP WILL BE HELD AT:

January 27, 2012 — Austin, Texas

### AT&T Executive Education and Conference Center

1900 University Avenue, Austin, Texas 78705

512-404-1900

<http://www.meetatatexas.com/meetings.php>

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Or call Reservations at 512-404-1900 or 1-777-741-8822 toll free.



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#### Hilton Austin Airport

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Tel: 1-512-385-6767 Fax: 1-512-385-6763

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#### Four Seasons Hotel—Austin

98 San Jacinto Boulevard, Austin, Texas, USA, 78701-4039

Phone: (512) 478-4500 — Fax: (512) 478-3117

<http://www.fourseasons.com/austin/>

### Austin Travel Guide

<http://wikitravel.org/en/Austin>

# Directions and Details



## **AT&T Executive Education and Conference Center**

1900 University Avenue, Austin, Texas 78705

**Telephone:** 512-404-1900

## **Guest Room Reservations**

Call 512-404-3600 or 877-744-8822 toll free.

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Valet parking is \$14 per visit or \$21 overnight plus tax.

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2-3 hours, \$9

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**All major domestic airlines serve the Austin-Bergstrom International Airport**, which opened in 1999 and is 25 minutes from the hotel. Non-stop service is offered to destinations throughout the United States and Mexico. Most major car rental firms operate within the airport, as well as taxis, limousines and an airport shuttle service.

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## **Airport**

Austin-Bergstrom International Airport - AUS

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Strategies for Effective Performance Evaluation in the Public Sector

Date:

27 Jan 2012 - 27 Jan 2012

Location:

Austin, Texas - AT&T Executive Education & Conference Center

Price:

\$675.75 per registrant

Description:

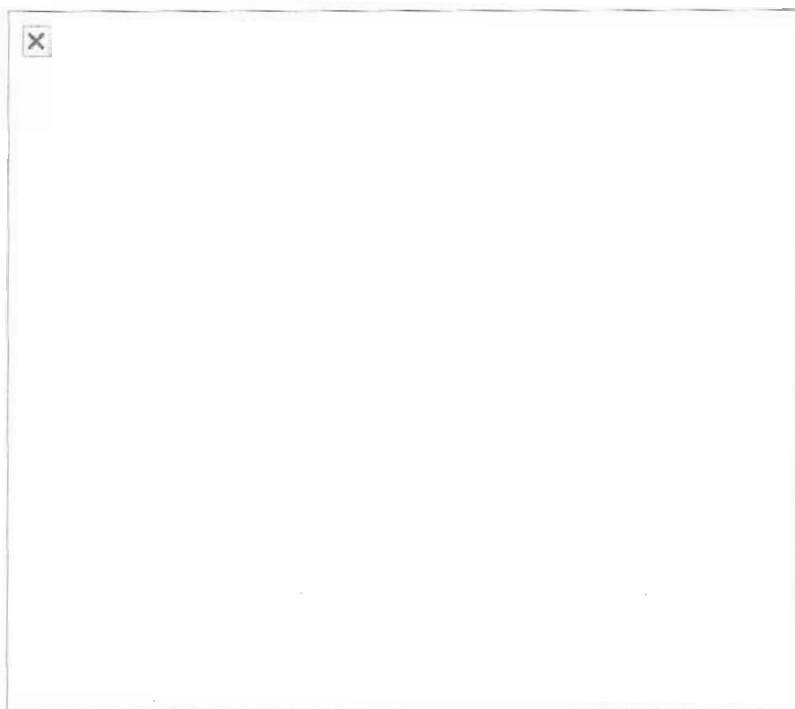
A full-day workshop designed to upgrade your skills at developing performance standards—aligning employee behaviors with department goals and objectives

Speakers:

Joan E. Pynes, PhD., Professor of Public Administration, Department of Government & International Affairs,  
**University of South Florida**

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512-404-1900

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### Austin Travel Guide

<http://wikitravel.org/en/Austin> (<http://wikitravel.org/en/Austin>)

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- Ark Group will not be held liable for circumstances beyond their control which lead to the cancellation or variation of the program.

- Please make checks payable to Ark Group USA.

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## **Jorge Lopez**

---

**From:** Wallace Hardgrove  
**Sent:** Thursday, December 15, 2011 10:39 AM  
**To:** Betsy C. Keller; Elsie West  
**Cc:** Anna Perez; Verenice Acosta; Victor Perez; Jorge Lopez; Mayra Briseno  
**Subject:** Travel jan 26-27

Good Morning:

Travel requests for strategies for effective perf. Evals were approved for Betsy \$1,350.95 and Elsie \$1,095.10 the change in price resulted in the registration fee at full cost. Your voucher will be processed accordingly.

Thanks!

Wally Hardgrove  
Budget/Finance Manger  
El Paso County Auditor's Office  
800 E. Overland  
El Paso, Texas 79901  
(915)546-2040 ext. 3481  
(915)546-8172 FAX



# El Paso County Auditor's Office Manual Voucher Form

Vendor No.: V020237 01  
 Voucher Total: \$4,900.00  
 No. of Lines: 1  
 T/C Hash: 238

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

Date Entered: 12/15/2011

Entered by: AT

Preparer's Initials: AT

Amount Spelled: FOUR THOUSAND NINE HUNDRED DOLLARS AND NO CENTS

Vendor Name: WILLIAM E. WAGNER

Street: POLICE TRAINING SERVICES  
 8722 KING GEORGE CT

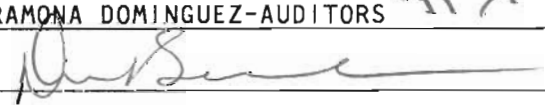
City, State, Zip: POMFRET MD 20675

Subject: EL PASO, TX 12/06-12/07/11INFORMANT MANAGEMENT T

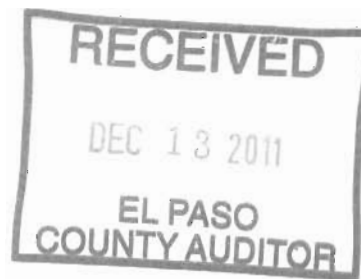
Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	238	4,900.00	WTXTRAIN10	6703				
	Desc:	EL PASO, TX 12/06-12/07/11INFORMANT MANAGEMENT T						
02								
	Desc:							
03								
	Desc:							
04								
	Desc:							
05								
	Desc:							
06								
	Desc:							
07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

Prepared by: RAMONA DOMINGUEZ-AUDITORS

Date: 12/15/2011

Approved by: 

Date: 12/15/2011



County of El Paso  
Travel Request Form

Travel

Type: **REIMBURSEMENT**

Name: **Police Traing Services** Department: **WTX HMDTA/Sheriff's Office**  
Date of Trip: Departure Date: **12/06/11** Return Date: **12/07/11** Destination: **El Paso, TX**  
\* Event: **Train 50 Plus Officers**  
County Related Purpose: \_\_\_\_\_

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

Department Index: **WTXTRAIN10** Sub-Object: **6703**  
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 \$ 18.00  
☐ on Date of Departure by Before 12:00 P.M. Full Rate \$ 27.00

*Please Check One (Return meal rate)*

☒ on Date of Return by Before 5:00 P.M. Half Rate \$ 18.00  
☐ on Date of Return by After 5:00 P.M. Full Rate \$ 36.00

\* \$36.0 per diem no receipts required. \*\*NOTE\*\* there is no meal per diem if you departure and return are on the same date

\* (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 (\$36.00)	_____
Meal rate on Return date	_____
Lodging	_____
Other - Registration	_____
Other - Parking/Tolls	_____
Other - Taxi	_____
Other - Shuttle	_____
Other -	4,900.00
<b>TOTAL</b>	<b>\$4,900.00 \$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:**

CC

REIMBURSEMENT AMOUNT **\$4,900.00 \$0.00**

NOTATION: SIGNING OF THIS FORM IS AN  
ACKNOWLEDGEMENT OF THE COUNTY  
TRAVEL POLICY WHICH AUTHORIZES THE  
SALARY OFFSET OF WAGES FOR NONCOMPLIANCE

EMPLOYEE

SIGNATURE

DEPT. HEADS

SIGNATURE

*[Signature]*  
DATE: 13-Dec-11

C.C.O. DATE



# POLICE TRAINING SERVICES

## *Cops Training Cops*

William E Wagner  
8722 King George Ct  
Pomfret. 20675  
Office: (301) 932-0147  
Cell: (301) 518-5345

December 8, 2011

## Invoice

**Services to:** West Texas HIDTA

Attn: Christina Zanella

Training Class scheduled for the following date and cost:

### ***Informant Management***

December 6 - 7, 2011                      **\$4,900.00**

Cost is all inclusive for Materials, Instructor, Travel and lodging.

Total Payment due net 30 days from completion of each class.

Please remit payment to: William E Wagner  
8722 King George Ct.  
Pomfret, MD  
20675

## APPROVED

*William E Wagner*

William E Wagner  
Director  
Police Training Services  
Tax ID# 207365652

*Please Pay 12-13-11  
WTX TRAINING 6703*

## SIGNED

*Francis B. [Signature]*

**West Texas HIDTA**  
**Southwest Border High Intensity Drug Trafficking Area**

**Travis B. Kuykendall**  
Director

**AGENCIES**

**APD**  
Alpine Police Department

**BCBP**  
Bureau of Customs and  
Border Protection

**BCSO**  
Brewster County  
Sheriff's Office

**CCSO**  
Culberson County  
Sheriff's Office

**DA**  
34<sup>th</sup> Judicial District  
Attorney's Office

**DEA**  
Drug Enforcement  
Administration

**DPS**  
Texas Department  
Of Public Safety

**EPCSO**  
El Paso County  
Sheriff's Office

**EPPD**  
El Paso  
Police Department

**FBI**  
Federal Bureau  
of Investigation

**HCSO**  
Hudspeth County Sheriff's  
Office

**ICE**  
Immigration and Customs  
Enforcement

**MPD**  
Midland Police  
Department

**MSO**  
Midland County Sheriff's  
Office

**NPS**  
National Park  
Service

**TOAG**  
Texas Office of the  
Attorney General

**USAO**  
U.S. Attorney's  
Office

**USMS**  
U.S. Marshal  
Service

**December 13, 2011**

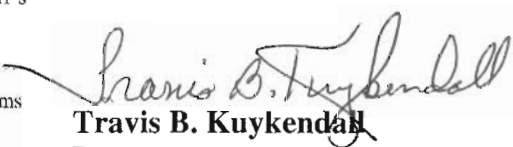
**Honorable Veronica Escobar, County Judge  
And Members of Commissioner's Court  
County Courthouse, Room 301  
El Paso, Texas 79901**

**Subject: Travel/Training**

**Dear Ma'am and Members of Commissioners' Court:**

**Respectfully request that Commissioners' Court authorize and approve \$4,900.00 for a two day Informant Management class conducted by the Police Training Services to provide training for 50 plus officers. This class was held at the Pebble Hills Regional Command Center on December 6-7, 2011. Funds are available from account # WTXTRAIN10 Sub Object 6703 and at no cost to the County.**

**Sincerely,**

  
**Travis B. Kuykendall**  
Director

# El Paso County Travel Justification Form

Employee: 50 Plus Officers  
Dept. Head: Travis B. Kuykendall  
Dept: West Tx HIDTA

Signature \_\_\_\_\_  
Signature *Kevin J. [illegible]*  
Job Title: Director

Date: \_\_\_\_\_  
Date: 12/13/2011

Travel Funding Source: \_\_\_\_\_ County    X Grant    \_\_\_\_\_ Other

Will any funds be reimbursed by another entity?

Travel Account No: WTXTRAIN10-6703

Balance Remaining for FY

**Purpose:** (check one)

## Statutorily Required Training to Hold Elective Office

Statue Reference:

My effective office requires \_\_\_\_\_ number of training hours annually.

I have already fulfilled \_\_\_\_\_ of these hours for this time period.

Estimated hours to be obtained from this cours?

Please provide documentation for hours needed.

X	Professional or Technical Training to Maintain License/Certification
---	--

(peace officers, attorneys, CPAs, technical certifications, etc.)

My effective office requires \_\_\_\_\_ number of training hours annually.

I have already fulfilled \_\_\_\_\_ of these hours for this time period.

Estimated hours to be obtained from this cours?

	Additional Professional or Technical Training NOT Required to Maintain License/Certification
--	--

**Travel for Lobbying/Advocating Before Federal/State Legislature, 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, TAG, 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.)

X	Other: Informant Management conducted by PTS
---	--

# El Paso County Auditor's Office Manual Voucher Form

Vendor No.: V020580 01

Voucher Total: \$20.02

No. of Lines: 1

T/C Hash : 238

Preparer's Initials: AT

Amount Spelled: TWENTY DOLLARS AND TWO CENTS

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

Date Entered: 12/15/2011

Entered by: AT

Vendor Name: MICHAEL LARA

Street: 660 S. MESA HILLS STE. 1060

City, State, Zip: EL PASO TX 79912

Subject: ODESSA, TX 12/05-12/07/11REIMB. WEST TX GANG COU

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	238	20.02	HDTAINTEL10	6602				
	Desc:	ODESSA, TX 12/05-12/07/11REIMB. WEST TX GANG COU						
02								
	Desc:							
03								
	Desc:							
04								
	Desc:							
05								
	Desc:							
06								
	Desc:							
07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

Prepared by: RAMONA DOMINGUEZ-AUDITORS

Date: 12/15/2011

Approved by: 

Date: 12/15/2011

RECEIVED

DEC 14 2011



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

EL PASO COUNTY  
COUNTY AUDITOR

County of El Paso  
Travel Request Form

Travel

Type: Reimbursement

Name: Michael Lara Department: SP-ISC  
Date of Trip: Departure Date: 12/11/11 Return Date: 12/11/11 Destination: Odessa, TX  
\* Event: Attend + Speak at the West TX Gang Investigators Course  
County Related Purpose: in Odessa, TX  
\* Use of GADMINGF Funds requires legislative impact explanation  
Department Index: HQIA-Intel Sub-Object: 6602  
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 \$ 18.00  
☒ on Date of Departure by Before 12:00 P.M. Full Rate \$ 27.00

Please Check One (Return meal rate)

☐ on Date of Return by Before 5:00 P.M. Half Rate \$ 18.00  
☒ on Date of Return by After 5:00 P.M. Full Rate \$ 36.00

\* \$36.0 per diem no receipts required. \*\*NOTE\*\* there is no meal per diem if you departure and return are on the same date

\* (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 \_\_\_\_\_  
Other - Parking/Tolls \_\_\_\_\_  
Other - Taxi \_\_\_\_\_  
Other - Shuttle \_\_\_\_\_  
Other - \_\_\_\_\_  
TOTAL 20.02

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:

CC

ADVANCE FROM COUNTY

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_

NOTATION: SIGNING OF THIS FORM IS AN  
ACKNOWLEDGEMENT OF THE COUNTY  
TRAVEL POLICY WHICH AUTHORIZES THE  
GARNISHMENT OF WAGES FOR NON COMPLIANCE

EMPLOYEE Michael Lara  
SIGNATURE  
DEPT. HEADS  
SIGNATURE [Signature]  
DATE: 12/13/11

C.C.O. DATE

12-8-11 EC  
Intel 10 (6602)  
\$ 20.02

TA 1100395



**County of El Paso  
Travel Expenditure Voucher**

C.C.O.

Actual

Name: Michael Lara Department: SO-ISC  
 Date of Trip: Departure 12/5/11 Arrival Date: 12/7/11 Destination: Odessa TX  
 Purpose of Trip: Attend + Speak at the West TX Gang Investigator's course  
 Department Index: HDTA Intel 10 Sub-Object: 1602

**Section 1: Guidelines for Determining Meal Rates Allowance**

Please Check One (Departure meal rate)

☐ on Date of Departure by After 12:00 P.M. Half Rate \$ 18.00  
☒ on Date of Departure by Before 12:00 P.M. Full Rate \$ 27.00

Please Check One (Return meal rate)

☐ on Date of Return by Before 5:00 P.M. Half Rate \$ 18.00  
☒ on Date of Return by After 5:00 P.M. Full Rate \$ 36.00

\* \$35.00 per diem no receipts required

\* (Note: Please use the items checked above to fill out section 2 below)

TC 1254594

**Section 2: Travel Expenditure Breakdown**

**FOR AUDITOR'S USE ONLY**

Airfare \_\_\_\_\_  
 Auto Rental \_\_\_\_\_  
 Mileage (.40 /mile) \_\_\_\_\_  
 Gas \_\_\_\_\_  
 \* Meal rate on Departure date 27.00 ✓  
 Meal per diem (\$36.00) 36.00 ✓  
 \* Meal rate on Return date 36.00 ✓  
 Lodging 174.02 ✓  
 Other - Registration \_\_\_\_\_  
 Other - Parking/Tolls \_\_\_\_\_  
 Other - Taxi \_\_\_\_\_  
 Other - \_\_\_\_\_  
 Other - \_\_\_\_\_  
 Other - Gasoline 35.00 ✓  
**TOTAL** 308.02 ✓

Trans. Code: 452  
 Index: HDTA INTEL 10  
 Vendor: V020580-01  
 Subsidiary: 143-SHE002  
 Amount: 288.00  
 Date Entered: \_\_\_\_\_

**Section 3: Check(s) Made Payable to:**

III4- County Check No.

         Deposit Warrant No.

SIGNATURE

ADVANCE FROM COUNTY: 288.00

TOTAL EXPENDITURES: 308.02

DATE:

REFUND 20.02



December 07, 2011

Dallas  
Odessa  
DeSoto  
Beaumont  
Abilene  
Albuquerque



# Grande FUNDome HOTEL

6201 E Business 20, Odessa, TX 79762 Tel: 432-362-2311 Fax: 432-368-0093

Reservation Number 262219

**Send to** Micheal Lara  
1465 Desierto Rico  
EL PASO, TX 79912

**Phone** 915-472-5743

**Guest Name** Micheal Lara

**Arrival Date**  
12/5/2011

**Departure Date**  
12/7/2011

**Group** 02-Gang Course

**Room Information**

423 - Double Double Exter

Client Number: 0

Invoice Number 319999

Trans Date	Description	Voucher	Amount
<b>Charges</b>			
12/5/2011	Room 02-Gang Course	gdo-423	77.00
12/5/2011	State Occupancy Tax	gdo-423	4.62
12/5/2011	City Occupancy Tax	gdo-423	5.39
12/6/2011	Room 02-Gang Course	gdo-423	77.00
12/6/2011	State Occupancy Tax	gdo-423	4.62
12/6/2011	City Occupancy Tax	gdo-423	5.39
Total Charges			174.02
<b>Payments</b>			
12/5/2011	Cash/Check		-174.02
Total Payments			-174.02
<b>Balance Due:</b>			<b>0.00</b>

## WELCOME TO HOWDY'S #6306

10555 Gateway Blvd. W.

El Paso, TX 79925

915-598-6351

SHELL

10555 GATEWAY WEST

EL PASO TX 79925

57 443 218201

S1RC042

## WELCOME TO UNCLES PECOS

UNCLES #15

54292980209614-740945-1

201 E. THIRD

PECOS TX

432-445-2522

79712

Descr.	qty	amount
Prepay CA#14		9.00
Sub Total		9.00
Tax		0.00
<b>TOTAL</b>		<b>9.00</b>
CASH \$		9.00

THANKS, COME AGAIN

REG# 0003 CSH# 012 DR# 01 TRAN# 32839

12/07/11 15:23:56

ST# 6306

Descr.	qty	amount
UNLD CA #06:1	7.9816	26.00
SELF @ 5.2997/G		-55.00
Prepay fuel		-55.00
Sub total		-9.00
Tax		0.00
<b>TOTAL</b>		<b>-9.00</b>
CASH \$		-9.00

THANKS, COME AGAIN

REG# 0001 CSH# 003 DR# 01 TRAN# 12044

12/07/11 15:59:52

ST# 17020

raised and agree to be held personally  
ese charges. If a credit card charge, I

# El Paso County Auditor's Office Manual Voucher Form

Vendor No.: V022284 01

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

Voucher Total: \$1,095.10

No. of Lines: 1

Date Entered: 12/15/2011

T/C Hash : 208

Entered by: AN

Preparer's Initials: AN

Amount Spelled: ONE THOUSAND NINETY FIVE DOLLARS AND TEN CENTS

Vendor Name: ELSIE WEST

HUMANRES DEPT.

Street: #20 BRAZIEL LANE

City, State, Zip: LA LUZ

NM 88337

Subject: AUSTIN,TX1/26-1/27/12STRATEGIES EFFCTV PRFRMCE

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	208	1,095.10	GADMINGF	6705	145	HUM003		
	Desc:	AUSTIN,TX1/26-1/27/12STRATEGIES EFFCTV PRFRMCE						
02								
	Desc:							
03								
	Desc:							
04								
	Desc:							
05								
	Desc:							
06								
	Desc:							
07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

Prepared by: JORGE LOPEZ TCAUD20-AUDITORS

Date : 12/15/2011

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

Date : \_\_\_\_\_



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

## County of El Paso Travel Request Form

Travel

Type: **ADVANCE**

Name: Elsie West Department: Human Resources  
 Date of Trip: Departure Date: 01/26/12 Return Date: 01/27/12 Destination: Austin  
 \* Event: Strategies for effective performance Evaluation  
 County Related Purpose: Training Gadming

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

Department Index: \_\_\_\_\_ 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 \$ 18.00  
☐ on Date of Departure by Before 12:00 P.M. Full Rate \$ 27.00  
 Please Check One (Return meal rate)  
☐ on Date of Return by Before 5:00 P.M. Half Rate \$ 18.00  
☒ on Date of Return by After 5:00 P.M. Full Rate \$ 36.00

\* \$36.0 per diem no receipts required. \*\*NOTE\*\* there is no meal per diem if you departure and return are on the same date

\* (Note: Please use the items checked above to fill out section 2 below)

### Section 2: Travel Estimated Breakdown

\* CC CREDIT CARD EXPENSE BREAKDOWN

Airfare \$264.10  
 Auto Rental \_\_\_\_\_  
 Mileage (.40 /mile) \_\_\_\_\_  
 Gas \_\_\_\_\_  
 Meal rate on Departure date 18.00  
 Meal per diem (\$36.00) \_\_\_\_\_  
 Meal rate on Return date 18.00  
 Lodging \_\_\_\_\_  
 Other - Registration 676.15 795  
 Other - Parking/Tolls \_\_\_\_\_  
 Other - Taxi \_\_\_\_\_  
 Other - Shuttle \_\_\_\_\_  
 Other - \_\_\_\_\_  
**TOTAL** 1095.10 \$976.85 \$0.00

### FOR AUDITOR'S USE ONLY

Trans. Code: \_\_\_\_\_  
 Index: \_\_\_\_\_  
 Sub-Object: \_\_\_\_\_  
 Vendor: 0032384  
 Subsidiary: \_\_\_\_\_  
 Amount: \_\_\_\_\_

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE ☐ Y/N

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

CC

NOTATION: SIGNING OF THIS FORM IS AN  
 ACKNOWLEDGEMENT OF THE COUNTY  
 TRAVEL POLICY WHICH AUTHORIZES THE  
 SALARY OFFSET OF WAGES FOR NONCOMPLIANCE

ADVANCE FROM COUNTY \$976.85 \$0.00

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_

EMPLOYEE Elsie West  
 SIGNATURE Elsie West  
 DEPT. HEADS Betsy C. Keller  
 SIGNATURE Betsy C. Keller

C.C.O. DATE

DATE: 2/1/12

**COUNTY OF EL PASO, TEXAS  
COMMISSIONERS COURT TRAVEL EXPENSE POLICY  
APPROVED NOVEMBER 8, 2010**

The following are some commissioners court guidelines to be used in conjunction with travel advances and expenses.

All travel vouchers and receipts must be submitted to the county treasury on or before the 10th working day from your last authorized travel date. If a refund is due to the County of El Paso, travel vouchers must be submitted to the county treasury along with any unused funds that were advanced and all supporting documentation. In regards to documentation, any lost receipts are the responsibility of the person receiving a county advance. Your evidence of such a refund will be a pink deposit warrant copy issued by the county treasury.

All travel expenses require adequate supporting documentation or justification. Failure to provide adequate documentation or justification may cause your travel expenses to be disallowed by commissioners court and a refund to the county will be required. Personal expenses must be separated from county business expenses. Failure to adhere to this policy will result in salary offset of wages for any unallowable expenses or unreturned travel vouchers and receipts.

**Instructions to Complete Travel Expense Vouchers**

**Purpose of Travel**

Please record a brief description of the purpose of your trip (to attend a conference, seminar, school, et cetera).

**Date(s) of Trip**

Please show the date(s) of your authorized travel. Expenses must be maintained on a day-by-day basis which will facilitate identifying travel costs to be accounted for. All travel advances from current year funds must be approved by September 30. Travel advances for dates subsequent to fiscal year end utilizing current year funds must relate to travel that will be taken no later than November 15, of the new fiscal year.

**Travel (Mode of Transportation)**

Please report all expenses incurred for air fare, bus fare, car rental, shuttle and mileage reimbursement.

**Lodging**

Please attach a receipt for all lodging charges showing actual charges, name of the establishment, mailing address and date(s).

**Mileage Reimbursement**

The County's mileage rate is 40 cents per mile, when an employee's personal vehicle is used for county related travel.

**Meals**

A \$36.00 meal per diem with **no** receipts required for documentation. For out-of-town travel of a half day or less (ie: day of departure and/or day of return) the per diem rate is \$9.00 breakfast, \$9.00 lunch, \$18.00 dinner. If meals are included as program cost then the per diem must be adjusted accordingly. No per diem expense for travel where departure and return are on the same date.

**Other**

All other expenditures should be recorded, described and supported by receipts to the greatest extent possible.

**Prohibited County Travel Expenses**

Prohibited expenses include but are not necessarily limited to the following:

No Alcoholic drinks

No Nonbusiness related long distance and local telephone calls

No Supplies, books or other items which must be processed by the purchasing agent

No Movies, door prizes, gratuities (Tips)

No Utilization of travel agency

## El Paso County Travel Justification Form

Employee: Elsie West  
Dept. Head: Betsy C. Keller  
Dept: Human Resources

Signature Elsie West Date: \_\_\_\_\_  
Signature Betsy Keller Date: \_\_\_\_\_  
Job Title: \_\_\_\_\_

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

### Purpose: (check one)

☐ **Statutorily Required Training to Hold Elective Office**

Statue Refrence:

My effective office requires \_\_\_\_\_ number of training hours annually.

I have already fulfilled \_\_\_\_\_ of these hours for this time period.

Estimated hours to be obtained from this cours? \_\_\_\_\_

Please provide documentation for hours needed.

☐ **Professional or Technical Training to Maintain License/Certification**

(peace officers, attorneys, CPAs, technical certifications, etc.)

My effective office requires \_\_\_\_\_ number of training hours annually.

I have already fulfilled \_\_\_\_\_ of these hours for this time period.

Estimated hours to be obtained from this cours? \_\_\_\_\_

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

☐ **Travel for Lobbying/Advocating Before Federal/State Legislature, 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, TAG, 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:** \_\_\_\_\_

Search Southwest

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Select Flights

Price

Purchase

Confirmed

## El Paso, TX to Austin, TX

Air

Modify **\$264.10**

## ITINERARY

DEPART JAN 26	El Paso, TX to Austin, TX Thursday, January 26, 2012 Travel Time 1 h 30 m (Nonstop)	#135	Depart El Paso, TX (ELP) Arrive in Austin, TX (AUS)	6:00 PM 8:30 PM
RETURN JAN 27	Austin, TX to El Paso, TX Friday, January 27, 2012 Travel Time 3 h 45 m (1 stop, includes 1 plane change)	#576	Depart Austin, TX (AUS) Arrive in Dallas (Love Field), TX (DAL)	6:15 PM 7:15 PM
		#672	Change ✕ in Dallas (Love Field), TX (DAL) Arrive in El Paso, TX (ELP)	8:10 PM 9:00 PM

## PRICE

Passenger Type	Trip	Routing	Fare Type	Base Fare	Govt. Taxes and Fees	Quantity	Total
Adult	Depart	ELP-AUS	Wanna Get Away	\$101.40	\$18.30	1	\$119.70
Adult	Return	AUS-DAL-ELP	Wanna Get Away	\$114.42	\$29.98	1	\$144.40
Please read the fare rules associated with this purchase.				<b>\$215.82</b>	<b>\$48.28</b>	<b>1</b>	<b>\$264.10</b>
<b>Total Due</b>				<b>\$264.10</b>			

Enroll in Rapid Rewards and earn at least 1,392 Points per person for this trip. Already a Member? Log in.

You can't find this great fare on any other website.  
Southwest fares are only on southwest.com.

Bags Fly Free on Southwest!\*

Bag Charge \$0.00

\*First and second checked bags. Weight and size limits apply.

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Check In  
Change Flight  
Check Flight Status

## Account Login

Enroll Now!

Account Number or Username

Password (Case Sensitive)

☐ Remember Me

Need help logging in?

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Shopping Cart

Air

Modify | Remove

JAN Depart Flt 135  
26 ELP AUS  
6:00 PM 8:30 PMAdult Air fare per person  
Wanna Get Away fare **\$101.40**JAN Return Flt 576/672  
27 AUS ELP  
6:15 PM 9:00 PMAdult Air fare per person  
Wanna Get Away fare **\$114.42**

## Cost Breakdown

Adult \$215.82 x 1 **\$215.82**  
Govt. Taxes & Fees **\$48.28**  
We'll reserve this air after you checkout.Trip Total **\$264.10**

Air Total:

**\$264.10**Not ready to book yet? Save  
this trip and book later.

Save Flight

Checkout

Purchase your shopping cart...  
I accept the rules and want to  
continue with this purchase

Rapid Rewards

Travel Guide

## Add a Hotel

We'll keep an eye on your cart for you while you shop. Products not confirmed until purchase.

Ramada - Austin  
Central**\$60/night**

Rapid Rewards Partner

3 Star Rating

View Details

Search for hotels in Austin (01/26/2012 - 01/27/2012)

Close To (optional)

Center of destination within 30 miles

Show Only (optional)

Hotel Chains Shop All Hotel Chains

Find Hotels

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Type in any city or airport in the U.S., Canada or Mexico

Pickup Location

Pickup Date Dropoff Date

## Southwest Airlines - Pricing and Restrictions



Austin, TX - AUS

01/26/2012

01/27/2012

[Advanced Search](#)

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**Trip Total**

**\$264.10**

**Purchase your shopping cart...**

I accept the rules and want to  
continue with this purchase



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Register to attend before December 1st to receive your 15% Early Bird discount!

Ark Group/Inside Knowledge Presents

## Strategies for Effective Performance Evaluation

*A full-day workshop designed to upgrade your skills at developing performance standards—aligning employee behaviors with department goals and objectives*

January 27, 2012

AT&T Executive Education &  
Conference Center  
Austin, Texas

### Attention Public Sector Supervisors and Managers —

The U. S. Office of Personnel Management and the U. S. Merit Systems Board recently reported that supervisory candidates do not appear to have the right people-management skills—a finding consistent with concerns that exist also at both state and local government levels.

The strength of any department or agency depends on the strength and competency of its workforce. And high-performing agencies know that effective performance management plays a critical role in the development and retention of talent.

**Ark Group/Inside Knowledge Magazine** has developed this full-day workshop, providing supervisors and managers with relevant information and strategies on developing employee performance standards and communicating expectations.

In these days of declining resources and smaller staffs, developing employees is more important than ever. Agencies that value their employees and actively engage them in the evaluation process will be the most effective.

### Attendees of this workshop will:

- Learn how to develop clear performance standards and how to provide documentation that relates to performance—as well as guidelines for providing useful performance feedback
- Gain an understanding why performance evaluations exist—from the employee's perspective, the supervisor's perspective as well as from the agency's perspective
- Learn how to set individual performance objectives so that job responsibilities and expectations are clear—resulting in improved employee decision-making and employee development
- Learn strategies that can be used to foster communication and trust throughout the performance evaluation process—while gaining a better understanding of the most common performance evaluation rating errors
- Learn to provide feedback through on-going coaching to develop employees, document their performance and establish performance plans for the next evaluation period
- Evaluate strategies for assisting employees in developing career paths that support their goals and development—as well as the agencies' objectives
- Learn how to develop strategies for preparing for the interview and what constitutes effective interview behavior

Researched by:



 A Wilmington Company

### This workshop will be facilitated by:

**Joan E. Pynes, PhD, Professor of Public Administration, Department of Government & International Affairs, University of South Florida**

Joan E. Pynes is a professor of public administration at the University of South Florida. She is the author or coauthor of four books, most recently *Human Resources Management for Public and Nonprofit Organizations: A Strategic Approach*, third edition (Jossey-Bass, 2009) and *Effective Nonprofit Management: Context and Environment* (M.E. Sharpe, Summer 2011); and co-author of *Human Resources Management for Health Care Organizations: A Strategic Approach* (in production, Jossey-Bass, Inc). She is the author or coauthor of more than fifty academic articles, book chapters, technical reports, and encyclopedia entries about public and nonprofit human resources management.



This program, ORG-PROGRAM-101513, has been approved for 5.5 (General) recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute. Please be sure to note the program ID number on your recertification application form. For more information about certification or recertification, please visit the HR Certification Institute website at [www.hrci.org](http://www.hrci.org).



Ark Group/Inside Knowledge Presents

# Strategies for Effective Performance Evaluation

*A full-day workshop designed to upgrade your skills at developing performance standards—aligning employee behaviors with department goals and objectives*

## Workshop Agenda: Friday, January 27, 2012

**8:30AM** Registration & Refreshments

**9:00AM** Opening Remarks and Introductions

Joan E. Pynes, PhD, Professor of Public Administration,  
Department of Government & International Affairs,  
University of South Florida

**9:15AM**

### Why Do Performance Evaluations Exist?

Agencies, supervisors and employees often value (or fear) performance evaluations for different reasons. Why is that? Why do they often have different perspectives? And, what are they?

**10:00AM**

### Why Do Many Raters and Ratees Dread the Performance Evaluation Process?

How can raters minimize some of the most common evaluation errors that take place during the process? The most common errors will be explained and examples will be provided.

**10:45AM** Networking Coffee Break

**11:15AM**

### Setting Performance Standards

Raters often do not have a choice in regard to the evaluation instruments they must use. Despite that, you will learn how to communicate performance standards in a realistic manner. Strategies for documenting performance will also be discussed.

**12:15PM** Networking Luncheon

**1:15PM**

### What Strategies Can Be Used To Increase Communication About Performance?

Why is the evaluation process so painful for many participants? How should raters and ratees prepare for the performance interview? What are effective interview behaviors? Guidelines will be shared for providing useful performance feedback.

**2:30PM** Networking Coffee Break

**3:00PM**

### What Factors Undermine Effective Evaluations?

There are often factors that complicate the evaluation process and performance management system. What are they? How can raters and ratees understand them? What are the components necessary for developing a legally defensible evaluation system?

**4:00PM**

### Conclusions: Q & A and Wrap-Up Discussion

This concluding segment is designed to summarize, synthesize, share successful practices, and answer questions.

**4:30PM**

End of Workshop

*This workshop is designed to be interactive. Participants are encouraged to share their experiences in the performance management process as well as share successful strategies and identify obstacles.*

### ABOUT YOUR WORKSHOP FACILITATOR

Joan E. Pynes, PhD, Professor of Public Administration,  
Department of Government & International Affairs,  
University of South Florida

Joan E. Pynes is a professor of public administration at the University of South Florida. She is the author or coauthor of four books, most recently *Human Resources Management for Public and Nonprofit Organizations: A Strategic Approach*, third edition (Jossey-Bass, 2009) and *Effective Nonprofit Management: Context and Environment* (M.E. Sharpe, Summer 2011); and co-author of *Human Resources Management for Health Care Organizations: A Strategic Approach* (in production, Jossey-Bass, Inc). She is the author or coauthor of more than fifty academic articles, book chapters, technical reports, and encyclopedia entries about public and nonprofit human resources management.

### ABOUT ARK GROUP

Ark Group ([usa.ark-group.com](http://usa.ark-group.com)) is a publishing company that (in addition to its core subscription content) produces conferences, master classes and specialized training courses for professionals from a cross-section of industry (primarily focused however on legal and government sectors). Our events are rigorously researched to ensure that we keep our delegates abreast of the latest trends, technologies and techniques in response to the ever-changing requirements of today's managers, markets and clients. Our events portfolio provides a truly holistic approach to delivering experience-based information and expertise on the issues that matter most to forward-thinking organizations.



## Registration Form

Fax back this form on  
+1 312 212 1303

+1 312 212 1301

pfranken@ark-group.com

usa.ark-group.com

Ark Group USA  
407 S. Dearborn St.  
Suite 1335  
Chicago, IL 60605

## Strategies for Effective Performance Evaluation (JAN 27)

Attendee 1

Attendee 2

Attendee 3

Name

Job Title

Organization

Address

Zip Code

Phone

Fax

Email

### Signature

I have read the terms and conditions below

☐ Registration Fee \$795

☐ I am registering for this forum **before December 1st** and would like to claim my 15% early bird discount! (\$675.75)

For team discounts, please call Peter Franken at 312 212 1301

Please note: payment must be received in full prior to the event to guarantee your place



Card number

Expiration Date

Security Code

☐ Payment in the mail (checks made payable to Ark Group USA)

☐ Multiple bookings: please invoice separately

#### Registration conditions

1. Registrations can be submitted at any stage prior to the event, subject to availability. A limited allocation is being held and registering early is therefore recommended. In the event of the registration not being accepted by Ark Group the total amount will be refunded.
2. Payment must be received in full prior to the course.
3. All speakers are correct at the time of printing, but are subject to variation without notice.
4. If the delegate cancels after the registration has been accepted, the delegate will be liable to the following cancellation charges:
  - Cancellations notified over 45 days prior to the event will not incur a cancellation fee.
  - In the event of a cancellation being between 45 and 30 days prior to the event, a 20% cancellation fee will be charged.
  - For cancellations received less than 30 days prior to the event, the full delegate rate must be paid and no refunds will be available.
5. All registrations submitted by e-mail, fax, or over the telephone are subject to these booking conditions.
6. All cancellations must be received in writing.
7. Ark Group will not be held liable for circumstances beyond their control which lead to the cancellation or variation of the program.
8. Please make checks payable to Ark Group USA.

Ark Group USA will not use your email address or information for any purpose other than distributing our conference and event notices.

### Venue and Accommodations

This meeting will be held at the **AT&T Executive Education & Conference Center**, conveniently located downtown on the northwest corner of Martin Luther King Boulevard and University Ave, at the south entrance to The University of Texas at Austin. The center is four blocks from the Texas State Capitol and only eight miles from the airport. For details regarding nearby hotels please contact Peter Franken at [pfranken@ark-group.com](mailto:pfranken@ark-group.com) or by phone at 312.212.1301

### Who Will Attend This Forum?

Ark Group/Inside Knowledge Magazine's **Strategies for Effective Performance Evaluation** will provide a full-day of interactive, high-level discussion geared to provide supervisors and managers (in public sector organizations) with relevant information and strategies on developing employee performance standards—and aligning employee behaviors with department or agency goals and objectives. This is an ideal forum for meaningful interaction between heads of Human Resources, Professional Development, Knowledge Management, Organizational and Human Capital Development and Succession Planning—as well as Managers and Directors of Education, Training, Collaboration and Continuous Learning.

### Exhibition & Sponsorship Opportunities

If you are interested in exhibition or sponsorship opportunities for this (or any) Ark Group event, please contact Kevin Klein for more details at [kklein@ark-group.com](mailto:kklein@ark-group.com) or by phone at 312.212.1302

PLEASE NOTE: Ark Group cannot be responsible for assisting potential attendees in obtaining visas to the country in which this event is being held. Attendees are responsible for their own travel and visa.



## Strategies for Effective Performance Evaluation

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THIS WORKSHOP WILL BE HELD AT:

January 27, 2012 — Austin, Texas

### AT&T Executive Education and Conference Center

1900 University Avenue, Austin, Texas 78705

512-404-1900

<http://www.meetatatexas.com/meetings.php>

For availability of sleeping rooms and other services, please call the University of Texas at Austin at 512-404-1900 or 512-744-3812.



The AT&T Executive Education and Conference Center is located downtown on the northwest corner of Martin Luther King Boulevard and University Avenue, at the south entrance to The University of Texas at Austin. The center is four blocks from the Texas State Capitol and eight miles from Austin-Bergstrom International Airport.

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### Other Nearby Hotels Include:

#### Omni Hotels and Resorts

700 San Jacinto at 8th Street

Austin, Texas 78701

Phone: (512) 476-3700, Fax: (512) 397-4888

<http://www.omnihotels.com/FindAHotel/AustinDowntown.aspx>

#### Sheraton Hotels & Resorts

701 East 11th Street, Austin, Texas 78701

Phone: (512) 478-1111

<http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=3079>

#### InterContinental Hotels & Resorts

701 Congress Avenue, Austin, TX 78701

Front Desk: 512-457-8800 — Fax: 512-457-8896

<http://www.ichotelsgroup.com/intercontinental/en/gb/locations/ausha>

#### Hilton Austin Airport

9515 Hotel Drive, Austin, Texas, United States 78719

Tel: 1-512-385-6767 Fax: 1-512-385-6763

[http://www1.hilton.com/en\\_US/hi/hotel/AUSAHHF-Hilton-Austin-Airport-Texas/index.do](http://www1.hilton.com/en_US/hi/hotel/AUSAHHF-Hilton-Austin-Airport-Texas/index.do)

#### Four Seasons Hotel—Austin

98 San Jacinto Boulevard, Austin, Texas, USA, 78701-4039

Phone: (512) 478-4500 — Fax: (512) 478-3117

<http://www.fourseasons.com/austin/>

### Austin Travel Guide

<http://wikitravel.org/en/Austin>

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# Directions and Details

## **AT&T Executive Education and Conference Center**

1900 University Avenue, Austin, Texas 78705

**Telephone:** 512-404-1900

## **Guest Room Reservations**

Call 512-404-3600 or 877-744-8822 toll free.

The **AT&T Executive Education and Conference Center** is located downtown on the northwest corner of Martin Luther King Boulevard and University Avenue, at the south entrance to The University of Texas at Austin. The center is four blocks from the Texas State Capitol and eight miles from Austin-Bergstrom International Airport.

[Link to Google map](#)

[Driving directions](#)

## **Parking**

An underground, attached garage with 525 spaces is available for meetings, hotel and dining guests. You may self-park or use our valet services at the University Avenue entrance. Parking garage height clearance: 7' 2"

## **Garage Fees**

Overnight guests may obtain a parking card at the front desk for \$14 per night.

Valet parking is \$14 per visit or \$21 overnight plus tax.

## **Hourly parking**

0-30 Minutes, No Charge

31-60 minutes, \$3

1-2 hours, \$6

2-3 hours, \$9

3-12 hours, \$12

12-24 hours, \$18

## **Transportation Services**

All major domestic airlines serve the **Austin-Bergstrom International Airport**, which opened in 1999 and is 25 minutes from the hotel. Non-stop service is offered to destinations throughout the United States and Mexico. Most major car rental firms operate within the airport, as well as taxis, limousines and an airport shuttle service.

**Taxis** wait at the hotel's cab stand to provide transportation around town. Additionally, the guest services staff is very efficient in arranging private ground transport with the most professional livery services in the region.

## **Airport**

Austin-Bergstrom International Airport - AUS

512-530-3825

[www.ci.austin.tx.us/austinairport](http://www.ci.austin.tx.us/austinairport)

## **Car and Driver Services**

Sedans Incorporated

888-302-9002 toll free

[www.sedans.com](http://www.sedans.com)

## **Taxi Services**

Yellow Cab

512-452-9999

[www.yellowcabaustin.com](http://www.yellowcabaustin.com)

## **Super Shuttle**

512-258-3826

National number: 800-BLUE VAN

[www.supershuttle.com](http://www.supershuttle.com)

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[\(government-and-public-sector/\)](#)

Strategies for Effective Performance Evaluation in the Public Sector

Date:

27 Jan 2012 - 27 Jan 2012

Location:

Austin, Texas - AT&T Executive Education & Conference Center

Price:

\$675.75 per registrant

Description:

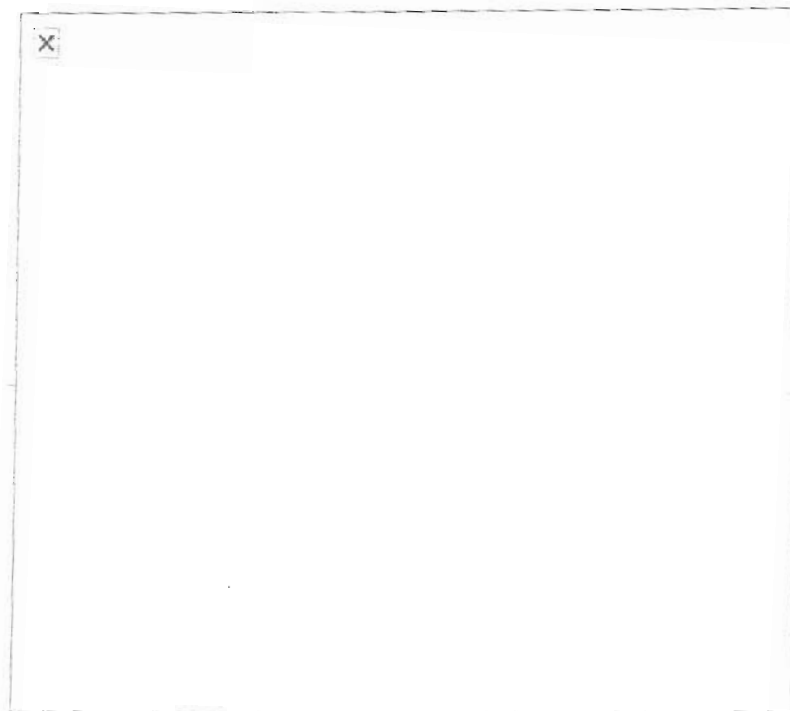
A full-day workshop designed to upgrade your skills at developing performance standards—aligning employee behaviors with department goals and objectives

Speakers:

Joan E. Pynes, PhD., Professor of Public Administration, Department of Government & International Affairs,  
**University of South Florida**

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Sponsor:



"This program, ORG-PROGRAM-101513, has been approved for 5.5 (General ) recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute. Please be sure to note the program ID number on your recertification application form. For more information about certification or recertification, please visit the HR Certification Institute website at [www.hrci.org](http://www.hrci.org) (<http://www.hrci.org>)."

Why should you attend this program?

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Conference Venue & Hotel Accommodations:

**This workshop will be held at:**

**AT&T Executive Education and Conference Center**

1900 University Avenue, Austin, Texas 78705

512-404-1900

<http://www.meetattexas.com/meetings.php> (<http://www.meetattexas.com/meetings.php>)

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Austin, Texas 78701

Phone: (512) 476-3700, Fax: (512) 397-4888

<http://www.omnihotels.com/FindAHotel/AustinDowntown.aspx>

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**Sheraton Hotels & Resorts**

701 East 11th Street, Austin, Texas 78701

Phone: (512) 478-1111

<http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=3079>

(<http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=3079>)

**InterContinental Hotels & Resorts**

701 Congress Avenue, Austin, TX 78701

Front Desk: 512-457-8800 — Fax: 512-457-8896

<http://www.ichotelsgroup.com/intercontinental/en/gb/locations/ausha>  
<http://www.ichotelsgroup.com/intercontinental/en/gb/locations/ausha>

#### **Hilton Austin Airport**

9515 Hotel Drive, Austin, Texas, United States 78719

Tel: 1-512-385-6767 Fax: 1-512-385-6763

[http://www1.hilton.com/en\\_US/hi/hotel/AUSAHHF-Hilton-Austin-Airport-Texas/index.do](http://www1.hilton.com/en_US/hi/hotel/AUSAHHF-Hilton-Austin-Airport-Texas/index.do)  
[http://www1.hilton.com/en\\_US/hi/hotel/AUSAHHF-Hilton-Austin-Airport-Texas/index.do](http://www1.hilton.com/en_US/hi/hotel/AUSAHHF-Hilton-Austin-Airport-Texas/index.do)

#### **Four Seasons Hotel—Austin**

98 San Jacinto Boulevard, Austin, Texas, USA, 78701-4039

Phone: (512) 478-4500 — Fax: (512) 478-3117

<http://www.fourseasons.com/austin/> (<http://www.fourseasons.com/austin/>)

#### **Austin Travel Guide**

<http://wikitravel.org/en/Austin> (<http://wikitravel.org/en/Austin>)

Group Discount:

Group discount are available. Please contact **Peter Franken** at [pfranken@ark-group.com](mailto:pfranken@ark-group.com)  
[pfranken@ark-group.com](mailto:pfranken@ark-group.com) or call 312.212.1301

Sponsorship Opportunities:

Can't Attend?

**You can still benefit from our program!** Workbooks are available for our conferences. Individually priced and packaged, each captures the information and insights delivered by our faculty. For more information please email [pfranken@ark-group.com](mailto:pfranken@ark-group.com) (<mailto:forum@ark-group.com>) or call 312-212-1301 to reserve your copy today!

#### **Cancellation policy**

- Registrations can be submitted at any stage prior to the event, subject to availability. A limited allocation is being held and registering early is therefore recommended - in the event of the registration not being accepted by Ark Group the total amount will be refunded.
- Payment must be received in full prior to the event.
- All speakers are correct at the time of printing, but are subject to variation without notice.
- If the delegate cancels after the registration has been accepted, the delegate will be liable for the following cancellation charges:

1. Cancellations notified over 45 days prior to the event will not incur a cancellation fee
2. In the event of a cancellation being between 45 and 30 days prior to the event, a 20% cancellation fee will be charged.


3. For cancellations received less than 30 days prior to the event, the full delegate rate must be paid and no refunds will be available.

- All registrations submitted by email, fax, U.S. Postal Service, FedEx or over the telephone are subject to these booking conditions.
- All cancellations must be received in writing.
- Ark Group will not be held liable for circumstances beyond their control which lead to the cancellation or variation of the program.



- Please make checks payable to Ark Group USA.

✓  Wilmington [\(http://www.wilmington.co.uk/\)](http://www.wilmington.co.uk/)  [Share](http://addthis.com/bookmark.php) 

<http://twitter.com/arkgroupusa>  [http://www.linkedin.com/profile/view?id=73766078&trk=tab\\_pro](http://www.linkedin.com/profile/view?id=73766078&trk=tab_pro)

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## Jorge Lopez

---

**From:** Wallace Hardgrove  
**Sent:** Thursday, December 15, 2011 10:39 AM  
**To:** Betsy C. Keller; Elsie West  
**Cc:** Anna Perez; Verenice Acosta; Victor Perez; Jorge Lopez; Mayra Briseno  
**Subject:** Travel jan 26-27

Good Morning:

Travel requests for strategies for effective perf. Evals were approved for Betsy \$1,350.95 and Elsie \$1,095.10 the change in price resulted in the registration fee at full cost. Your voucher will be processed accordingly.

Thanks!

Wally Hardgrove  
Budget/Finance Manger  
El Paso County Auditor's Office  
800 E. Overland  
El Paso, Texas 79901  
(915)546-2040 ext. 3481  
(915)546-8172 FAX

# El Paso County Auditor's Office Manual Voucher Form

Vendor No.: V023952 01  
 Voucher Total: \$1,700.00  
 No. of Lines: 1  
 T/C Hash : 238  
 Preparer's Initials: AT  
 Amount Spelled: ONE THOUSAND SEVEN HUNDRED DOLLARS AND NO CENTS

Single Check (Y/N): \_\_\_\_\_  
 Date Entered: 12/15/2011  
 Entered by: AT

Vendor Name: BRIAN SALLEE  
 BBS NARCOTICS ENFORCEMENT  
 Street: P.O BOX 16552

City, State, Zip: ALBUQUERQUE NM 87191

Subject: EL PASO, TX 12/05-12/05/11INV. WT-03-2011 TRAIN

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	238	1,700.00	WTXTRAIN10	6703				
	Desc:	EL PASO, TX 12/05-12/05/11INV. WT-03-2011 TRAIN						
02								
	Desc:							
03								
	Desc:							
04								
	Desc:							
05								
	Desc:							
06								
	Desc:							
07								
	Desc:							
08								
	Desc:	RD 12-15-11						
09								
	Desc:							
10								
	Desc:							

Prepared by: RAMONA DOMINGUEZ-AUDITORS  Date: 12/15/2011

Approved by:  Date: 12/15/2011

V023952-01



## County of El Paso Travel Request Form

Travel

Type: **REIMBURSEMENT**

Name: **BBS Narcotic Enforcement Training** Department: **WTX HIDTA/Sheriff's Office**  
 Date of Trip: Departure Date: **12/05/11** Return Date: **12/05/11** Destination: **El Paso, TX**  
 \* Event: **Train 50 Plus Officers**  
 County Related Purpose: \_\_\_\_\_

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

Department Index: **WTXTRAIN10** Sub-Object: **6703**  
 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 \$ 18.00  
☐ on Date of Departure by Before 12:00 P.M. Full Rate \$ 27.00

Please Check One (Return meal rate)

☒ on Date of Return by Before 5:00 P.M. Half Rate \$ 18.00  
☐ on Date of Return by After 5:00 P.M. Full Rate \$ 36.00

\* \$36.0 per diem no receipts required. \*\*NOTE\*\* there is no meal per diem if you departure and return are on the same date

\* (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	_____	_____
Mcal per diem (\$36.00)	_____	_____
Meal rate on Return date	_____	_____
Lodging	_____	_____
Other - Registration	_____	_____
Other - Parking/Tolls	_____	_____
Other - Taxi	_____	_____
Other - Shuttle	_____	_____
Other -	1,700.00	_____
<b>TOTAL</b>	<b>\$1,700.00</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:

CC

REIMBURSEMENT AMOUNT

**\$1,700.00** **\$0.00**

NOTATION: SIGNING OF THIS FORM IS AN  
 ACKNOWLEDGEMENT OF THE COUNTY  
 TRAVEL POLICY WHICH AUTHORIZES THE  
 SALARY OFFSET OF WAGES FOR NONCOMPLIANCE

EMPLOYEE

SIGNATURE

DEPT. HEADS

SIGNATURE

*Erwin B. Huelsen*  
 DATE: 14-Dec-11

C.C.O. DATE

**BBS Narcotics Enforcement Training  
and Consulting, LLC**

P.O. Box 16552  
Albuquerque, NM 87191

**INVOICE**

INVOICE # WT-03-2011  
DATE: DECEMBER 5, 2011

**TO:**  
West Texas HIDTA  
4141 Pinnacle, Suite 120  
El Paso, TX 79904  
Attn: Accounts Payable

**SHIP TO:**  
  
El Paso, TX

CONTRACT No.	P.R. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
				Destination	NET 30

ITEM NO/UNIT	SUPPLIES/SERVICE/QUANTITY	UNIT PRICE	TOTAL
001	El Paso, TX (1 day) Meth Lab Awareness  <b>APPROVED</b> Please Pay 12-14-11 WTx TRAIN 10 - 6703  <b>SIGNED</b> <i>Barrie B. Feyabendall</i>		1,700.00
SUBTOTAL			1,700.00
SALES TAX			
SHIPPING & HANDLING			
TOTAL DUE			1,700.00

Make all checks payable to BBS Narcotics Enforcement Training, P.O. Box 16552, Albuquerque, NM 87191

**Thank you for your business!**

**West Texas HIDTA**  
**Southwest Border High Intensity Drug Trafficking Area**

---

**Travis B. Kuykendall**  
**Director**

**AGENCIES**

**APD**

Alpine Police Department

**BCBP**

Bureau of Customs and  
Border Protection

**BCSO**

Brewster County  
Sheriff's Office

**CCSO**

Culberson County  
Sheriff's Office

**DA**

34<sup>th</sup> Judicial District  
Attorney's Office

**DEA**

Drug Enforcement  
Administration

**DPS**

Texas Department  
Of Public Safety

**EPCSO**

El Paso County  
Sheriff's Office

**EPPD**

El Paso  
Police Department

**FBI**

Federal Bureau  
of Investigation

**HCSO**

Hudspeth County Sheriff's  
Office

**ICE**

Immigration and Customs  
Enforcement

**MPD**

Midland Police  
Department

**MSO**

Midland County Sheriff's  
Office

**NPS**

National Park  
Service

**TOAG**

Texas Office of the  
Attorney General

**USAO**

U.S. Attorney's  
Office

**USMS**

U.S. Marshal  
Service

**December 13, 2011**

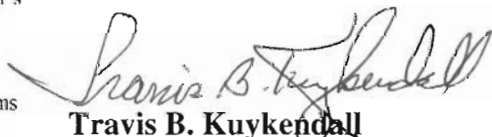
**Honorable Veronica Escobar, County Judge  
And Members of Commissioner's Court  
County Courthouse, Room 301  
El Paso, Texas 79901**

**Subject: Travel/Training**

**Dear Ma'am and Members of Commissioners' Court:**

**Respectfully request that Commissioners' Court authorize and approve \$1,700.00 for a one day Meth Lab Awareness class conducted by BBS Narcotics Enforcement Training and Consulting to provide training for 50 plus officers. This class was held at the Pebble Hills Regional Command Center on December 5, 2011. Funds are available from account # WTXTRAIN10 Sub Object 6703 and at no cost to the County.**

**Sincerely,**



**Travis B. Kuykendall**  
**Director**

## El Paso County Travel Justification Form

Employee: 50 Plus Officers Signature *Travis B. Kuykendall* Date: 12/14/2011  
Dept. Head: Travis B. Kuykendall Signature *Travis B. Kuykendall* Date: 12/14/2011  
Dept: West TX HIDTA Job Title: Director

Travel Funding Source: \_\_\_\_\_ County X 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**

Statue Refrence:

My effective office requires \_\_\_\_\_ number of training hours annually.

I have already fulfilled \_\_\_\_\_ of these hours for this time period.

Estimated hours to be obtained from this cours? \_\_\_\_\_

Please provide documentation for hours needed.

☐ **Professional or Technical Training to Maintain License/Certification**

(peace officers, attorneys, CPAs, technical certifications, etc.)

My effective office requires \_\_\_\_\_ number of training hours annually.

I have already fulfilled \_\_\_\_\_ of these hours for this time period.

Estimated hours to be obtained from this cours? \_\_\_\_\_

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

☐ **Travel for Lobbying/Advocating Before Federal/State Legislature, 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, TAG, 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: Meth Lab Awareness class conducted by BBS**



## County of El Paso Travel Request Form

Travel

Type: **REIMBURSEMENT**

Name: BBS Narcotic Enforcement Training Department: WTX HIDTA/Sheriff's Office  
Date of Trip: Departure Date: 12/05/11 Return Date: 12/05/11 Destination: El Paso, TX  
\* Event Train 50 Plus Officers  
County Related Purpose: \_\_\_\_\_

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

Department Index: WTXTRAIN10 Sub-Object: 6703  
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 \$ 18.00  
☒ on Date of Departure by Before 12:00 P.M. Full Rate \$ 27.00

Please Check One (Return meal rate)

☒ on Date of Return by Before 5:00 P.M. Half Rate \$ 18.00  
☐ on Date of Return by After 5:00 P.M. Full Rate \$ 36.00

\* \$36.0 per diem no receipts required. \*\*NOTE\*\* there is no meal per diem if you departure and return are on the same date

\* (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 (\$36.00)	_____	_____
Meal rate on Return date	_____	_____
Lodging	_____	_____
Other - Registration	_____	_____
Other - Parking/Tolls	_____	_____
Other - Taxi	_____	_____
Other - Shuttle	_____	_____
Other -	1,700.00	_____
<b>TOTAL</b>	<b>\$1,700.00</b>	<b>\$0.00</b>

### FOR AUDITOR'S USE ONLY

Trans. Code: \_\_\_\_\_

Index: \_\_\_\_\_

Sub-Object: \_\_\_\_\_

Vendor: \_\_\_\_\_

Subsidiary: \_\_\_\_\_

Amount: \_\_\_\_\_

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE ☒ N ☐ Y/N

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

CC

REIMBURSEMENT AMOUNT \$1,700.00 \$0.00

NOTATION: SIGNING OF THIS FORM IS AN  
ACKNOWLEDGEMENT OF THE COUNTY  
TRAVEL POLICY WHICH AUTHORIZES THE  
SALARY OFFSET OF WAGES FOR NONCOMPLIANCE

EMPLOYEE \_\_\_\_\_

SIGNATURE

DEPT. HEADS

SIGNATURE

DATE: 14-Dec-11

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



**BBS Narcotics Enforcement Training  
and Consulting, LLC**

P.O. Box 16552  
Albuquerque, NM 87191

**INVOICE**

INVOICE # WT-03-2011  
DATE: DECEMBER 5, 2011

**TO:**  
West Texas HIDTA  
4141 Pinnacle, Suite 120  
El Paso, TX 79904  
Attn: Accounts Payable

**SHIP TO:**  
  
El Paso, TX

CONTRACT No.	P.R. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
				Destination	NET 30

ITEM NO/UNIT	SUPPLIES/SERVICE/QUANTITY	UNIT PRICE	TOTAL
001	El Paso, TX (1 day) Meth Lab Awareness		1,700.00
<b>APPROVED</b>			
<i>Please Pay 12-14-11 WTX TRAIN 10 - 6703</i>			
<b>SIGNED</b> <i>Larrie B. Feyabendall</i>			
SUBTOTAL			1,700.00
SALES TAX			
SHIPPING & HANDLING			
TOTAL DUE			1,700.00

Make all checks payable to BBS Narcotics Enforcement Training, P.O. Box 16552, Albuquerque, NM 87191

**Thank you for your business!**

**West Texas HIDTA**  
**Southwest Border High Intensity Drug Trafficking Area**

---

**Travis B. Kuykendall**  
**Director**

**AGENCIES**

**APD**  
Alpine Police Department

**BCBP**  
Bureau of Customs and  
Border Protection

**BCSO**  
Brewster County  
Sheriff's Office

**CCSO**  
Culberson County  
Sheriff's Office

**DA**  
34<sup>th</sup> Judicial District  
Attorney's Office

**DEA**  
Drug Enforcement  
Administration

**DPS**  
Texas Department  
Of Public Safety

**EPCSO**  
El Paso County  
Sheriff's Office

**EPPD**  
El Paso  
Police Department

**FBI**  
Federal Bureau  
of Investigation

**HCSO**  
Hudspeth County Sheriff's  
Office

**ICE**  
Immigration and Customs  
Enforcement

**MPD**  
Midland Police  
Department

**MSO**  
Midland County Sheriff's  
Office

**NPS**  
National Park  
Service

**TOAG**  
Texas Office of the  
Attorney General

**USAO**  
U.S. Attorney's  
Office

**USMS**  
U.S. Marshal  
Service

**December 13, 2011**

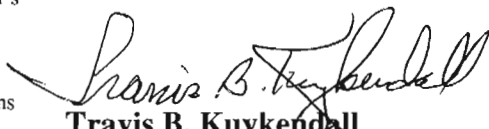
**Honorable Veronica Escobar, County Judge  
And Members of Commissioner's Court  
County Courthouse, Room 301  
El Paso, Texas 79901**

**Subject: Travel/Training**

**Dear Ma'am and Members of Commissioners' Court:**

**Respectfully request that Commissioners' Court authorize and approve \$1,700.00 for a one day Meth Lab Awareness class conducted by BBS Narcotics Enforcement Training and Consulting to provide training for 50 plus officers. This class was held at the Pebble Hills Regional Command Center on December 5, 2011. Funds are available from account # WTXTRAIN10 Sub Object 6703 and at no cost to the County.**

**Sincerely,**

  
**Travis B. Kuykendall**  
**Director**

# El Paso County Travel Justification Form

Employee: 50 Plus Officers  
Dept. Head: Travis B. Kuykendall  
Dept: West TX HIDTA

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Signature *Kevin S. Lee* Date: 12/14/2011  
Job Title: Director

Travel Funding Source: \_\_\_\_\_ County   X   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

Statue Reference:

My effective office requires \_\_\_\_\_ number of training hours annually.

I have already fulfilled \_\_\_\_\_ of these hours for this time period.

Estimated hours to be obtained from this cours?

Please provide documentation for hours needed.

## Professional or Technical Training to Maintain License/Certification

(peace officers, attorneys, CPAs, technical certifications, etc.)

My effective office requires \_\_\_\_\_ number of training hours annually.

I have already fulfilled \_\_\_\_\_ of these hours for this time period.

Estimated hours to be obtained from this cours?

X	Additional Professional or Technical Training NOT Required to Maintain License/Certification
---	--

**Travel for Lobbying/Advocating Before Federal/State Legislature, 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, TAG, 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: Meth Lab Awareness class conducted by BBS

FY 10-11, COUNTY OF EL PASO, TEXAS  
TRAVEL REGISTER

Check Date 12/19/11

Fiscal Period 03-12

Vendor Name

Amount Cleared  
for Payment

EL PASO TREASURY CONSOLIDATED FUND ACCOUNT

JP MORGAN CHASE BANK (VARIOUS ACCOUNTS)..... 6,772.07

DEC 12 2011



JPMORGAN CHASE BANK NA  
PO BOX 15918  
MAIL SUITE DE1-1404  
WILMINGTON DE 19850

ACCOUNT NUMBER

AMOUNT DUE \$6,772.07

CURRENT BALANCE \$6,772.07

Remit To: JPMORGAN CHASE BANK NA  
P.O. BOX 94016  
PALATINE, IL 60094-4016

AMOUNT  
ENCLOSED \$

EL PASO COUNTY  
JOSE LOPEZ JR  
800 E OVERLAND  
RM 300  
EL PASO TX 79901-2508

\*\*T0000101

PLEASE TEAR PAYMENT COUPON AT PERFORATION

**STATEMENT MESSAGES**

**COMMERCIAL ACCOUNT SUMMARY**

ORGANIZATION NAME: EL PASO COUNTY

ACCOUNT NUMBER:

TOT. 6,772.07  
VARIOUS Accts

CLOSING DATE	12-05-11	PREVIOUS BALANCE	23,956.36
CREDIT LIMIT	90,000	PURCHASES AND OTHER CHARGES	7,164.88
AVAILABLE CREDIT	83,228	CASH ADVANCES	.00
		CREDITS	392.81
FOR CUSTOMER SERVICE CALL:		PAYMENTS	23,956.36-
1-800-890-0669		LATE PAYMENT CHARGES	.00
		CASH ADVANCE FEE	.00
SEND BILLING INQUIRIES TO:		FINANCE CHARGES	.00
JPMORGAN CHASE BANK NA		NEW BALANCE	6,772.07
COMMERCIAL CARD SOLUTIONS		TOTAL PAYMENT DUE	6,772.07
P.O. BOX 2015		DISPUTED AMOUNT	.00
MAIL SUITE IL1-6225			
ELGIN, IL 60121			