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# County of El Paso Travel Expenditure Voucher

C.C.O.

Name: Robert Schwab Department: Fam & Comm Svcs. Transportation  
 Date of Trip: Departure 05/20/12 Arrival Date: 05/21/12 Destination: El Paso, Texas  
 Purpose of Trip: Attend U.S. Census Bureau Seminar on Access to and Use of Census Data  
 Department Index: REGPUBTRAN12 Sub-Object: 6602

### 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)

### Section 2: Travel Expenditure Breakdown

### FOR AUDITOR'S USE ONLY

Airfare	_____
Auto Rental	_____
Mileage 390 mi. @ (.40 /mile)	156.00 ✓
Gas	_____
* Meal rate on Departure date	18.00 ✓
Meal per diem (\$36.00)	_____
* Meal rate on Return date	36.00 ✓
Lodging	75.00 ✓
Other - Registration	_____
Other - Parking/Tolls	6.00 ✓
Other - Taxi	_____
Other - Room tax	11.63 ✓
Other -	_____
Other -	_____
<b>TOTAL</b>	<b>302.63</b> ✓

Trans. Code: \_\_\_\_\_  
 Index: \_\_\_\_\_  
 Vendor: \_\_\_\_\_  
 Subsidiary: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 Date Entered: \_\_\_\_\_

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

1114- County Check No.

\_\_\_\_\_ Deposit Warrant No.

SIGNATURE

*DA SL* *BA*  
W

ADVANCE FROM COUNTY: \_\_\_\_\_

TOTAL EXPENDITURES: \$302.63

DATE: 25-May-12

REFUND TO THE EMPLOYEE (\$302.63)

El Paso County Travel Justification Form

Employee: Robert Schwab  
Dept. Head: Rosemary Neil  
Dept: Fam & Comm Svcs T

Signature [Signature] Date: 5/25/2012  
Signature [Signature] Date: 5/29/2012  
Job Title: Rgnl. Transportation Coordinator

Travel Funding Source: County  Grant  Other  
Will any funds be reimbursed by another entity? Yes - TxDOT  
Travel Account No: \_\_\_\_\_ Balance Remaining for FY: \$3,258.20

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: Attend US Census Bureau Seminar on Data Access and Use

# Agenda

## Using Census Data for Grant Writing

8:30 a.m.-12:00 p.m.  
Room 305, County Courthouse  
500 E. San Antonio  
El Paso, Texas

Monday, May 21, 2012

### Welcome & Introductions

#### General Overview

- Census, Surveys, and Estimates
- Basic Data Concepts

#### The "Go To" Site for Data: [census.gov](http://census.gov)

- Population Finder
- QuickStart

#### 2010 Census Data: How to Access and Use

- American FactFinder 2-Search and Filtering
- Demographic Profiles: Counts/Basic Characteristics

#### Break

#### American Community Survey Data: Social/Economic Characteristics

- ACS Overview
- ACS Datasets/Data Products
- Case Study

#### Wrap Up and Evaluations





Trip to:

**101 S El Paso St**

El Paso, TX 79901-1107

194.68 miles / 2 hours 52 minutes

Notes

Empty dashed box for notes.

**A** 805 W Columbia St, Marfa, TX 79843

- 1. Start out going **east** on **W Columbia St** toward **N Mesa St**. [Map](#) **0.01 MI**
- 0.01 Mi Total*
- ➔ 2. Take the 1st **right** onto **N Mesa St**. [Map](#) **0.2 MI**
- 0.2 Mi Total*
- ↶ 3. Turn **left** onto **W Lincoln St**. [Map](#) **0.02 MI**
- 0.2 Mi Total*
- ➔ 4. Take the 1st **right** onto **N Mesa St**. [Map](#) **0.3 MI**
- 0.5 Mi Total*
- ➔  5. Take the 3rd **right** onto **W San Antonio St / US-90**. Continue to follow **US-90**. [Map](#) **73.0 MI**
- 73.5 Mi Total*
- ↶ 6. Turn **left** onto **I-10 W**. [Map](#) **0.2 MI**
- 73.7 Mi Total*
- ➔  7. Merge onto **I-10 W** via the ramp on the **left**. [Map](#) **120.0 MI**
- 193.7 Mi Total*
- ➔  8. Take **EXIT 19B** toward **Convention Center / Tourist Information / Museums**. [Map](#) **0.1 MI**
- 193.8 Mi Total*
- ↑ 9. Stay **straight** to go onto **E Missouri Ave**. [Map](#) **0.4 MI**
- 194.2 Mi Total*
- ↶  10. Turn **left** onto **N Mesa St / TX-20**. [Map](#) **0.2 MI**
- 194.4 Mi Total*
- ➔ 11. Turn **right** onto **E Mills Ave**. [Map](#) **0.05 MI**
- 194.4 Mi Total*
- ↶ 12. Take the 1st **left** onto **N Oregon St**. [Map](#) **0.1 MI**
- 194.6 Mi Total*
- ➔ 13. Turn **right** onto **E Overland Ave**. [Map](#) **0.06 MI**
- 194.6 Mi Total*
- ➔ 14. Turn **right** onto **S El Paso St**. [Map](#) **0.06 MI**
- 194.7 Mi Total*
- 15. **101 S EL PASO ST** is on the **left**. [Map](#)

**B** 101 S El Paso St, El Paso, TX 79901-1107

Total Travel Estimate: 194.68 miles - about 2 hours 52 minutes

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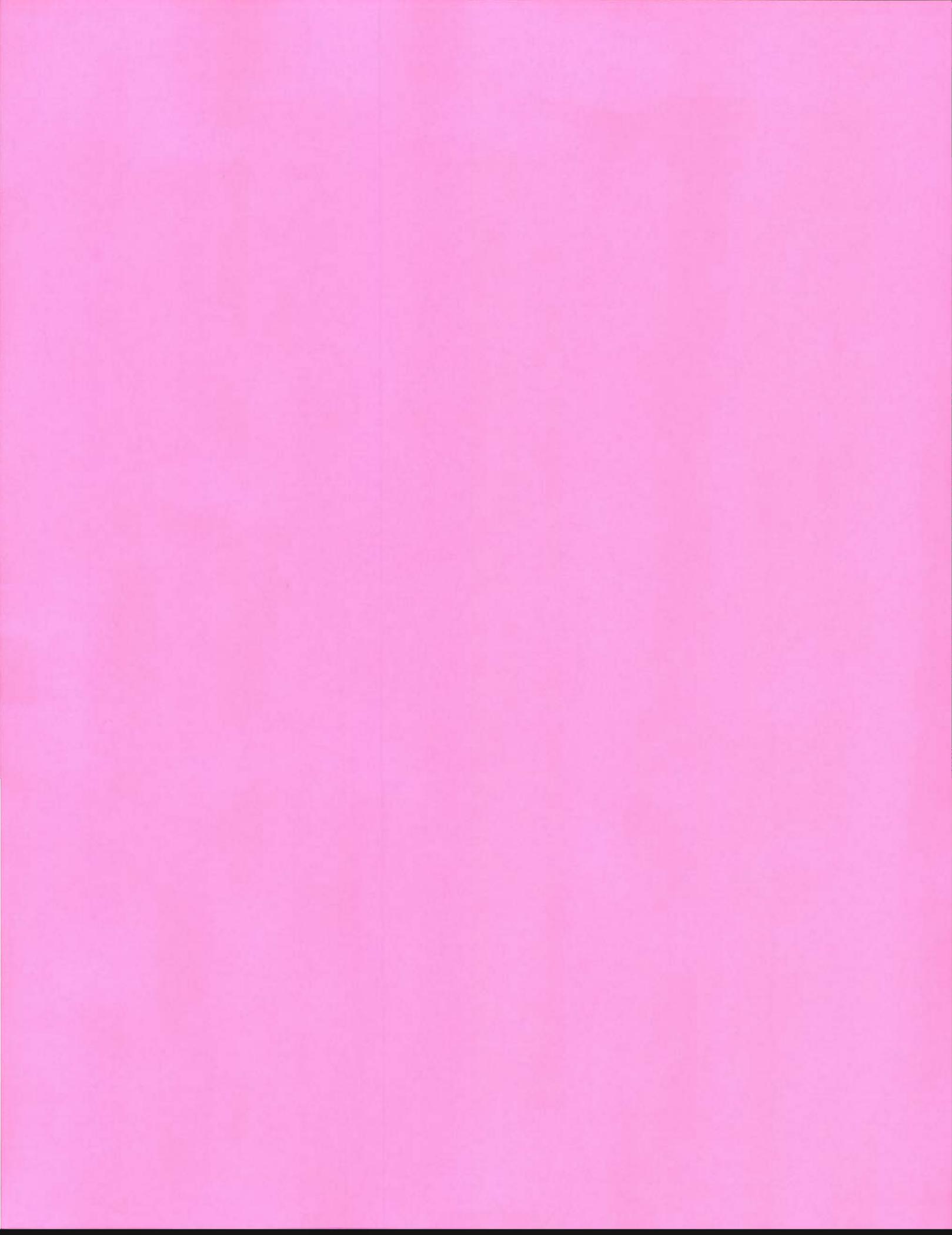
Folio

Name Address SCHWAB, ROBERT LEISURE 805 WEST COLUMBIA MARFA, TX 79855		Room# 7640	
1354888 A-STANDARD 1 5/20/12 2 5/20/12 3 5/20/12 4 5/21/12		PARKING FEE ROOM ROOM TAX VISA/MASTERCARD 0614	
Arrival Departure No. Guest Rate 5/20/12 5/21/12 1 75.00		7640 137 7640 133 7640 134 7640 27 * BALANCE DUE * \$6.00 \$75.00 \$11.63 \$92.63CR \$ .00	

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or full amount of these charges.

Signature

FORM NO. CRELP-020603



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

Vendor No.: EMP01669 01  
 Voucher Total: \$328.00  
 No. of Lines: 1  
 T/C Hash : 208

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

Date Entered: 06/07/2012

Entered by: CS

Preparer's Initials: CS

Amount Spelled: THREE HUNDRED TWENTY EIGHT DOLLARS AND NO CENTS

Vendor Name: ROSALBA MEDINA

Street: 6400 DELTA DR.  
 JUVPROB

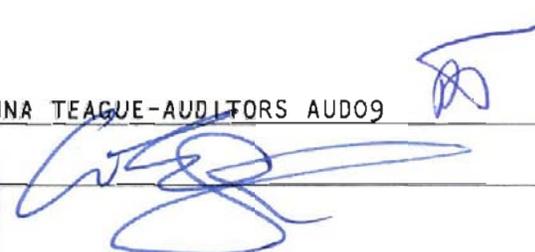
City, State, Zip: EL PASO TX 79905

Subject: AUSTIN, TX6/25-6/29/1212 TX JUV JUSTICE SUMMIT

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	208	328.00	409ESDRGCT04	6701	145	JP009		
	Desc:	AUSTIN, TX6/25-6/29/1212 TX JUV JUSTICE SUMMIT						
02	Desc:							
03	Desc:							
04	Desc:							
05	Desc:							
06	Desc:							
07	Desc:	<b>GRANT FUNDS</b>						
08	Desc:	6/7/2012 AS						
09	Desc:							
10	Desc:							

Prepared by: DONNA TEAGUE-AUDITORS AUD09

Date: 06/07/2012

Approved by: 

Date: 6/7/12



JUDGE ENRIQUE H. PEÑA  
JUVENILE JUSTICE CENTER

RICHARD L. AINSA  
REFEREE  
JUVENILE COURT I

MARIA T. LEYVA-LIGON  
REFEREE  
JUVENILE COURT II

ROGER MARTINEZ  
CHIEF  
JUVENILE PROBATION OFFICER

MARC MARQUEZ  
DEPUTY CHIEF  
JUVENILE SERVICES

LORENA HEREDIA, CPA  
DEPUTY CHIEF  
FINANCE AND OPERATIONS



**YAHARA LISA GUTIERREZ**  
JUDGE  
65TH JUDICIAL DISTRICT COURT

Ref. No. 05-15

Date: May 8, 2012

Mr. Edward A. Dion  
County Auditor  
County of El Paso  
800 East Overland, Rm. 406  
El Paso, Texas 79901

**SUBMITTED FOR PAYMENT**

DATE 5-14-12  
BY [Signature]

**RE: Travel Request**

Dear Mr. Dion:

328

Please allow funds in the amount of \$403.00 for **Rosie Medina** to attend the **2012 Texas Juvenile Justice Summit** in **Austin, TX** on **June 25-29, 2012**. Please see the attached training request form.

Funds exist in account 409DRGCTCM12-6705. Make check payable to **Rosie Medina**. Please hold check for JPD.

[Signature] Thank you for your assistance.

Sincerely,  
[Signature]  
Roger Martinez  
Chief Juvenile Probation Officer  
Public Servant

AN EQUAL OPPORTUNITY EMPLOYER

**TRAINING/TRAVEL REQUEST FORM**

REQUESTED BY: <b>Rosie Medina</b>	DATE(S) OF CONFERENCE/WORKSHOP: <b>06/25/2012-06/29/2012</b>
TITLE OF CONFERENCE / WORKSHOP/ LOCATION <b>2012 Texas Juvenile Justice Summit</b>	SPONSOR: <i>Texas Juvenile Justice Department</i>
TRAINER(S): <i>Various</i>	CERTIFICATION DATE: <b>11/16/2013</b>
TOTAL HOURS OF CONFERENCE / WORKSHOP: <b>22</b>	DATE OF LAST OUT-OF-TOWN TRAINING: <b>10/1/2011</b>

**EXPENSES FOR OUT-OF-TOWN TRAINING**

	Cash Advance	Pre-Paid
REGISTRATION FEE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	\$ 175.00	
MEALS: Date of Departure: (After 12 p.m. <input type="checkbox"/> \$18.00 PER DAY / Before 12 p.m. <input checked="" type="checkbox"/> \$27.00)	\$ 27.00	
MEALS: ( <u>3</u> DAYS X \$36.00 PER DAY)	\$ 108.00	
MEALS: Date of Return: (Before 5 p.m. <input type="checkbox"/> \$18.00 PER DAY / After 5 p.m. <input checked="" type="checkbox"/> \$36.00)	\$ <del>36.00</del> 18.00	
LODGING: (            DAYS X \$ 85.00 PER DAY)	\$	\$
TRAVEL: (AIRFARE)	\$ <del>75.00</del>	\$300.00 <del>266.40</del>
GROUND TRANSPORTATION (SHUTTLE/CAR RENTAL)	\$28	\$200.00 <del>84</del>
AUTO                    MILES X .55 CENTS PER MILE (PERSONAL VEHICLE)		
<i>Sub-Totals</i>	\$346.00 <del>403.00</del>	\$300.00 <del>500.00</del>
<b>GRAND TOTAL OF TRAVEL REQUEST:</b>	<b>\$ 846.00</b>	

EXPENSES FOR LOCAL TRAINING	
TOTAL AMOUNT OF REGISTRATION REQUEST:	\$

I UNDERSTAND THAT IF I AM APPROVED TO ATTEND THIS CONFERENCE, I AM REQUIRED TO ATTEND ALL SESSIONS AS PER THE PROGRAM SCHEDULE. IN ADDITION, ANY EMPLOYEE ATTENDING TRAINING MAY BE REQUIRED TO COORDINATE WITH OUR TRAINING COORDINATORS TO DEVELOP A CURRICULUM(S) BASED ON THE INFORMATION OBTAINED FROM THE TRAINING.

5/2/12  
DATE SUBMITTED
*Rosie*  
EMPLOYEE SIGNATURE

ACCOUNTING:	
ACCOUNT FUNDS WILL BE ALLOCATED FROM: <u>409ESDR66T04-6701</u>	SIGNATURE: <i>[Signature]</i>

(1) UNIT DIRECTOR	APPROVED	DISAPPROVED	DATE
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
(2) TRAINING COORDINATOR	REVIEWED		DATE
<i>[Signature]</i>	<input checked="" type="checkbox"/>		<u>5-2-12</u>
(3) DEPUTY CHIEF	APPROVED	DISAPPROVED	DATE
<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>5-2-12</u>
(4) CHIEF JPO	APPROVED	DISAPPROVED	DATE
<i>[Signature]</i>	<input checked="" type="checkbox"/>		<u>5-2-12</u>



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

EMP  
01469  
01

### County of El Paso Travel Request Form

Travel

Type: **ADVANCE**

Name: **Rosie Medina** Department: **JPD**  
 Date of Trip: Departure Date: **06/25/12** Return Date: **06/29/12** Destination: **Austin, TX**  
 \* Event: **2012 Texas Juvenile Justice Summit**  
 County Related Purpose: **DRUG Court**

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

Department Index: **409ESDRGCT04** Sub-Object: **6701**  
 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

FOR AUDITOR'S USE ONLY

Airfare	_____	* CC	_____
Auto Rental	_____	\$300.00	266.40
Mileage (.40 /mile)	_____	300.00	
Gas	40.00	75.00	
Meal rate on Departure date	27.00	✓	
Meal per diem (\$36.00)	108.00	✓	
Meal rate on Return date	36.00	18.00	✓
Lodging	_____		
Other - Registration	175.00		
Other - Parking/Tolls	_____		
Other - Taxi	_____		
Other - Shuttle	40.00		
Other -	_____		
TOTAL	328.00	366.00	321.00 403.00 360.00 300.00

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

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE  N  Y

#### 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 **\$211.00** **\$500.00**  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_

EMPLOYEE SIGNATURE:   
 DEPT. HEADS SIGNATURE: \_\_\_\_\_  
 DATE: 2-May-12

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

El Paso County Travel Justification Form

Employee: Rosie Medina Signature: [Signature] Date: 5/1/2012
Dept. Head: Roger Martinez Signature: [Signature] Date:
Dept: JPD Job Title: Case Manager

Travel Funding Source: County X Grant Other
Will any funds be reimbursed by another entity? No
Travel Account No: 409ESDRGCT04 Balance Remaining for FY: 2500

Purpose: (check one)

- Statutorily Required Training to Hold Elective Office
Professional or Technical Training to Maintain License/Certification
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
Travel for Program Revenue Enhancement/Sales Opportunity
Program Development Training
X Travel to Professional, County, or Elected Officials' Organization Meeting/Convention
Human Resources/Management/Personal Development Training
Other:

## Stephanie Hernandez

**From:** Rosie Medina  
**Sent:** Monday, May 07, 2012 3:34 PM  
**To:** Stephanie Hernandez  
**Subject:** FW: Southwest Airlines Confirmation-MEDINA/ROSALBA-Confirmation: 4GAFZX

**Rosie Medina**  
**Director of Special Programs**  
**El Paso County Juvenile Justice Center**  
**6400 Delta**  
**El Paso, Texas 79905**  
**915-849-2539**

**From:** Southwest Airlines [mailto:SouthwestAirlines@luv.southwest.com]  
**Sent:** Monday, May 07, 2012 3:32 PM  
**To:** Rosie Medina  
**Subject:** Southwest Airlines Confirmation-MEDINA/ROSALBA-Confirmation: 4GAFZX

Here for your flight



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Confirmation Date: 05/7/2012

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
MEDINA/ROSALBA	00000073288946	5262439273893	May 7, 2013	1404
HERNANDEZ/RAFAE L	- None Entered -	5262439273894	May 7, 2013	1404
CANO/LUZ	- None Entered -	5262439273895	May 7, 2013	1404

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Date	Flight	Departure/Arrival
Mon Jun 25	1985	Depart <b>EL PASO TX</b> (ELP) on Southwest Airlines at <b>08:35 AM</b> Arrive in <b>DALLAS LOVE FIELD (DAL)</b> at 11:10 AM <u>Wanna Get Away</u>
	3139	Change planes to Southwest Airlines in <b>DALLAS LOVE FIELD (DAL)</b> at 11:45 AM Arrive in <b>AUSTIN TX (AUS)</b> at <b>12:35 PM</b> Travel Time 3 hrs 0 mins <u>Wanna Get Away</u>
Fri Jun 29	122	Depart <b>AUSTIN TX (AUS)</b> on Southwest Airlines at <b>11:10 AM</b> Arrive in <b>EL PASO TX (ELP)</b> at <b>11:35 AM</b> Travel Time 1 hrs 25 mins <u>Wanna Get Away</u>



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**28836**  
**29818**



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Fare Rule(s): 5262439273893 NONREF/NONTRANSFERABLE/STANDBY REQ UPGRADE TO YL.

5262439273894. NONREF/NONTRANSFERABLE/STANDBY REQ UPGRADE TO YL.

5262439273895. NONREF/NONTRANSFERABLE/STANDBY REQ UPGRADE TO YL.

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 X/DAL WN AUS108 84SLNVVNR WN ELP108 84SLAVVNRP 217.68 END ZPELPDALAUS XFELP4.5DAL4.5AUS4.5 AY7.50SELP2.50 DAL2.50 AUS2.50

CLICK & SAVE

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- Southwest Airlines does not have assigned seats, so you can choose your seat when you board the plane. You will be assigned a boarding position based on your checkin time. The earlier you checkin, the earlier you get to board.
- Get more information about the Southwest Travel Experience

**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 ➔

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Get EarlyBird Check-In™ Details ➔

**Cost and Payment Summary**

AIR -4GAFZX

Base Fare	\$ 653.04
Excise Taxes	\$ -48.96
Segment Fee	\$ 34.20
Passenger Facility Charge	\$ 40.50
September 11th Security Fee	\$ 22.50
<b>Total Air Cost</b>	<b>\$ 799.20</b>

**Payment Information**  
 Payment Type: Mastercard XXXXXXXXXXXX0623  
 Date: May 7, 2012  
 Payment Amount: \$799.20



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\$19 x 3 = 57

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## *Rest Assured*

Each of our 341 contemporary guestrooms and suites offers our Heavenly Bed® and Heavenly Bath®, high-speed internet access, dual-line and cordless phone with data port, refreshment center, work desk with ergonomic chair, in-room safe, versatile audio visual package and fresh brew Starbucks® coffee and Tazo tea. Westin also offers guests a 100% smoke-free environment.

## *Fitness & Free Time*

Energize with our 24-hour WestinWORKOUT® fitness center featuring weight machines, free weights, cardio equipment equipped with personal iPod® docking stations and flat-screen televisions, a pool and whirlpool.

## *Eat & Drink Well*

The urban bar and lounge provides a relaxing setting to enjoy light snacks and a full bar while enjoying weekly live music; urban - an american grill offers contemporary comfort food, redefined.

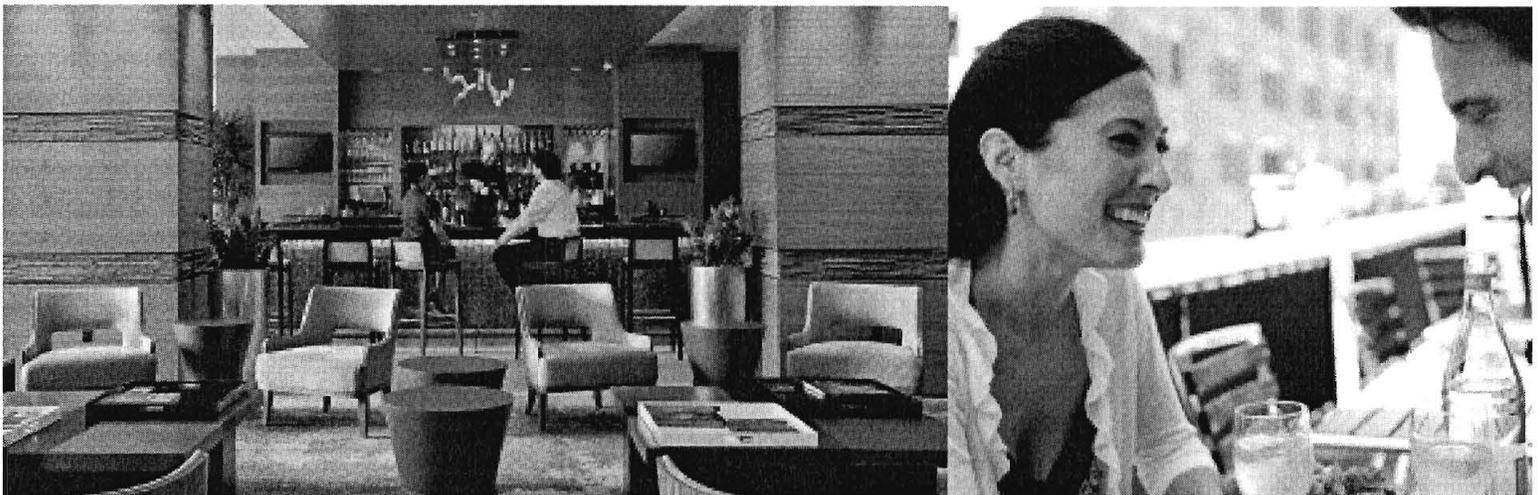
Our hotel also offers 24-hour in-room dining.

## *Perfectly Located*

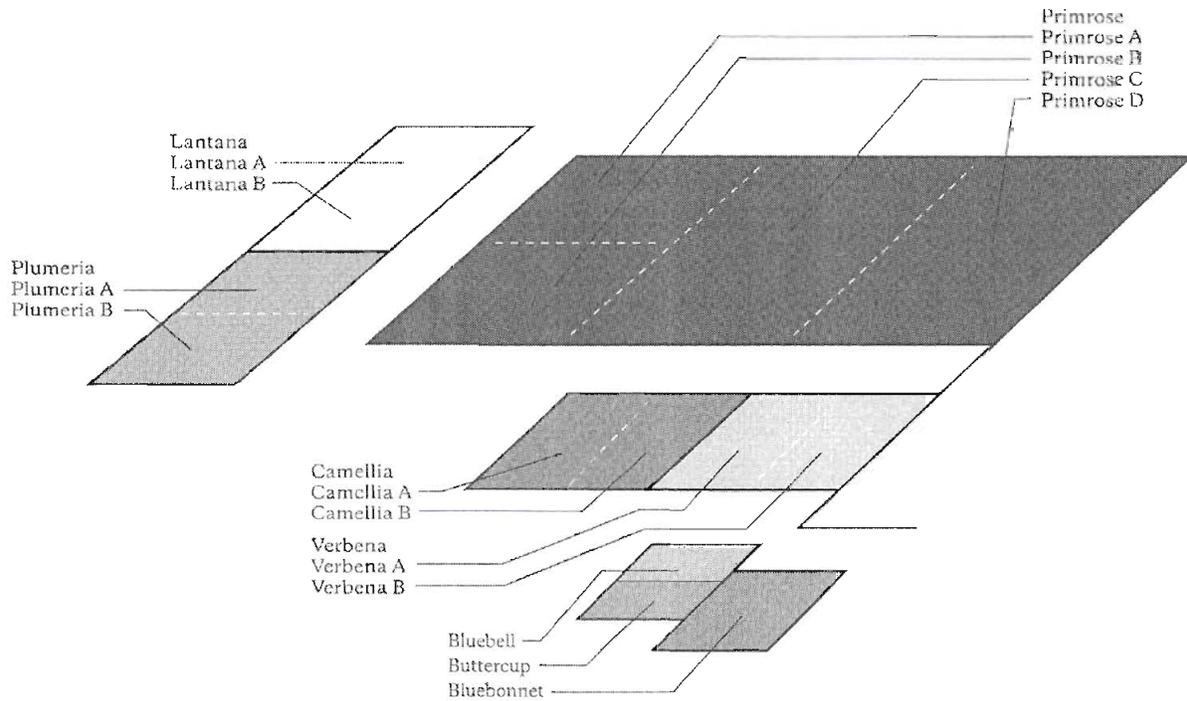
Located within one of Austin's premier destinations, The Westin Austin at the Domain is centrally located amongst 1.3 million square feet of retail, dining and entertainment venues. Easy steps from our door you will find an eclectic assortment of department stores and boutiques. Tempt your palette with cuisine from around the world, including Maggiano's Little Italy, McCormick & Schmicks, Sushi Zushi, Cru - A Wine Bar, Kona Gill and California Pizza Kitchen.

**WESTIN**  
HOTELS & RESORTS

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# FLOOR PLANS & CAPACITY CHART



Room Name	Total Sq. Ft.	Dimensions	Ceiling Height	Banquet Rounds (12 per)	Theater	Class Room (18" tables)	Conference	Reception	Trade Show Exhibits (6 ft. tables)	U-Shaped	Hollow Square
Lantana	1440	48' x 30'	12' 6"	108	150	63	40	115		40	46
Lantana A	720	24' x 30'	12' 6"	48	72	36	20	50		18	24
Lantana B	720	24' x 30'	12' 6"	48	72	36	20	50		18	24
■ Plumeria	1440	48' x 30'	12' 6"	108	150	63	40	115		40	46
■ Plumeria A	720	24' x 30'	12' 6"	48	72	36	20	50		18	24
■ Plumeria B	720	24' x 30'	12' 6"	48	72	36	20	50		18	24
■ Camellia	1170	45' x 26'	11' 6"	108	108	63	40	120		32	40
■ Camellia A	598	23' x 26'	11' 6"	48	48	27	18	50		18	18
■ Camellia B	598	23' x 26'	11' 6"	48	48	27	18	50		18	18
■ Verbena	1170	45' x 26'	11' 6"	108	108	63	40	120		32	40
■ Verbena A	598	23' x 26'	11' 6"	48	48	27	18	50		18	18
■ Verbena B	598	23' x 26'	11' 6"	48	48	27	18	50		18	18
■ Bluebonnet	621	27' x 23'	11' 6"				12				
■ Bluebell	300	19' x 15'	10' 0"				8				
■ Buttercup	242	17' x 13'	10' 6"	6			6				
■ Primrose Ballroom	7938	126' x 63'	18' 0"	650	710	507		700	79		
■ Primrose A	1184	32' x 37'	18' 0"	108	128	60	35	100		30	36
■ Primrose B	1184	32' x 37'	18' 0"	108	128	60	35	100		30	36
■ Primrose AB	2331	63' x 37'	18' 0"	216	256	150	60	200	14	60	66
■ Primrose C	3276	63' x 52'	18' 0"	312	350	207		300	20		
■ Primrose ABC	5607	63' x 89'	18' 0"	450	540	357		500	34		
■ Primrose D	2331	63' x 37'	18' 0"	216	256	150	60	200	14	60	66
■ Primrose CD	5607	63' x 89'	18' 0"	450	540	357		500	34		
Pre-function	3600	varies						379			
Private Dining Room	858	26' x 33'	11' 0"	50	75	45	22	75			
Wine Room	336	14' x 24'	11' 0"	18			18	18			

\*Capacities do not include Audio Visual or Staging.

- o Title IV-E Approved Facilities

### Training Programs Contact Information

Program Name	Program Sponsor	Re
2012 Texas Juvenile Justice Summit: A Continuum of Services	TJJD	4
Program Dates and Locations	Early Registration Date	Ea
6/25/2012 - 6/29/2012, Austin, Texas		\$0

**CLICK HERE TO REGISTER.**

#### Program Description

2012 Texas Juvenile Justice Summit: A Continuum of Services  
June 25-29, 2012

The Texas Juvenile Justice Summit: A Continuum of Services will bring together juvenile justice leaders opportunity to network and learn about innovative programs being implemented in the juvenile system it will have a participatory role in shaping the agenda and future direction of our juvenile justice system.

This conference will provide multiple tracks offering relevant topics for today's times delivered by dynam

PLEASE NOTE: If you are not a Texas resident and are registering from out of state, please use the "No registration form when asked to enter your county name.

~~Registration Fee - \$175~~

Student Registration Fee: \$100 (with valid school ID)

Sign-In and packet pickup will be available on Monday, June 25, 2012 from 3:00 pm to 5:30 pm and on hotel lobby.

#### Registration Fee

Registration fees should be mailed to TJJD c/o Ellie Hernandez, P O Box 12757, Austin, Texas 78711. No money order made payable to the Texas Juvenile Justice Department. No purchase orders, vouchers or c

Please include the following Event Number on your registration check: TJPC-12-0014. When mailing in your registration confirmation in order that proper credit may be issued.

Online Registration Deadline is June 18, 2012.

#### On-Site Registration

Although on-site registration will be available at the hotel on June 25, 2012 from 3:30 to 5:30 pm and on note that only a limited number of conference packets will be available for on-site registrants. Payment in (NO CASH) will be accepted.

#### If You Register and Cannot Attend

Welcome, Guest - [Login](#)

SuperShuttle Booking Engine

## Reservation Summary

 Austin TX (Bergstrom) - AUS

 Westin Austin at the Domain  
11301 DOMAIN DR  
AUSTIN, TX 78758

 Westin Austin at the Domain  
11301 DOMAIN DR  
AUSTIN, TX 78758

 Austin TX (Bergstrom) - AUS

 3 Adults  0 Children

## Rates

From The Airport

### Shared Ride Van Service

First Passenger :	\$19.00
Each Additional Passenger :	\$19.00
Fuel Surcharge :	\$0.00
Max Passengers :	10

### Exclusive Non-Stop Van Service

First Passenger :	\$65.00
Each Additional Passenger :	\$0.00
Fuel Surcharge :	\$0.00
Max Passengers :	7

### Exclusive Non-Stop Van Service

First Passenger :	\$75.00
Each Additional Passenger :	\$0.00
Fuel Surcharge :	\$0.00
Max Passengers :	10

### ExecuCar Sedan/SUV Service

First Passenger :	\$54.00
Each Additional Passenger :	\$0.00
Fuel Surcharge :	\$0.00
Max Passengers :	3

### ExecuCar SUV Meet and Greet Service

First Passenger :	\$82.00
Each Additional Passenger :	\$0.00
Fuel Surcharge :	\$0.00
Max Passengers :	5

Previous

Texas Juvenile Justice Department  
**2012 Texas Juvenile Justice Summit**  
June 26-29, 2012

The West Austin at the Domain Hotel  
Austin, Texas

**AGENDA**

**Monday, June 25, 2012**

- 3pm – 5pm                      Sign-In and Packet Pick-Up
- 5:30pm – 6:30pm              "Flash Mobs, Flash Robs and Gangsters using Twitter: What's Next?"  
Paul Mohler, Training Coordinator, Juvenile Crime Intervention (JCI), Criminal  
Prosecutions Division, Texas Attorney General's Office.

**Tuesday, June 26, 2012**

- 8:30am – 10am                General Session  
Welcome – Cherie Townsend, Executive Director, Texas Juvenile Justice Department
- Improving Delinquency Outcomes for Abused and Neglected Children: Changing the  
Paradigm Through Multi-System Collaboration  
Shay Bilchik, Director, Center for Juvenile Justice Reform

**10:30am – 12pm              Breakouts**

- Primrose A and B              Getting Through to Traumatized Youth  
Dr. Steve Parese, Founder, SBP Consulting, Inc.
- Lantana A/B                      Obtaining 21<sup>st</sup> Century Organizational Outcomes – The Influence of Your Leadership Style  
Gary Christensen, PhD, President, Corrections Partners, Inc.
- Plumeria A/B                      Probation as Civility  
Dr. Sam Souryal, Professor, Sam Houston State University
- Camelia A/B                      Adultism, what's that? Surely, not anything that I do, right?  
Marla Miller, Program Director, Texas Network of Youth Services

**1:30pm – 3pm                Breakouts**

- Primrose A and B              Kids These Days: Preparing At-Risk Youth for Workplace Success  
Dr. Steve Parese, Founder, SBP Consulting, Inc.
- Lantana A/B                      Evidence Based Practices  
Gary Christensen, PhD, President, Corrections Partners, Inc.
- Plumeria A/B                      Opportunity Texas: Building a Strong Middle Class  
Don Baylor, Senior Policy Analyst, Center for Public Policy Priorities

Tuesday, June 26, 2012 (cont.)

**1:30pm – 3pm Breakout**

Camelia A/B                      PREA Panel  
Kevin Dubose, Division Director, Abuse, Neglect and Exploitation Investigations, Texas  
    Juvenile Justice Department  
Jerome Williams, PREA Coordinator, Texas Juvenile Justice Department  
Kila, Jaeger, PREA Coordinator, Oregon Youth Authority  
Ken Jeske, Chief Investigator, Oregon Youth Authority

**3:30pm – 5pm                      Breakouts**

Primrose A                      Healing Species of Texas  
Joy Southard, Executive Director, Healing Species of Texas

Primrose B                      Documents and Records  
Nydia Thomas, Director of Legal Education and Publications, Texas Juvenile Justice  
    Department

Lantana A/B                      Regional Placement Group  
Steve Reprogle, Placement Services Supervisor, Fort Bend County Juvenile Probation  
    Cynthia Durbin

Plumeria A/B                      Session TBA  
Gina Neuendorff

Wednesday, June 27, 2012

8:30am – 10am                      General Session  
Cognitive Behavioral Interventions with Juvenile Offenders  
Steve Parese, Founder, SBP Consulting, Inc.

**10:30am – 12pm                      Breakouts**

Primrose A                      The Need to Know  
Howard Lindsey, Program Director, Phoenix House Foundation

Primrose B                      You Make the Difference: Strength-Based Approaches to Juvenile Justice and  
    Delinquency Prevention  
Angeliqeca Avery, Executive Director, IEA – Inspire, Encourage, Achieve

Lantana A/B                      Ethics in the Helping Field  
Dr. Sandra Eames, EdD, CCJP, Transformations in Recovery, LLC

Plumeria A/B                      Youth Treatment Services  
Michelle Bias, Program Specialist V, Texas Department of State Health Services  
Jane Salazar

Camelia A/B                      Navigating Restricted Access  
Nydia Thomas, Director of Legal Education and Publications, Texas Juvenile Justice  
    Department

### 1:30pm – 3pm Breakouts

Primrose A and B	Juveniles in the Adult Criminal Justice System in Texas Michele Deitch, Senior Lecturer, LBJ School of Public Affairs, University of Texas at Austin
Lantana A/B	Juvenile Justice: Today and the Path for Tomorrow Marc Levin, Director, Center for Effective Justice, Texas Public Policy Foundation Jeanette Moll, Policy Analyst, Center for Effective Justice, Texas Public Policy Foundation
Plumeria A/B	Emergency Preparedness Doug Dretke, Executive Director, Correctional Management Institute of Texas, Sam Houston State University
Camelia A/B	Understanding and Recognizing Lifelong Effects of Trauma If Not Addressed Deborah Mucha, Counseling Psychologist, Counseling Associates

### 3:30pm – 5pm Breakouts

Primrose A	Youth, Trauma and Sexual Assault Wende Hilsenrod, Training/Human Trafficking Specialist, Texas Association Against Sexual Assault
Primrose B	Medications and Diagnosis Dr. Kerby Stewart, Clinical Coordinator of Substance Abuse Programs, Department of State Health Services
Lantana A/B	Mediating and Mentoring Away Re-Entry Problems Dr. Susan Armoni, Executive Director, paxUnited – The National Mediation Center Bob Gonzalez, Deputy Director, paxUnited – The National Mediation Center
Plumeria A/B	Outcry Through Investigation Amanda Van Hoozer, Director of Program Services, Center for Child Protection
Camelia A/B	Berney Levy Water Project Deborah Mucha, Counseling Psychologist, Counseling Associates

### Thursday, June 28, 2012

Primrose A	General Session Predicting and Preventing Youth Violence: Understanding and Disrupting Developmental Trajectories and Risk Dr. Linda Dahlberg, Associate Director of Science, Centers for Disease Control and Prevention
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### 10:30am – 12pm Breakouts

Primrose A	Basic Math, Management and You! Dr. Jacqueline Cooper, Director, Texas Success Initiative Program & Adjunct Professor, Texas State University
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Thursday, June 28, 2012 (cont.)

**10:30am – 12pm Breakouts**

Primrose B	Ethics: Immigration Issues and Crime Victims Compensation Eric Tijerina, Staff Attorney at Refugee and Immigrant Center for Education and Legal Services
Lantana A/B	Family Engagement Kenneth Thompson, Fatherhood Program Specialist, Department of Family and Protective Services Kathryn Sibley, Family Based Safety Service Program Specialist, Department of Family and Protective Services
Plumeria A/B	Educating the “At-Risk” Chris Cannon, Author/National Speaker, Fighting4 Youth
Camelia A/B	Occult Beliefs and Related Practices Dr. Joshua Gunn, Associate Professor, University of Texas at Austin

**1:30pm – 3pm Breakouts**

Primrose A	Turbocharge Your Time Dr. Joe Serio, Self-Employed
Primrose B	Law Enforcement and the Social Networking Phenomenon Joel Pridgeon, Detective, Austin Police Department Child Abuse Investigations
Lantana A/B	Catch “Em Doing Something Good: Creating a Healthy Environment for Change Jeff Bearden, Director of Forensic Psychiatric Programs, North Texas State Hospital
Plumeria A/B	Speak and Be Heard: How to Effectively Communicate with Teens Chris Cannon, Author/National Speaker, Fighting 4 Youth
Camelia A/B	Occult Beliefs and Related Practices (REPEAT) Dr. Joshua Gunn, Associate Professor, University of Texas at Austin

**3:30pm – 5pm Breakouts**

Primrose A	Fathers and Families Discovering the Keys to Engagement Kenneth Thompson
Primrose B	Catch Me If You Can – Synthetics and Botanicals Margaret Gilbert, Sales Manager, One Source Toxicology Laboratory, Inc.
Lantana A/B	Trauma Informed Prevention Mike Foster, Program Specialist, A World for Children
Plumeria A/B	The Value of Community Collaboration Tommy Ramirez, CEO, Cameron County Juvenile Justice Department

Thursday, June 28, 2012 (cont.)

**3:30pm – 5pm Breakouts**

Camelia A/B                      Human Trafficking  
Abigail Fowler, Assistant Attorney General, Office of the Attorney General of Texas

**Friday, June 29, 2012**

8:30am – 10am                      General Sessions  
  
Breaking School Rules  
Dr. Tony Fabelo, Director of Research, Council of State Governments, Justice Center

10:30am – 12pm                      Understanding Female Responsive Principles and Practices  
Kimberly Selvaggi, President, TaylorLane Consulting, LLC

If you have registered and paid, but cannot attend and would like a refund, please mail your refund request to Ellie Hernandez at 512-424-6717. A processing fee of \$25.00 will be charged for cancellations. Refund request deadline is 1/17/2012.

**Summit Location:**

Westin Austin at the Domain Hotel  
 11301 Domain Drive  
 Austin, Texas 78758  
 (512) 832-4197

**Hotel Room Rates:**

Single \$108  
 Double \$148

For hotel reservations, please visit: <https://www.starwoodmeeting.com/Book/2012TexasJuvenileJustice>

**Targeted Audience**

Juvenile Justice Personnel

**Agenda**

**Click here for the Agenda.**

June 25th - 3pm to 5:30pm - Sign-In & Packet Pickup

June 25th - 5:30pm to 6:30pm - Special Pre-Conference Session featuring Paul Mohler - "Flash Mobs, Flash Mobs, What's Next?"

This presentation will review the use of social media and instant communication services in the commission of crimes. We will discuss social media use by criminal organizations and gang related individuals. Participants will explore the use of social media in popular culture.

Emphasis will be given to "flash mobs" and the current use of instant communication services in the commission of crimes.

Paul Mohler is the Training Coordinator, Juvenile Crime Intervention (JCI), Criminal Prosecutions Division, Texas Juvenile Justice Department.

June 26th - On-Site Sign In - 7:30am to 8:30am

June 26th - Conference Begins - 8:30am

June 29th - Conference Ends - 12pm

**Contact Person & Address**

Texas Juvenile Justice Department  
 Ellie Hernandez  
 4900 North Lamar, Austin, Texas

**Telephone**

(512) 424-6707

**Fax**

(512) 424-6717

**Enrollment**

ELL

**Program Approved Date**

1/17/2012 10:28:00 AM

**Approved Certification Hours**

22.00

**Approved**

0.00

**Program Approved Per Diem**

0.00

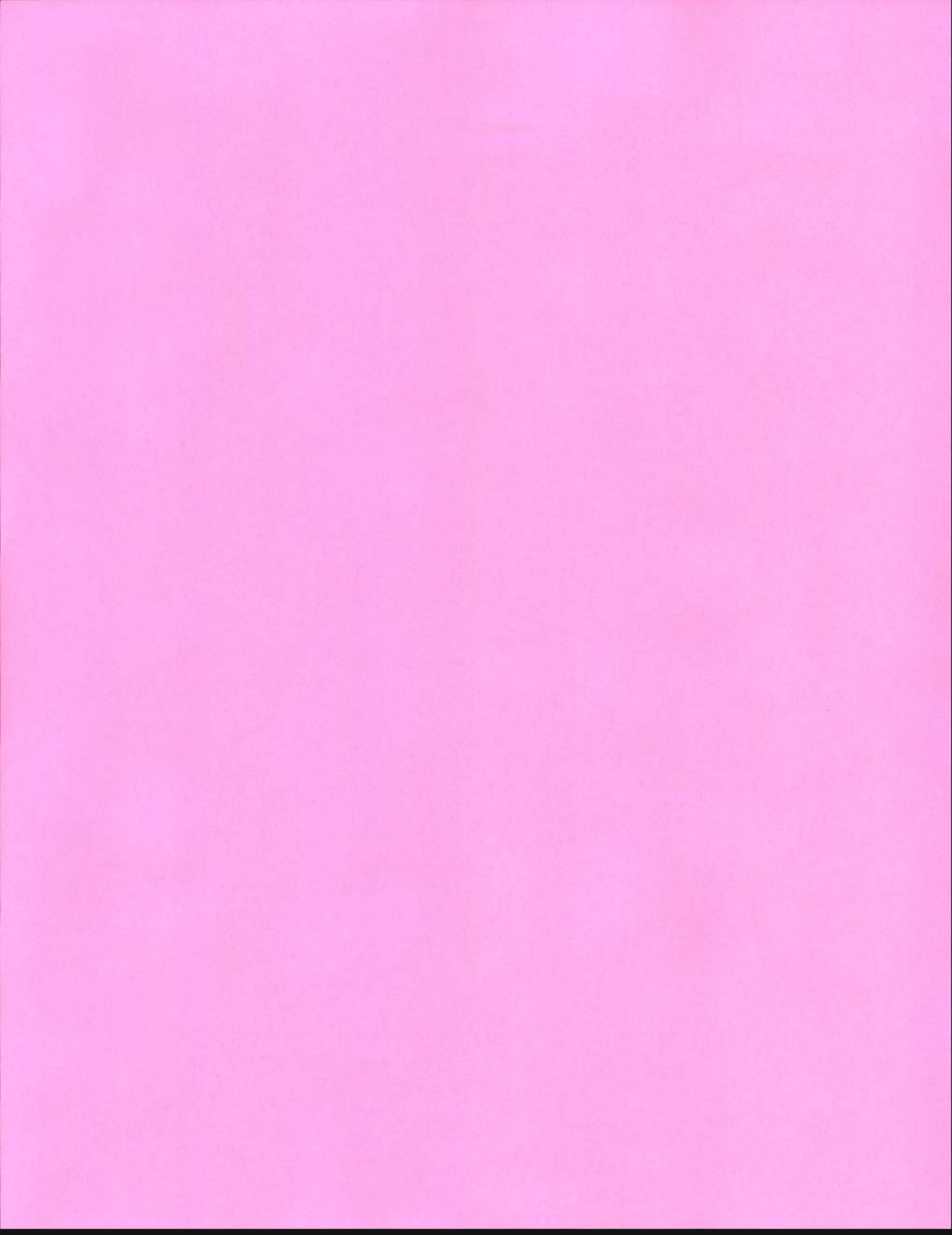
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[Web Mail](#) | [Texas Homeland Security](#) | [TRAIL Statewide Search](#) | [Comptroller's "Where the Money Goes"](#)

4900 North Lamar | P.O. Box 12757 | Austin, Texas 78711

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VP12 04497

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

Vendor No.: EMP02373  
Voucher Total: \$ 160.00  
No. of Lines: 1  
T/C Hash: 238  
Preparer's Initials: AN

Single Check (Y/N): Y  
Date Entered: 6/8/12  
Entered by: [Signature]

Vendor Name: SANDRA AGUIRRE-MEDINA  
Subject: \_\_\_\_\_

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary
01	238	160.00	GADMINGF	6705		
RMB RG AUSTIN, TX 6/18-22/12 PROFSSIONL DVLPMNT PRGRM						
02						
03						
04						
05						
06						
07						
08						
09						
10						

Prepared by: **JORGE LOPEZ** Date: 6/8/2012

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

Approved  
6/12

JUN -7 2012



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

### County of El Paso Travel Request Form

TJ

Travel

Type: **ADVANCE** *Reimbursement EMP 02373*

Name: SANDRA C. AGUIRRE-MEDINA Department: 210TH DISTRICT COURT  
 Date of Trip: Departure Date: 06/18/12 Return Date: 06/22/12 Destination: AUSTIN, TX  
 \* Event: PROFESSIONAL DEVELOPMENT PROGRAM  
 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 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	<i>#160</i>	X <del>160.00</del>
Other - Parking/Tolls	_____	_____
Other - Taxi	_____	_____
Other - Shuttle	_____	_____
Other -	_____	_____
<b>TOTAL</b>	<i>#160</i>	\$0.00 <del>\$160.00</del>

#### 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 *#160* CC  
 \$0.00 \$160.00  
 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: *Sandra Aguirre-Medina*  
 DEPT. HEADS SIGNATURE: *Donzala Garcia*  
 DATE: 7-Jun/12

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

El Paso County Travel Justification Form

Employee: SANDRA AGUIRRE MEDINA Signature [Signature] Date: 6/16/2012  
Dept. Head: GONZALO GARCIA Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Dept: 210th DISTRICT Ct. Job Title: COURT COORDINATOR

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

Purpose: (check one)

**Statutorily Required Training to Hold Elective Office**  
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 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 16 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: PROFESSIONAL DEVELOPMENT PROGRAM - AUSTIN JUNE 18-22

**Travel to Professional, County, or Elected Officials' Organization Meeting/Convention**  
(County Clerk's Association, TAC, Conference of Urban Counties, TBIC, etc.)  
Organization Name: \_\_\_\_\_

**Human Resources/Management/Personal Development Training**  
("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)

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



## TEXAS CENTER FOR THE JUDICIARY

1210 San Antonio Street, Suite 800 □ Austin, TX 78701

Phone: (512) 482-8986 □ In Texas (800) 252-9232 □ FAX: (512) 469-7664

RANDALL L. SAROSDY, Executive Director □ MARLON DRAKES, Associate Director

February 3, 2012

Dear Court Coordinator:

You are receiving this letter so you may apply to attend the Texas Center for the Judiciary's 2012 Professional Development Program (PDP). Each year, the Texas Center sponsors PDP for eligible trial court administrators, managers, and coordinators. As you know, court coordinators are now required to complete 16 hours of continuing education annually if funding is available, and PDP is an affordable education option.

A brochure describing this year's program, an application form, and a fact sheet are enclosed. The application form must be signed and certified by your judge, and each judge is limited to one attendee per court. The completed application and accompanying job description must be returned to the Texas Center **no later than March 9, 2012**.

This year's PDP will be held **June 18-22, 2012**, at the Westin at the Domain Hotel in Austin, Texas. Classes begin on Monday, June 18, at 3:30 p.m. (with registration check-in from 2:30-3:30 p.m.) and conclude on Friday, June 22, at 11:30 a.m.

The Texas Center will use grant funds to reimburse participants for all out-of-pocket expenses, including travel, mileage, meals, and lodging. If you are accepted into the program, attendance is mandatory. You must attend all portions of the program for reimbursement. The registration fee of \$160 is not reimbursable from Texas Center funds.

We hope you'll give serious consideration to being part of this unique educational experience. If you have questions, please call the Texas Center for the Judiciary at (512) 482-8986 or toll free at (800) 252-9232.

Sincerely,

A handwritten signature in cursive script that reads "Randall L. Sarosdy".

Randall L. Sarosdy  
Executive Director  
Enclosures

**Sandra C. Aguirre**

---

**From:** Texas Center [texascenter@yourhonor.com]  
**Sent:** Thursday, April 26, 2012 10:46 AM  
**To:** Sandra C. Aguirre  
**Subject:** Conference Registration Confirmation: Professional Development Program

This e-mail confirms your registration for the Profession Development Program to held in Austin. Please note the following dates:

**First and second year students:** June 18-22

**Third year students:** June 17-22

You will receive a follow up email the first week of June with detailed information regarding your hotel stay. If you have any questions in the meantime please feel free to contact us at 512.482.8986 or 800.252.9232.

Questions about your registration? Tiffany Morrison, Registrar, [tiffanym@yourhonor.com](mailto:tiffanym@yourhonor.com)

Questions about the hotel? Gail Bell, Conference Coordinator, [gailb@yourhonor.com](mailto:gailb@yourhonor.com)

**Sandra C. Aguirre**

---

**From:** Patricia Hall [patriciah@yourhonor.com]  
**Sent:** Thursday, April 26, 2012 10:46 AM  
**To:** Sandra C. Aguirre  
**Subject:** Texas Center for the Judiciary Customer Receipt/Purchase Confirmation

**Thank you for your order!**

**Order Information**

Merchant: Texas Center for the Judiciary  
Description: Professional Development Program  
Customer ID: 18222

**Billing Information**

Sandra Aguirre-Medina  
608 Deleon  
El Paso, TX 79912  
[saguirre@epcounty.com](mailto:saguirre@epcounty.com)

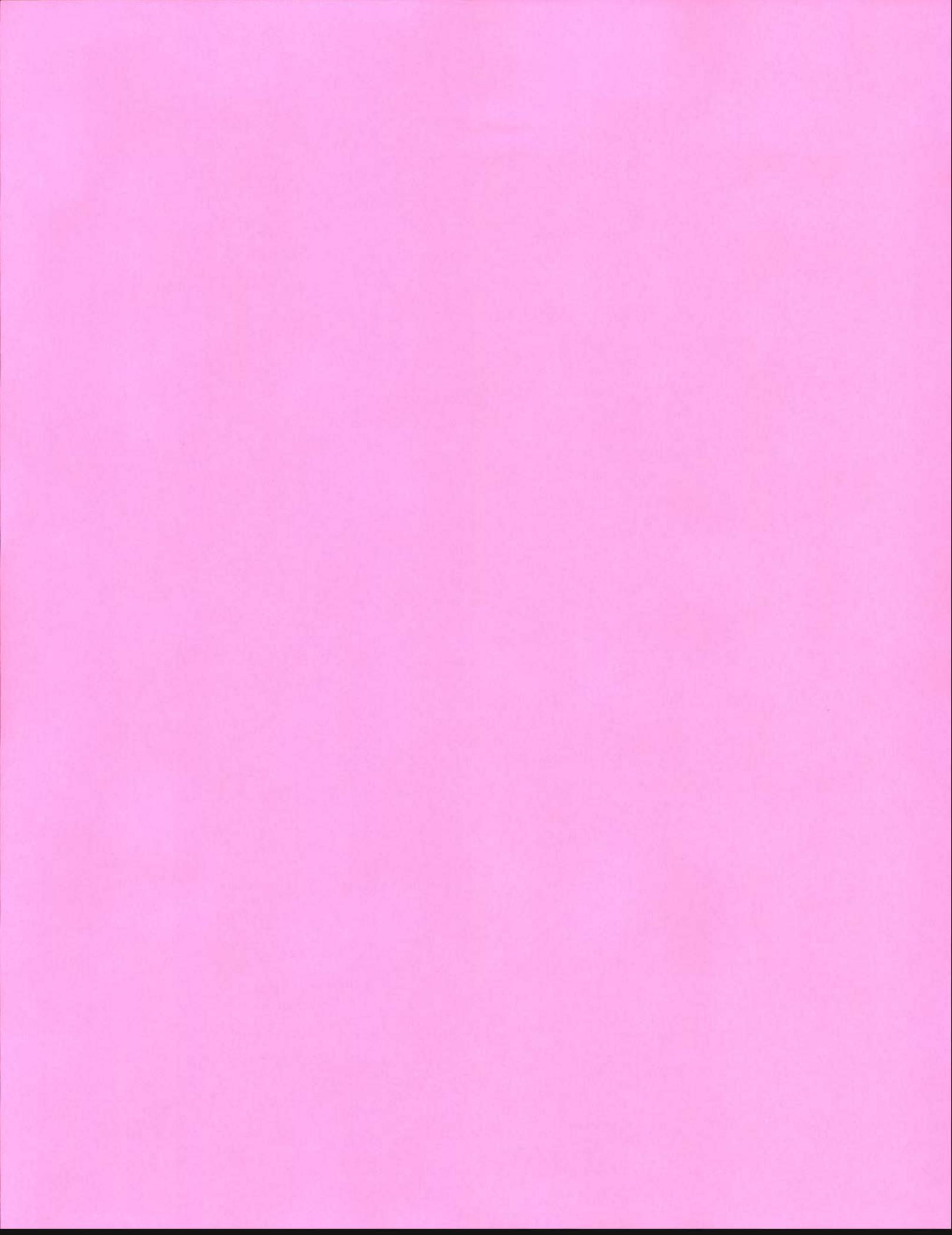
**Shipping Information**

**Total: US \$160.00**

**Visa**

Date/Time: 26-Apr-2012 09:46:01 AM PT  
Transaction ID: 4336746259

[yourhonor.com](http://yourhonor.com)



VP12 04513

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

Vendor No.: EMP02543  
Voucher Total: \$ 876.90  
No. of Lines: 1  
T/C Hash: 208  
Preparer's Initials: AN

Single Check (Y/N): Y  
Date Entered: 6/8/12  
Entered by: VC

Vendor Name: GABRIELA ESQUIVEL  
Subject: \_\_\_\_\_

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary
01	208	876.90	GADMINGF	6705	145	HUM009
		AIRFARE&RG DALLAS,TX 10/14/12 HR SOUTHWEST CONF				
02			-17			
03						
04						
05						
06						
07						
08						
09						
10						

Prepared by: JORGE LOPEZ

Date: 6/8/2012

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

JUN -5 2012

TJ  
1

Travel

Type: **ADVANCE**

Name: Gabby Esquivel Department: Human Resources  
 Date of Trip: Departure Date: 10/14/12 Return Date: 10/17/12 Destination: Dallas/Ft. Worth  
 \* Event: HR Southwest Conference  
 County Related Purpose: \_\_\_\_\_

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

Department Index: GADMINGF Sub-Object: 6205  
 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	\$276.90	<input checked="" type="checkbox"/>	* CC
Auto Rental	_____	_____	_____
Mileage (.40 /mile)	_____	_____	_____
Gas	_____	_____	_____
Meal rate on Departure date	18.00	_____	_____
Meal per diem (\$36.00)	54.00	_____	_____
Meal rate on Return date	18.00	_____	_____
Lodging	267.38	_____	(\$534.75/2)
Other - Registration	600.00	<input checked="" type="checkbox"/>	(member)
Other - Parking/Tolls	_____	_____	_____
Other - Taxi	_____	_____	_____
Other - Shuttle	72.00	_____	(\$36 one way)
Other - _____	12.00	_____	DallasSHRM membership)
<b>TOTAL</b>	<b>\$1,318.28</b>	<b>\$0.00</b>	

4876.90

#### FOR AUDITOR'S USE ONLY

Trans. Code: \_\_\_\_\_  
 Index: \_\_\_\_\_  
 Sub-Object: \_\_\_\_\_  
 Vendor: Emp 02543  
 Subsidiary: \_\_\_\_\_  
 Amount: \_\_\_\_\_

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE  Y/N

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

ADVANCE FROM COUNTY \$1,318.28 \$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 \_\_\_\_\_

DATE: 5-Jun-12

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

# El Paso County Travel Justification Form

Employee: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Dept. Head: Betsy C. Keller Signature Betsy C. Keller Date: \_\_\_\_\_  
Dept: Human Resources Job Title: \_\_\_\_\_

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

**Purpose: (check one)**

- Statutorily Required Training to Hold Elective Office**  
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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Search Flights Select Flights Price Purchase Confirmed

### El Paso, TX to Dallas (Love Field), TX

Air

Total Price: **\$276.90**

ITINERARY

DEPART OCT 14 SUN	<b>12:40 PM</b> El Paso, TX (ELP) to <b>03:15 PM</b> Dallas (Love Field), TX (DAL)	Flight #1844	Sunday, October 14, 2012 Travel Time 1 h 35 m (Nonstop) Wanna Get Away
RETURN OCT 17 WED	<b>04:00 PM</b> Dallas (Love Field), TX (DAL) to 05:05 PM Arrive in Houston (Hobby), TX (HOU)	Flight #39	Wednesday, October 17, 2012 Travel Time 3 h 50 m (1 stop, includes 1 plane change) Wanna Get Away
	06:00 PM Change  in Houston (Hobby), TX (HOU)	Flight #1172	
	<b>06:50 PM</b> El Paso, TX (ELP)		

Quick Air Links

- Check In
- Change Flight
- Check Flight Status

Account Login

Enroll Now!

Account Number or Username  
Password (Case Sensitive)  
 Remember Me  
Need help logging in?

Manage Travel

Shopping Cart

PRICE: ADULT

Trip	Routing	Fare Type   View Fare Rules	Fare Details	Quantity	Total
Depart	ELP-DAL	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> <li>No Change Fees (applicable fare difference applies)</li> <li>Reusable Funds (nontransferable - no name changes allowed)</li> <li>Nonrefundable</li> </ul>	1	\$133.80
Return	DAL-HOU-ELP	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> <li>No Change Fees (applicable fare difference applies)</li> <li>Reusable Funds (nontransferable - no name changes allowed)</li> <li>Nonrefundable</li> </ul>	1	\$143.10

Enroll in Rapid Rewards and earn at least 1477 Points per person for this trip. Already a Member? Log in to ensure you are getting the points you deserve.

Subtotal **\$276.90**  
Fare Breakdown

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

**1st and 2nd Checked Bags Fly Free.**  
Weight and size limits apply.

Bag Charge \$0.00

Air Total:  
**\$276.90**

Air

Modify | Remove

OCT 14	Depart Flt 1844	ELP	DAL
SUN	12:40 PM	3:15 PM	
Adult Air fare per person Wanna Get Away fare <b>\$133.80</b>			
OCT 17	Return Flt 39/1172	DAL	ELP
WED	4:00 PM	6:50 PM	
Adult Air fare per person Wanna Get Away fare <b>\$143.10</b>			
<b>Cost Breakdown</b>			
Adult \$276.90 x 1			<b>\$276.90</b>
Govt. Taxes & Fees We'll reserve the flight upon purchase completion.			

Trip Total **\$276.90**

Not ready to book yet? Save this trip and book later.

Save Flight Checkout

Rapid Rewards

Travel Guide

Modify Trip

Purchase your shopping cart...  
By clicking 'Continue', you agree to accept the fare rules and want to continue with this purchase

### Add a Hotel

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



Ramada - Dallas Love Field

**\$58/night**

Rapid Rewards Partner

3 Star Rating

View Details

Search for hotels in Dallas (10/14/2012 - 10/17/2012)

Close To (optional)

Center of destination within 30 miles

Show Only (optional)

Hotel Chains Shop All Hotel Chains

Find Hotels

### Add a Car

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



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

<b>Pickup Location</b>	<b>Pickup Date</b>	<b>Dropoff Date</b>
Dallas (Love Field), TX - DAL	10/14/2012	10/17/2012

Advanced Search

<b>Vehicle Type</b> (optional)	<b>Which Company?</b> (optional)
Mid-size	Shop All

Find Cars

**Trip Total** **\$276.90**

Modify Trip

**Purchase your shopping cart...**  
By clicking 'Continue', you agree to accept the fare rules and want to continue with this purchase



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- Home
- Registration
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- Expo Hall
- Travel & Hotel
- Events & Networking
- General Information
- FAQ's
- Engage

## Attendee Rates & Registration

TELL A FRIEND

- Pre-Conference Workshop Rates
- Full Conference Rates
- One Day Conference Rates
- Expo Only Pass
- Additional Options
- Payment
- Registration Confirmation
- Cancellation Policy
- Refund Schedule
- Transfer Policy

MORE INFORMATION

**HRCI Recertification Credit**

Earn Recertification Credit hours for the sessions you attend. Click [here](#) for more information.

**Cancellation/ Transfer Information**

### 2012 Attendee Registration Rate Information

#### Pre-Conference Workshops Rates

	Full Day Workshops	Afternoon Only Workshops	On-site Registration
Conference Attendee	\$250	\$150	\$400/\$260
Non-Conference Attendee	\$350	\$225	\$400/\$260

Register Online

#### Full Conference Rates

(Full Conference Registration includes Keynote Sessions, Conference sessions, Exhibit Hall, Daily Breakfast and Lunch, Evening Events, and All Conference Materials)

SHRM Affiliation	Registration received by 06/15/12	Registration received by 08/31/12	Registration received after 8/31/12	On-site Registration
DallasHR Member	\$600	\$660	\$750	\$860
Texas SHRM Chapter Member	\$735	\$795	\$885	\$995
National SHRM Member	\$735	\$795	\$885	\$995
Non-Member	\$885	\$945	\$1035	\$1145

Register Online

\$1200 membership for recent grads.

#### One Day Conference Rates

(One Day Conference Registration includes Keynote Sessions, Conference Sessions, Exhibit Hall, Breakfast and Lunch, Evening Event, and All Conference Materials)

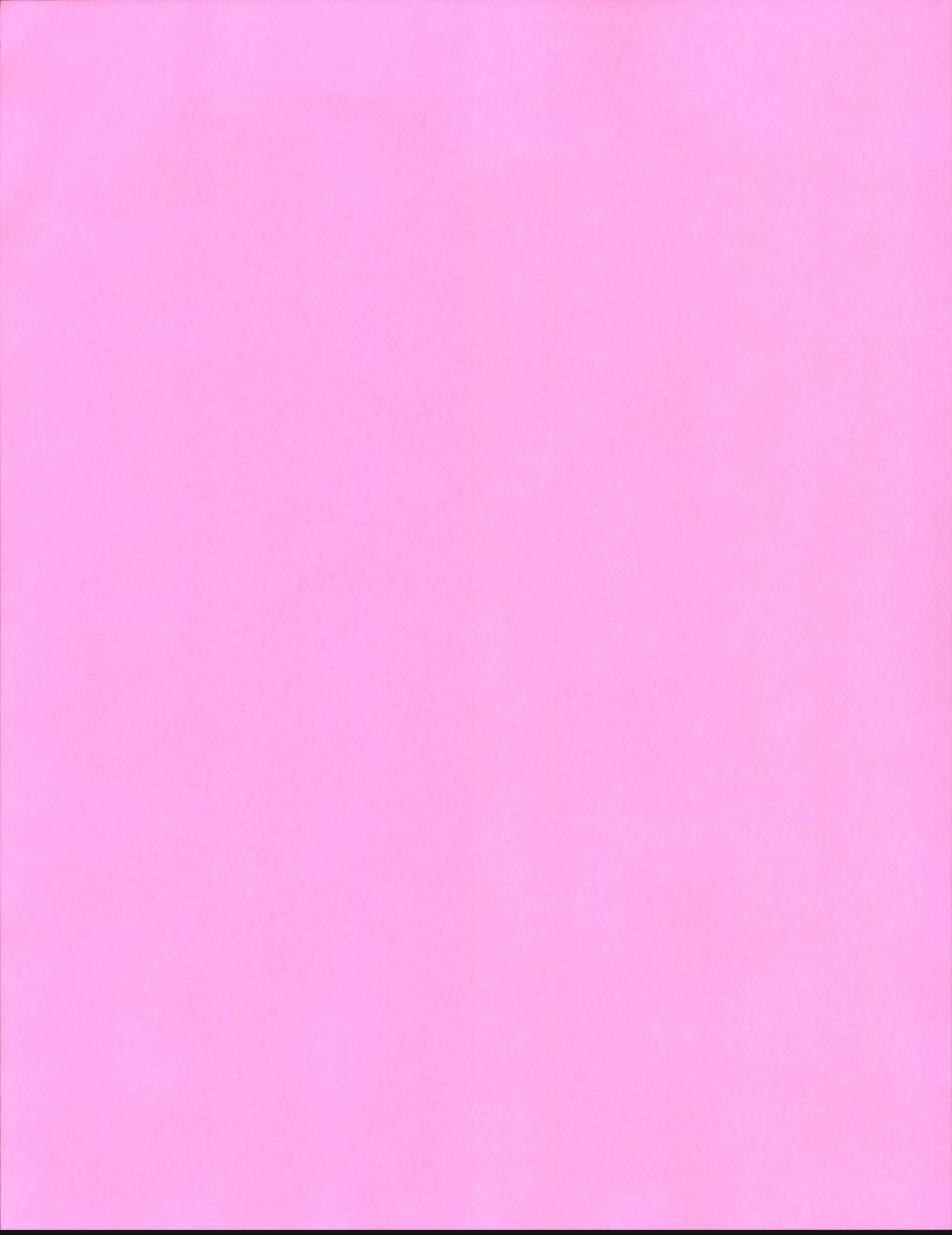
SHRM Affiliation	Full Day Monday October 15	Full Day Tuesday October 16	Half Day Wednesday October 17	On-site Registration (Full/Half)
DallasHR Member	\$350	\$350	\$150	\$375/\$180
Texas SHRM Chapter Member	\$425	\$425	\$195	\$450/\$225
National SHRM Member	\$425	\$425	\$195	\$450/\$225
Non-Member	\$500	\$500	\$225	\$525/\$250

Register Online

#### Expo Only Pass

(Expo Only Pass includes admission to the Exhibit Hall for ONE day only. Lunch is included. Expo Only Pass is non-transferable and non-refundable).

SHRM Affiliation Price



VP12 04511-QJ

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

Vendor No.: EMP02274 Single Check (Y/N): Y  
Voucher Total: \$ 876.90  
No. of Lines: 1 Date Entered: 6/8/12  
T/C Hash: 208 Entered by: VC  
Preparer's Initials: AN

Vendor Name: LUDIVINA VELO  
Subject: \_\_\_\_\_

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary
01	208	876.90	GADMINGF	6705	145	HUM009
AIRFARE&RG DALLAS, TX 10/14/12 HR SOUTHWEST CONF						
02			-17			
03						
04						
05						
06						
07						
08						
09						
10						

Prepared by: **JORGE LOPEZ** Date: 6/8/2012  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



Account  
6/8/12

J

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: Ludy Velo Department: Human Resources  
 Date of Trip: Departure Date: 10/14/12 Return Date: 10/17/12 Destination: Dallas/Ft. Worth  
 \* Event: HR Southwest Conference  
 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 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	\$276.90	* CC
Auto Rental	_____	_____
Mileage (.40 /mile)	_____	_____
Gas	_____	_____
Meal rate on Departure date	18.00	_____
Meal per diem (\$36.00)	54.00	_____
Meal rate on Return date	18.00	_____
Lodging	267.38	(\$534.75/2)
Other - Registration	600.00	(member)
Other - Parking/Tolls	_____	_____
Other - Taxi	_____	_____
Other - Shuttle	72.00	(\$36 one way)
Other -	12.00	allasSHRM membership)
<b>TOTAL</b>	<b>\$1,318.28</b>	<b>\$0.00</b>

A876 90 ✓

#### FOR AUDITOR'S USE ONLY

Trans. Code: \_\_\_\_\_  
 Index: \_\_\_\_\_  
 Sub-Object: \_\_\_\_\_  
 Vendor: Emp 02274  
 Subsidiary: \_\_\_\_\_  
 Amount: \_\_\_\_\_

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE  Y/N

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

ADVANCE FROM COUNTY \$1,318.28 \$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 Roger Keller

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

DATE: 5-jun-12

# El Paso County Travel Justification Form

Employee: Ludy Velo Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Dept. Head: Betsy C. Keller Signature Betsy C. Keller Date: \_\_\_\_\_  
Dept: Human Resources Job Title: \_\_\_\_\_

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

**Purpose: (check one)**

- Statutorily Required Training to Hold Elective Office**  
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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Search Flights    Select Flights    Price    Purchase    Confirmed

**El Paso, TX to Dallas (Love Field), TX**

**Air**

Total Price: **\$276.90**

**ITINERARY**

<b>DEPART</b> OCT 14 <b>SUN</b>	<b>12:40 PM</b> El Paso, TX (ELP) to <b>03:15 PM</b> Dallas (Love Field), TX (DAL)	<b>Flight #1844</b>	<b>Sunday, October 14, 2012</b> Travel Time 1 h 35 m (Nonstop) Wanna Get Away
<b>RETURN</b> OCT 17 <b>WED</b>	<b>04:00 PM</b> Dallas (Love Field), TX (DAL) to 05:05 PM Arrive in Houston (Hobby), TX (HOU)	<b>Flight #39</b>	<b>Wednesday, October 17, 2012</b> Travel Time 3 h 50 m (1 stop, includes 1 plane change) Wanna Get Away
	06:00 PM Change  in Houston (Hobby), TX (HOU)	<b>Flight #1172</b>	
	<b>06:50 PM</b> El Paso, TX (ELP)		

**Quick Air Links**  
[Check In](#)  
[Change Flight](#)  
[Check Flight Status](#)

**Account Login**    [Enroll Now!](#)

Account Number or Username

Password (Case Sensitive)

Remember Me

[Need help logging in?](#)

[Manage Travel](#)

[Shopping Cart](#)

**PRICE: ADULT**

Trip	Routing	Fare Type   View Fare Rules	Fare Details	Quantity	Total
Depart	ELP-DAL	<b>Wanna Get Away Excellent Value</b>	<ul style="list-style-type: none"> <li>No Change Fees (applicable fare difference applies)</li> <li>Reusable Funds (nontransferable - no name changes allowed)</li> <li>Nonrefundable</li> </ul>	1	\$133.80
Return	DAL-HOU-ELP	<b>Wanna Get Away Excellent Value</b>	<ul style="list-style-type: none"> <li>No Change Fees (applicable fare difference applies)</li> <li>Reusable Funds (nontransferable - no name changes allowed)</li> <li>Nonrefundable</li> </ul>	1	\$143.10

Enroll in Rapid Rewards and earn at least 1477 Points per person for this trip. Already a Member? Log in to ensure you are getting the points you deserve.

**Subtotal \$276.90**  
Fare Breakdown

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

**1st and 2nd Checked Bags Fly Free.**  
Weight and size limits apply.

Bag Charge \$0.00

**Air Total: \$276.90**

**Air**    [Modify](#) | [Remove](#)

OCT 14 SUN	<b>Depart Flt 1844</b> ELP 12:40 PM DAL 3:15 PM
Adult Air fare per person Wanna Get Away fare <b>\$133.80</b>	
OCT 17 WED	<b>Return Flt 39/1172</b> DAL 4:00 PM ELP 6:50 PM
Adult Air fare per person Wanna Get Away fare <b>\$143.10</b>	
<b>Cost Breakdown</b> Adult \$276.90 x 1 <b>\$276.90</b>	
Govt. Taxes & Fees We'll reserve the flight upon purchase completion.	

**Trip Total \$276.90**

Not ready to book yet? Save this trip and book later.

[Save Flight](#)    [Checkout](#)

[Rapid Rewards](#)

[Travel Guide](#)

[Modify Trip](#)

**Purchase your shopping cart...**  
By clicking 'Continue', you agree to accept the fare rules and want to continue with this purchase



**Add a Hotel**

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



**Ramada - Dallas Love Field**

**\$58/night**

Rapid Rewards Partner

3 Star Rating

[View Details](#)

**Search for hotels in Dallas (10/14/2012 - 10/17/2012)**

**Close To** (optional)

Center of destination  within 30 miles

**Show Only** (optional)

Hotel Chains  Shop All Hotel Chains

[Find Hotels](#)

**Add a Car**

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



**UP TO 30% OFF**  
Plus, earn up to 1,800  
Rapid Rewards® points.

**AVIS**

GET THIS DEAL

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

<b>Pickup Location</b>	<b>Pickup Date</b>	<b>Dropoff Date</b>
Dallas (Love Field), TX - DAL	10/14/2012	10/17/2012

Advanced Search

**Vehicle Type** (optional) **Which Company?** (optional)

Mid-size Shop All **Find Cars**

[Modify Trip](#)

**Trip Total** **\$276.90**

**Purchase your shopping cart...** [Continue](#)

By clicking 'Continue', you agree to accept the fare rules and want to continue with this purchase

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- Expo Hall
- Travel & Hotel
- Events & Networking
- General Information
- FAQ's
- Engage

## Attendee Rates & Registration

TELL A FRIEND

- Pre-Conference Workshop Rates
- Full Conference Rates
- One Day Conference Rates
- Expo Only Pass
- Additional Options
- Payment
- Registration Confirmation
- Cancellation Policy
- Refund Schedule
- Transfer Policy

**MORE INFORMATION**

**HRCI Recertification Credit**

Earn Recertification Credit hours for the sessions you attend. [Click here for more information.](#)

**Cancellation/Transfer Information**

### 2012 Attendee Registration Rate Information

#### Pre-Conference Workshops Rates

	Full Day Workshops	Afternoon Only Workshops	On-site Registration
Conference Attendee	\$250	\$150	\$400/\$260
Non-Conference Attendee	\$350	\$225	\$400/\$260

[Register Online](#)

#### Full Conference Rates

*(Full Conference Registration includes Keynote Sessions, conference sessions, Exhibit Hall, Daily Breakfast and Lunch, Evening Events, and All Conference Materials)*

SHRM Affiliation	Registration received by 09/15/12	Registration received by 08/31/12	Registration received after 6/31/12	On-site Registration
DallasHR Member Texas	\$600	\$660	\$750	\$860
SHRM Chapter Member National	\$735	\$795	\$885	\$995
SHRM Member	\$735	\$795	\$885	\$995
Non-Member	\$885	\$945	\$1035	\$1145

[Register Online](#)

*\$1200 membership for recent grads.*

#### One Day Conference Rates

*(One Day Conference Registration includes Keynote Sessions, Conference Sessions, Exhibit Hall, Breakfast and Lunch, Evening Event, and All Conference Materials)*

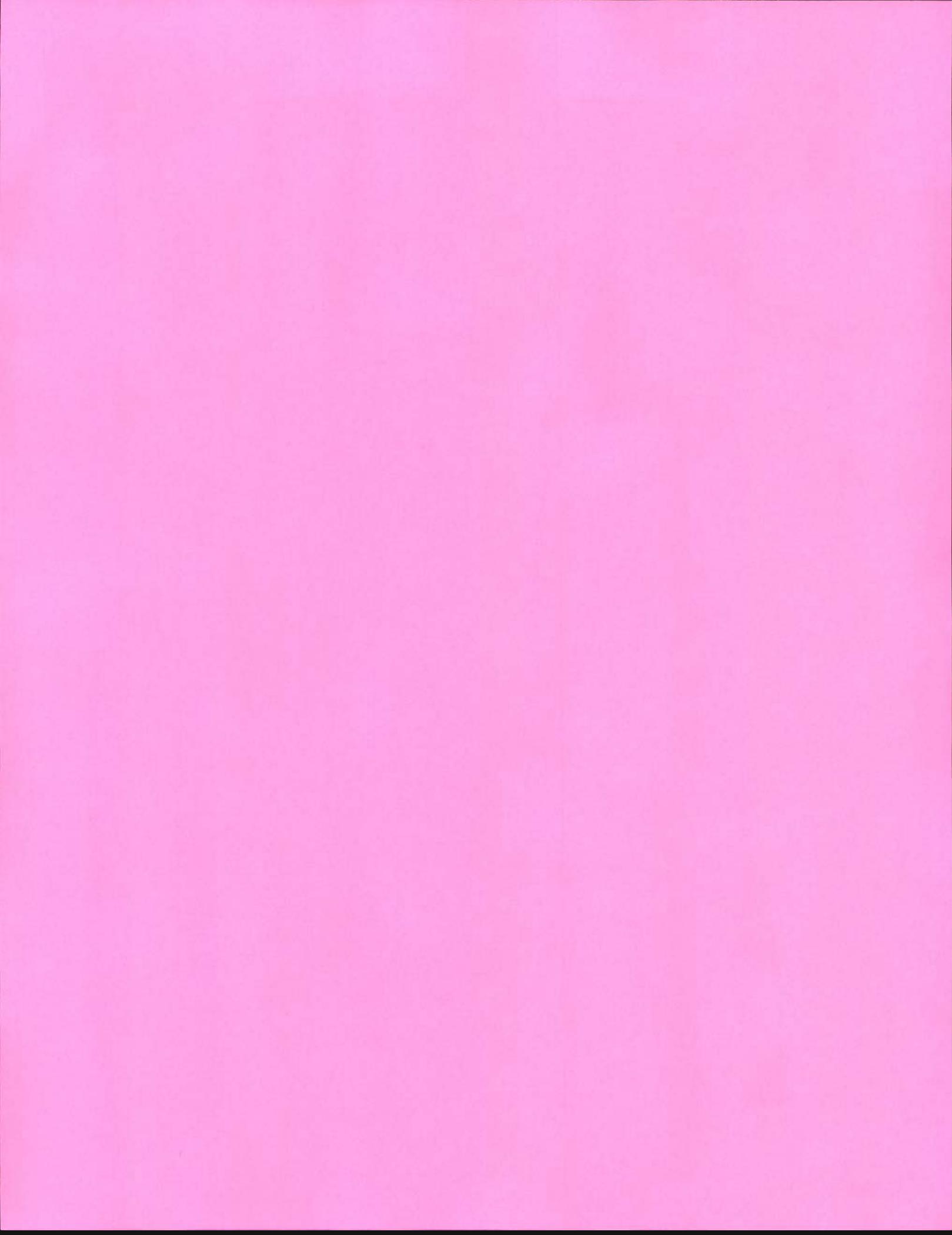
SHRM Affiliation	Full Day Monday October 15	Full Day Tuesday October 16	Half Day Wednesday October 17	On-site Registration (Full/Half)
DallasHR Member Texas	\$350	\$350	\$150	\$375/\$180
SHRM Chapter Member National	\$425	\$425	\$195	\$450/\$225
SHRM Member	\$425	\$425	\$195	\$450/\$225
Non-Member	\$500	\$500	\$225	\$525/\$250

[Register Online](#)

#### Expo Only Pass

*(Expo Only Pass includes admission to the Exhibit Hall for ONE day only. Lunch is included. Expo Only Pass is non-transferable and non-refundable).*

SHRM Affiliation Price



VP12 04/5/10

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

Vendor No.: EMP00930  
Voucher Total: \$ 160.00  
No. of Lines: 1  
T/C Hash: 208  
Preparer's Initials: AN

Single Check (Y/N): Y  
Date Entered: 6/8/12  
Entered by: n

Vendor Name: JUAN FLORES  
Subject: \_\_\_\_\_

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary
01	208	160.00	GADMINGF	6705	145	388009
RG AUSTIN, TX 6/18-22/12 PROFESSIONL DVLPMNT PRGRM						
02						
03						
04						
05						
06						
07						
08						
09						
10						

Prepared by: **JORGE LOPEZ** Date: 6/8/2012  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  
GHLR



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

### County of El Paso Travel Request Form

TJ

Travel

Type: **ADVANCE**

EMPO 930

Name: JUAN M FLORES Department: 388TH DISTRICT COURT  
 Date of Trip: Departure Date: 06/18/12 Return Date: 06/22/12 Destination: AUSTIN, TX  
 \* Event: PROFESSIONAL DEVELOPMENT PROG. CONFERENCE FOR CONTINUING EDUCATION  
 County Related Purpose: COURT COORDINATORS ARE REQUIRED TO COMPLETE 16 HRS CONTINUING EDUCATION

\* 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 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	* 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	160.00	_____
Other - Parking/Tolls	_____	_____
Other - Taxi	_____	_____
Other - Shuttle	_____	_____
Other -	_____	_____
<b>TOTAL</b>	<u>\$160.00</u>	<u>\$0.00</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:

	CC	CC
ADVANCE FROM COUNTY	\$160.00	\$0.00
Name: _____	Name: _____	Name: _____
Name: _____	Name: _____	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 JUAN FLORES  
 SIGNATURE \_\_\_\_\_  
 DEPT. HEADS Patricia A. Marías  
 SIGNATURE \_\_\_\_\_

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

DATE: 5-Jun-12

El Paso County Travel Justification Form

Employee: Juan M Flores Signature: [Signature] Date: 6/4/2012
Dept. Head: Patricia A Macias Signature: [Signature] Date: 6/4/2012
Dept: 388th District Court Job Title: 388th Court Coordinator

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

Purpose: (check one)

[ ] Statutorily Required Training to Hold Elective Office
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 course?
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 16 number of training hours annually.
I have already fulfilled 0 of these hours for this time period.
Estimated hours to be obtained from this course? 25

[ ] 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, TAC, Conference of Urban Counties, TBIC, etc.)
Organization Name:

[ ] Human Resources/Management/Personal Development Training
("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)

[ ] Other:



PATRICIA A. MACÍAS, JUDGE  
388<sup>TH</sup> JUDICIAL DISTRICT COURT  
500 E. SAN ANTONIO, RM. 706  
EL PASO, TEXAS 79901  
915/543-3850 915/543-3832 (fax)

June 04, 2012

Victor Perez and  
Travel Committee  
El Paso County Courthouse  
El Paso, TX 79901

RE: Travel Agenda Item

Dear Mr. Perez & Travel Committee:

Please Approve and authorize travel for Juan Flores, Court Coordinator for the 388<sup>th</sup> Court to attend the Professional Development Program Conference for Continuing Education Training. The training will take place June 18-22, 2012 in Austin, Texas. A Travel Justification Form, Letter, Electronic Correspondence and Registration Form are enclosed.

The following is a breakdown of expenses that will be incurred:

Conference Registration Fee (non-refundable)	\$ 160.00
<b>Total</b>	<b>\$160.00</b>

Your consideration and approval is greatly appreciated.

Sincerely,

  
Juan Flores  
388<sup>th</sup> Court Coordinator

JUN -5 2012



## TEXAS CENTER FOR THE JUDICIARY

1210 San Antonio Street, Suite 800 □ Austin, TX 78701

Phone: (512) 482-8986 □ In Texas (800) 252-9232 □ FAX: (512) 469-7664

RANDALL L. SAROSDY, Executive Director □ MARLON DRAKES, Associate Director

February 3, 2012

Dear Court Coordinator:

You are receiving this letter so you may apply to attend the Texas Center for the Judiciary's 2012 Professional Development Program (PDP). Each year, the Texas Center sponsors PDP for eligible trial court administrators, managers, and coordinators. As you know, court coordinators are now required to complete 16 hours of continuing education annually if funding is available, and PDP is an affordable education option.

A brochure describing this year's program, an application form, and a fact sheet are enclosed. The application form must be signed and certified by your judge, and each judge is limited to one attendee per court. The completed application and accompanying job description must be returned to the Texas Center **no later than March 9, 2012**.

This year's PDP will be held **June 18-22, 2012**, at the Westin at the Domain Hotel in Austin, Texas. Classes begin on Monday, June 18, at 3:30 p.m. (with registration check-in from 2:30-3:30 p.m.) and conclude on Friday, June 22, at 11:30 a.m.

The Texas Center will use grant funds to reimburse participants for all out-of-pocket expenses, including travel, mileage, meals, and lodging. If you are accepted into the program, attendance is mandatory. You must attend all portions of the program for reimbursement. The registration fee of \$160 is not reimbursable from Texas Center funds.

We hope you'll give serious consideration to being part of this unique educational experience. If you have questions, please call the Texas Center for the Judiciary at (512) 482-8986 or toll free at (800) 252-9232.

Sincerely,

A handwritten signature in black ink that reads "Randall L. Sarosdy".

Randall L. Sarosdy  
Executive Director  
Enclosures

## Juan Flores (388th District Court)

---

**From:** Tiffany Morrison [tiffanym@yourhonor.com]  
**Sent:** Thursday, April 12, 2012 12:52 PM  
**Subject:** PDP - 1st Year acceptance and registration information  
**Attachments:** Coordination Pre-assignment.docx; Conference Participant Expenses 1st & 2nd years.pdf; Conference Registration PDP 2012\_1st and 2nd year.docx

Dear Court Coordinator,

Congratulations! Your application to attend the **PDP Trial Court Coordination** course has been accepted. The program will be held in Austin on June 18-22, 2012. Please complete the enclosed registration form and return it to the Texas Center by **April 27, 2012**. A non-refundable \$160.00 registration fee must accompany your registration form. Please make the check payable to the Texas Center for the Judiciary.

The program will be held at the Westin at the Domain in Austin. Registration is from 2:30 to 3:30 p.m. on Monday, June 18<sup>th</sup> in the Primrose Foyer with a mandatory orientation beginning at 3:30 p.m. Classes will begin immediately following orientation at 4:00 p.m. You are invited to join us for a reception at 5:00 p.m.

**Housing:** You have three options for housing at the Westin at the Domain.

1. **Single Occupancy**. If you choose this option, the Texas Center will master bill one half of the room rate and tax. Be prepared to pay your half of the room rate (\$56.93 per night) by personal check, county check, cash or credit card upon checkout directly to the hotel.
2. **Double Participant Occupancy**. If you choose this option, your room will be master billed to the Texas Center at the \$99.00 rate plus tax per night.
3. **Secure your own lodging off-site**. The Texas Center will reimburse up to \$56 per night if you choose this option. Be prepared to pay the entire hotel bill by personal check, county check, cash or credit card upon checkout directly to the hotel.

**NOTE:** Under Options 1 & 2, the Texas Center will make your hotel reservation. Our room block at the hotel is by rooming list only. **DO NOT** call the hotel directly. ***Each guest will be required to place a \$50.00 deposit on the room for any incidental charges (i.e. room service, telephone, movies, bar, etc). This can be done by personal check, county check, cash or credit card. We do not recommend using a debit card.***

For information regarding your expenses, please see the enclosed Fact Sheet for details. Also, please review and complete the Coordination Pre-assignment attached to this email. If you have any questions, please call the Texas Center.

We look forward to a great conference and seeing you in June!

Thank you,

Tiffany Morrison  
Texas Center for the Judiciary  
Registrar

# Professional Development Program

Westin Austin at the Domain | June 18 – 22, 2012

## REGISTRATION FORM

Full Name: JUAN M FLORES Title: 388TH DIST COURT COORDINATOR

Name to appear on Badge, if different: \_\_\_\_\_

Court: 388TH DISTRICT COURT Phone: 915 543-3850

Mailing Address: 500 E. SAN ANTONIO, SUITE 902 Fax: 915 543-3832

City/State/Zip: E I PASO, TX. 79901 Email: JFLORES@epcounty.com



Please inform us of any special needs related to sight, hearing, or physical mobility:

Do you have any special dietary requirements?

Vegetarian  Vegan  Gluten Free  Diabetic  Other, describe \_\_\_\_\_

### Conference Registration Fee: \$160

Registration ends April 27, 2012. No refunds will be issued after June 4, 2011.

Mail or fax registration form to: Texas Center for the Judiciary  
1210 San Antonio, Ste 800  
Austin, TX 78701  
Phone: 512-482-8986  
Fax: 512-469-7664

- Please find enclosed my registration fee of \$160. Make checks payable to "Texas Center for the Judiciary"
- Please charge my registration fee of \$160 to the credit card below.

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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

Hotel — The Texas Center will make hotel reservations for the PDP program, please select one from the following options:

**Single Occupancy.** You understand that one-half of the room rate of \$99, plus sales and occupancy tax, will be master-billed to the Texas Center and you will be responsible for the other one-half of the room rate, which is \$56.93 per night, plus any incidental costs. Upon check-in, the hotel will require a refundable deposit of \$50 for incidentals, for which you may use your credit or debit card or a county check. You agree to pay your portion of the lodging and all incidental charges upon checking out of the hotel.

**Double Participant Occupancy.** You understand that the hotel room rate of \$99 plus tax (no incidental costs) per night will be master-billed to the Texas Center. Upon check-in, the hotel will require a refundable deposit of \$50 for incidentals, for which you may use your credit or debit card or a county check. You agree to pay your portion of the lodging and all incidental charges upon checking out of the hotel.

I have agreed to share a room with TO BE DETERMINED LATER or

Please have the Texas Center assign me a roommate.  Male  Female

**Secure your own lodging off-site.** The Texas Center will reimburse up to \$56 per night if you make your own hotel accommodations at another hotel. Be prepared to pay the entire hotel bill by personal check, county check, cash or credit card upon checkout. A hotel receipt in your name is required if you are paying for your lodging and requesting reimbursement.

#### For Office Use Only:

Check #	Amount:	Check Date:	PM:
---------	---------	-------------	-----

# Fax Confirmation Report

Date/Time : APR-26-2012 05:40PM THU  
 Fax Number : 575 522 8620  
 Fax Name : DR. HARRY BASS  
 Model Name : WorkCentre 4150

No.	Remote Station	1	StartTime	Duration	Page	Mode	Job Type	Result
001	915124697664,8222555		04-26 05:39PM	00' 35	001/001	G3	HS	CP

**Abbreviations:**

HS: Host Send      PL: Polled Local      CP: Completed      TS: Terminated by System  
 HR: Host Receive      PR: Polled Remote      FA: Fail      RP: Report      G3: Group3  
 WS: Waiting Send      MS: Mailbox Save      TU: Terminated by User      EC: Error Correct      MP: Mailbox Print

## Professional Development Program

Westin Austin at the Domain | June 18 - 22, 2012

### REGISTRATION FORM

Full Name: JUAN H. FLORES Title: 388TH DIST COURT Coordinator  
 Name to appear on badge, if different: \_\_\_\_\_  
 Court: 388TH DISTRICT COURT Phone: 915 543-3750  
 Mailing Address: 500 E. SAN ANTONIO, SUITE 902 Fax: 915 543-3232  
 City/State/Zip: EL PASO, TX 79901 Email: JFLORES@BPCOUNTY.COM



Please inform us of any special needs related to sight, hearing, or physical mobility:

Do you have any special dietary requirements?

Vegetarian     Vegan     Gluten Free     Diabetic     Other, describe \_\_\_\_\_

Conference Registration Fee: \$160

Registration ends April 27, 2012. No refunds will be issued after June 4, 2011.

Mail or fax registration form to: Texas Center for the Judiciary  
 1210 San Antonio, Ste 800  
 Austin, TX 78701  
 Phone: 512-482-8986  
 Fax: 512-469-7664

- Please find enclosed my registration fee of \$160. Make checks payable to "Texas Center for the Judiciary"  
 Please charge my registration fee of \$160 to the credit card below. - WILL PAY LATER

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hotel - The Texas Center will make hotel reservations for the PDP program, please select one from the following options:

- Single Occupancy. You understand that one-half of the room rate of \$99, plus sales and occupancy tax, will be master-billed to the Texas Center and you will be responsible for the other one-half of the room rate, which is \$56.93 per night, plus any incidental costs. Upon check-in, the hotel will require a refundable deposit of \$50 for incidentals, for which you may use your credit or debit card or a county check. You agree to pay your portion of the lodging and all incidental charges upon checking out of the hotel.  
 Double Participant Occupancy. You understand that the hotel room rate of \$99 plus tax (no incidental costs) per night will be master-billed to the Texas Center. Upon check-in, the hotel will require a refundable deposit of \$50 for incidentals, for which you may use your credit or debit card or a county check. You agree to pay your portion of the lodging and all incidental charges upon checking out of the hotel.

I have agreed to share a room with TO BE DETERMINED LATER  
 Please have the Texas Center assign me a roommate:  Male  Female

- Secure your own lodging off-site. The Texas Center will reimburse up to \$56 per night if you make your own hotel accommodations at another hotel. Be prepared to pay the entire hotel bill by personal check, county check, cash or credit card upon checkout. A hotel receipt in your name is required if you are paying for your lodging and requesting reimbursement.

For Office Use Only:			
Check #	Amount	Check Date:	PM:

**Professional Development Program**  
**June 18-22, 2012**  
**Westin at the Domain ~ Austin, TX**

- **Registration Fee**

The \$160.00 conference registration fee should have been paid online or mailed to the Texas Center for the Judiciary. If not, please bring payment with you to PDP.

- **Meals**

The Texas Center will reimburse for the actual cost of non-contracted meals, not to exceed \$36 per day. Meal receipts are not required for reimbursement. Lunch will be provided on Tuesday, Wednesday, and Thursday and will not reimburse by the Texas Center.

- **Lodging:** Under Options 1 & 2, the Texas Center will make your hotel reservation. Our rooming block at the hotel is by rooming list only. *DO NOT call the hotel directly.*

1. **Single Occupancy**. If you choose this option, the Texas Center will master bill one half of the room rate and tax. Be prepared to pay you half of the room rate (\$56.93 per night) by personal check, county check, cash or credit card upon checkout.
2. **Double Participant Occupancy**. If you choose this option, your room will be master billed to the Texas Center at the \$99.00 rate plus tax per night.
3. **Secure your own lodging off-site**. The Texas Center will reimburse up to \$55 per night if you choose this option. Be prepared to pay the entire hotel bill by personal check, county check, cash or credit card upon checkout.

- **Transportation**

The Texas Center will reimburse your travel expenses in accordance with the Court of Criminal Appeals grant guidelines, i.e. economy airfare or .45 cents per mile for travel by personal automobile. Valet parking is not reimbursable. **Both airport and hotel parking receipts are required for reimbursement.**

**The Texas Center will not reimburse for the use of a rental car.**

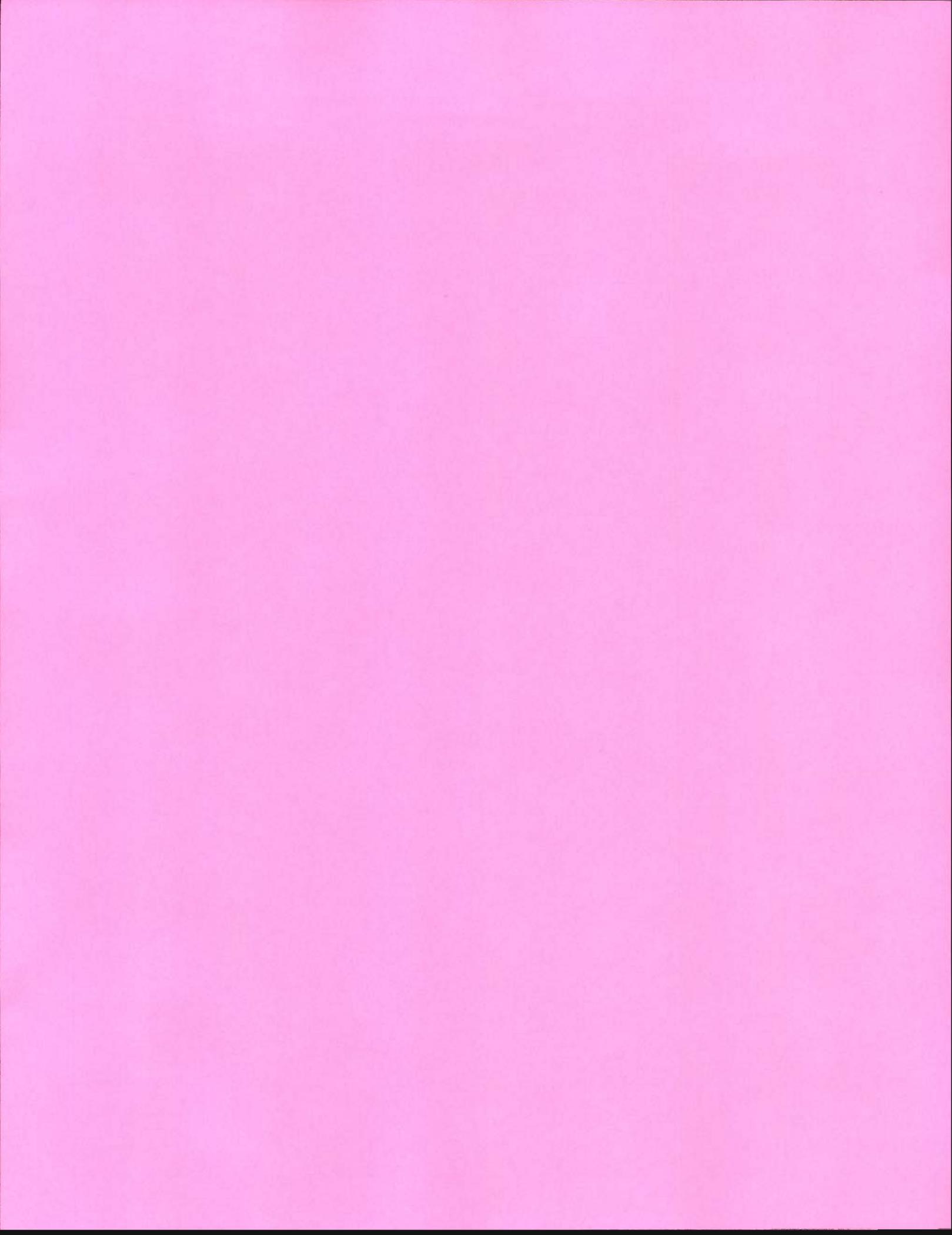
A reimbursement form will be provided for you at conference in your conference notebook under the Course Information tab.

- **Attendance is Mandatory**

You must attend all portions of the program. If you miss 6 hours of class for any reason, the course must be repeated at your own expense. Class ends at 11:30 a.m. on Friday, June 22<sup>nd</sup>. Make your departure plans accordingly (be sure to allow two hours for travel and check in for departing flights). A student with any unexcused absence will not be reimbursed for the entire program.

- **Dress Code**

The Texas Center encourages professional, yet comfortable, attire for the class day. Casual wear is appropriate for after class activities. Please consider bringing a jacket or sweater to the conference since meeting room temperatures are often difficult to regulate.



VP12 04512

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

Vendor No.: EMP01345  
Voucher Total: \$ 1,320.05  
No. of Lines: 1  
T/C Hash: 208  
Preparer's Initials: AN

Single Check (Y/N): Y

Date Entered: 6/8/12  
Entered by: [Signature]

Vendor Name: MURIEL MONTROSE  
Subject: \_\_\_\_\_

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary
01	208	1320.05	GADMINGF	6705	145	065009
F,T WORTH, TX 6/21-24/12 CRT REPORTING SEMINAR						
02						
03						
04						
05						
06						
07						
08						
09						
10						

Prepared by: **JORGE LOPEZ**

Date: 6/8/2012

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

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

Approved  
6/7/12



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

### County of El Paso Travel Request Form

JJ

**Travel**

Type: **ADVANCE**

Name: Muriel Montrose Department: 65th District Court  
 Date of Trip: Departure Date: 06/21/12 Return Date: 06/24/12 Destination: Fort Worth, TX  
 \* Event: Court Reporting Seminar  
 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 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	\$319.70	<input checked="" type="checkbox"/>
Auto Rental	_____	<input type="checkbox"/>
Mileage (.40 /mile)	_____	<input type="checkbox"/>
Gas	_____	<input type="checkbox"/>
Meal rate on Departure date	18.00	<input checked="" type="checkbox"/>
Meal per diem (\$36.00)	72.00	<input checked="" type="checkbox"/>
Meal rate on Return date	18.00	<input checked="" type="checkbox"/>
Lodging	585.35	<input checked="" type="checkbox"/>
Other - Registration	325.00	<input checked="" type="checkbox"/>
Other - Parking/Tolls	_____	<input type="checkbox"/>
Other - Taxi	_____	<input type="checkbox"/>
Other - Shuttle	_____	<input type="checkbox"/>
Other - _____	_____	<input type="checkbox"/>
<b>TOTAL</b>	<b>\$1,338.05</b>	<b>\$0.00</b>

1320.05

**FOR AUDITOR'S USE ONLY**

Trans. Code: \_\_\_\_\_  
 Index: \_\_\_\_\_  
 Sub-Object: \_\_\_\_\_  
 Vendor: Emp 001345  
 Subsidiary: \_\_\_\_\_  
 Amount: \_\_\_\_\_

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE  Y/N

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

ADVANCE FROM COUNTY \$1,338.05 \$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 Muriel Montrose  
 SIGNATURE  
 DEPT. HEADS \_\_\_\_\_  
 SIGNATURE

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

DATE: 29-May-12

El Paso County Travel Justification Form

Employee: Muriel Montrose Signature \_\_\_\_\_ Date: 5/29/2012  
Dept. Head: Judge Ainsa Signature \_\_\_\_\_ Date: 5/29/2012  
Dept: 65th District Court Job Title: Court Reporter

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

**Purpose: (check one)**

**Statutorily Required Training to Hold Elective Office**

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 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 10 number of training hours ~~annually~~ every 2 years.  
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, TAC, Conference of Urban Counties, TBIC, etc.)  
Organization Name: \_\_\_\_\_

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

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

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

# El Paso County Travel Justification Form

Employee: Muriel Montrose Signature Muriel Montrose Date: 5/29/2012  
Dept. Head: Judge Ainsa Signature [Signature] Date: 5/29/2012  
Dept: 65th District Court Job Title: Court Reporter

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

**Purpose: (check one)**

**Statutorily Required Training to Hold Elective Office**  
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 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: \_\_\_\_\_

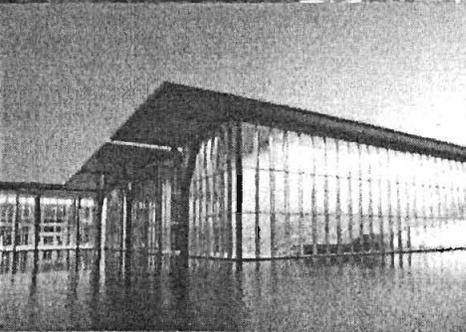
**Travel to Professional, County, or Elected Officials' Organization Meeting/Convention**  
(County Clerk's Association, TAC, Conference of Urban Counties, TBIC, etc.)  
Organization Name: \_\_\_\_\_

**Human Resources/Management/Personal Development Training**  
("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)

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

# VISIT FORT WORTH

*City of Cowboys and Culture*



PROUDLY WELCOMES THE  
**TEXAS COURT REPORTERS ASSOCIATION**  
**OMNI HOTEL**

June 21-24, 2012



**FORT WORTH**  
CITY OF COWBOYS AND CULTURE

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# REGISTRATION FORM—PART II

**Early Bird Registration – Must be postmarked, faxed or emailed by June 1st, 2012.**  
**Regular Registration—Must be postmarked, faxed or emailed by Friday, June 8th, 2012.**

Please circle your type of registration.

Full Convention Registration Descriptions	Early Bird	Regular	On-Site
TCRA Member	\$325	\$375	\$425
TCRA Member's (Non-Reporter) Guest / Spouse & TCRA Associate Member (No CE)	\$225	\$275	\$325
Sponsor a Student / Student Full Registration (+ TCRA Student Membership)	\$165	\$190	\$215
Non-Member CSR (Includes Membership through 8/31/2013)	\$450	\$500	\$550
Non-Member CSR (No Membership)	\$450	\$500	\$550
Non-Member's (Non-Reporter) Guest/Spouse (No CE hours awarded)	\$245	\$295	\$345

Please circle your type of registration.

Saturday ONLY Registration Description	Early Bird	Regular	On-Site
TCRA Member	\$175	\$225	\$275
TCRA Member's (Non-Reporter) Guest/Spouse and Associate Member (No CE)	\$125	\$175	\$225
Sponsor a Student / Student Seminar Track (+ TCRA Student Membership)	\$110	\$135	\$160
Non-Member CSR (Includes Membership through 8/31/2013)	\$300	\$350	\$400
Non-Member CSR (No Membership)	\$300	\$350	\$400
Non-Member's (Non-Reporter) Guest/Spouse (No CE hours awarded)	\$175	\$225	\$275

Please circle your type of registration.

Optional Events & EXTRA Meal Tickets	Early Bird Deadline:	Regular Deadline:
Speed Cup Contest (Thursday, 6/21/2012)	\$50	\$50
TCRR Exam (Thursday, 6/21/2012)	\$120	\$120
CART Exam (Thursday, 6/21/2012)	\$50	\$50
Texas Merit Reporter Skills Exam (Thursday, 6/21/2012)	\$100	\$100
Realtime Contest (Friday, 6/22/2012)	\$50	\$50
Annual Business Meeting / Awards Luncheon Extra Ticket - (Friday, 6/22/2012)	\$50	\$75
President's Banquet Luncheon Extra Ticket (Saturday, 6/23/2012)	\$50	\$75
<b>Registration Discounts:</b> Check all that apply. Each worth 5% - 10% maximum will be awarded. (Verification is required) <input type="checkbox"/> I have participated in a TCRA Veterans History Project during the period of June '11—May '12. <input type="checkbox"/> I have attended a TCRA Seminar during the period of October '11—February '12.	<input type="checkbox"/> - 5% <input type="checkbox"/> - 5%	<input type="checkbox"/> - 5% <input type="checkbox"/> - 5%

**TOTAL**                      \$ \_\_\_\_\_                      \$ \_\_\_\_\_

**Return to:** TCRA PO Box 2379 Athens, Texas 75751 / (903) 675-1806 phone / (903) 675-2619 fax

# 2012 ANNUAL CONVENTION AGENDA

## Thursday, June 21st

10:00am to 1:00pm

- **Speed Cup Contest**—See Optional Events, page 9.

8:30am to 1:00pm

- **Specialization Exams**—See Optional Events, page 9.

8:00am to 5:00pm

- **Registration Desk Open**—Stop by and pick up your convention materials.

2:00pm to 6:00pm

- **Board of Directors Meeting**—All attendees are invited and encouraged to attend the Board meeting.

## Friday, June 22nd

7:00am to 5:00pm

- **Registration Desk Open**—Stop by and pick up your convention materials.
- **Exhibit Hall Open**—Spend your day with the Exhibitors.
- **Silent Auction Open**—Come view the great array of items donated and make your bid early! Profits benefit the TCRA Scholarship Fund.

7:00am to 8:00am

### ► **Sunrise Session—Yoga**

Wake up the yoga way! A good stretch, both mentally and physically, will get your blood flowing and your mind ready to absorb all that you can from the day of seminar sessions ahead. Presenter: Lola McClane (1.0 CE hour)

### ● **Early Bee Gets the Word—Spelling Bee**

Join the early "Bee" and test your spelling IQ with a written exam containing legal, medical and general vocabulary. Compete for the "Early Bee Who Got the Word" award. (Optional event, no CE awarded)

8:00am to 9:00am

- **TCRA Realtime Contest** - See Optional Events on page 9.

9:00am to 10:30am

### ► **Opening Session—The Supreme Court Does That?**

Meet Justice Debra Lehmann, Texas Supreme Court Justice and liaison to the CRCB, along with Blake Hawthorne, Texas Supreme Court Clerk. They will explain the role of our Supreme Court, updates to the Rules of Civil Procedure and Texas Rules of Appellate Procedures, and what impact these updates will have on our profession. (1.5 CE hours—Ethics/Rules)

10:45am to 11:45am—Concurrent Sessions—Please choose one to attend. (1.0 CE hour)

### ► **Making Windows 7 Work For You**

Tired of fighting Windows 7, searching for those illusive commands? Get your PC working for you instead of the other way around.

Presenter: Breck Record, CSR, RPR, RMR

### ► **TranscriptPad & TrialPad**

Introducing two great new iPad apps for you and your client! Proofread on the fly with TranscriptPad and learn how your client utilizes your transcripts with TrialPad. Presenter: Pat Vernon, CSR

### ► **Social Networking**

LinkedIn for the professional. Learn how to create and manage your professional social networking online "personality." Presenter: Jeffrey Payne

### ► **Bridging the Gap in Business Relationships**

Learn the skills you need to work smarter in your business/professional relationships by actually "knowing" your client and co-workers.

Presenter: Jay Goldstein

### ► **Security in the Workplace**

We all have the right to feel safe where we work. Learn what you can do to enhance your own safety on the job.

Presenter: US Marshal's Office, Fort Worth

# 2012 ANNUAL CONVENTION AGENDA

## Friday, continued...

12:00pm to 1:30pm

### ●TCRA Annual Business Meeting & Luncheon

1:30pm to 2:00pm—Break with the Exhibitors

2:00pm to 3:30pm—Concurrent Sessions—Please choose one to attend. (1.5 CE hours)

#### ▶ Officials Forum (Ethics/Rules) *Ethics*

You'll come away from the Officials Forum knowledgeable of the rich history of our host city as told by Justice Bob McCoy of the Second Court of Appeals. Justice Elizabeth Lang-Miers of the Fifth Court of Appeals will share with us the Judicial Section of the Texas State Bar's perspective on and response to the Attorney General Opinion Request RQ1039 concerning authority to set the compensation and the hours of the court reporter for a statutory county court. And to wrap up, you'll learn about the latest in rules changes affecting our duties.

#### ▶ Digital Evidence

Imagine a truly paperless deposition...oh, to dream! Use digital evidence to enhance your role in the deposition process, making you invaluable to your clients. Presenter: Danny Thankachan, Litigation Support Manager & E-discovery consultant at Thompson & Knight, LLP

#### ▶ Transcript Workflow

Realtime isn't just for your clients anymore! Learn how you can benefit from your own best transcripts. Presenter: Breck Record, CSR, RPR, RMR

3:30pm to 4:00pm—Break with the Exhibitors

4:00pm to 5:00pm—Concurrent Sessions—Please choose one to attend. (1.0 CE hour)

#### ▶ TCDRS—Bridging the Gap Between Working Full-Time and Retirement

Your TCDRS retirement plan is different from most other retirement plans. Learn how your TCDRS plan is structured, how benefits are designed to provide a lifetime payout for employees, and how this type of plan compares to other retirement plans out there today. Presenter: Amy Campbell, Manager of Employer Services at TCDRS

#### ▶ Quickbooks

Utilizing Quickbooks not only to track bill paying, but also to quote transcript costs, create packing lists, invoice clients and much, much more! Presenter: Chris Coronado

#### ▶ Retirement Planning

Ascertain your insurance needs as a Texas court reporter. Understand your options—equipment, disability, professional liability and more. Presenter: Bo Potter, Potter Insurance Agency



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### El Paso, TX to Dallas (Love Field), TX

**Air**

Total Price: **\$568.90**

**ITINERARY**

<b>DEPART</b> JUN 21 <b>THU</b>	<b>09:50 AM</b> El Paso, TX (ELP) to <b>12:25 PM</b> Dallas (Love Field), TX (DAL)	<b>Flight #142</b>	<b>Thursday, June 21, 2012</b> Travel Time 1 h 35 m (Nonstop) Anytime
<b>RETURN</b> JUN 24 <b>SUN</b>	<b>12:00 PM</b> Dallas (Love Field), TX (DAL) to 01:05 PM Arrive in Houston (Hobby), TX (HOU) 02:15 PM Change  in Houston (Hobby), TX (HOU) 03:05 PM El Paso, TX (ELP)	<b>Flight #23</b> <b>Flight #507</b>	<b>Sunday, June 24, 2012</b> Travel Time 4 h 05 m (1 stop, includes 1 plane change) Anytime

**Quick Air Links**

- Check In
- Change Flight
- Check Flight Status

**Account Login**

- Enroll Now!
- Account Number or Username
- Password (Case Sensitive)
- Remember Me
- Need help logging in?

Manage Travel

Shopping Cart

**PRICE: ADULT**

Trip	Routing	Fare Type   View Fare Rules	Fare Details	Quantity	Total
Depart	ELP-DAL	Anytime Great Flexibility	<ul style="list-style-type: none"> <li>Fully Refundable</li> <li>Same Day Change</li> <li>No Change Fees</li> </ul>	1	\$279.00
Return	DAL-HOU-ELP	Anytime Great Flexibility	<ul style="list-style-type: none"> <li>Fully Refundable</li> <li>31-day Change</li> <li>No Change Fees</li> </ul>	1	\$289.90

Enroll in Rapid Rewards and earn at least 5379 Points per person for this trip. Already a Member? Log in to ensure you are getting the points you deserve.

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

**1st and 2nd Checked Bags Fly Free.**  
Weight and size limits apply.

Subtotal **\$568.90**  
Fare Breakdown

Bag Charge **\$0.00**  
Air Total: **\$568.90**

**Air**

Modify | Remove

JUN 21	<b>Depart Flt 142</b>
<b>THU</b>	<b>ELP DAL</b>
	9:50 AM 12:25 PM
Adult Air fare per person	
	Anytime fare <b>\$279.00</b>
JUN 24	<b>Return Flt 23/507</b>
<b>SUN</b>	<b>DAL ELP</b>
	12:00 PM 3:05 PM
Adult Air fare per person	
	Anytime fare <b>\$289.90</b>

**Cost Breakdown**  
Adult \$568.90 x 1 **\$568.90**

Govt. Taxes & Fees  
We'll reserve the flight upon purchase completion.

**Trip Total \$568.90**

Not ready to book yet? Save this trip and book later.

Save Flight | Checkout

Rapid Rewards

Travel Guide



**GET \$100 Plus get 10,000 points toward FREE FLIGHTS after first purchase.**

Apply Instantly

Separate \$60 Security Fee applied.

Purchase your shopping cart...

By clicking "Continue", you agree to accept the fare rules and want to continue with this purchase.

### Add a Hotel

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



**Courtyard by Marriott**  
Dallas LBJ at J...

**\$59/night**

Rapid Rewards Partner  
3 Star Rating | View Details

Search for hotels in Dallas (06/21/2012 - 06/24/2012)

Close To: (optional)  
Center of destination: within 30 miles  
Show Only: (optional)  
Hotel Chains: Skip All Hotel Chains | Find Hotels

### Add a Car

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



Type in any city/airport in the U.S., Canada or Mexico  
Pickup Location: Dallas (Love Field), TX - DAL | Pickup Date: 06/21/2012 | Dropoff Date: 06/24/2012  
Advanced Search | Find Cars

Trip Total **\$568.90**

598 View your 2012 Credit Score Now

- Inbox 2
- Drafts 9
- Sent
- Spam 3973
- Trash 195
- Folders
- Applications
- All My Purchases
- Attach Large Files
- Automatic Organizer
- Calendar
- Flickr
- My Cool Fonts
- Notepad
- Stationery
- Unsubscriber

Sponsored Links

- 5 Best Diet Pills of 2012**  
Find out which d...  
[www.DietRatings.org](http://www.DietRatings.org)
- Woman Is 53 But Looks 25**  
Mom reveal...  
[www.ConsumerLif...](http://www.ConsumerLif...)



CONFIRMATION #40008671638

**Omni Fort Worth Hotel**  
1300 Houston Street  
Fort Worth TX US 76102  
Phone: 817-535-6664  
Fax: 817-882-8140  
[Driving Directions to the Hotel >](#)

<b>ROOM RATE</b>	
Texas Court Reporters Association	
2 nights	160.00 USD
Subtotal (2 nights)	320.00 USD
Taxes	48.00 USD
Fees	0.00 USD
<b>Grand Total</b>	<b>368.00 USD</b>

**GUEST**  
**Muriel Montrose**  
6004 Ojo De Agua Drive  
El Paso TX US 79912

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

**ARRIVING:** 06/21/2012  
**DEPARTING:** 06/23/2012

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

**ACCOMMODATIONS**  
369 sq ft, 42" flat screen TV, granite vanity, ample tub/shower, work desk.  
**Classic Deluxe Room with Queen Beds**  
*Southern hospitality meets cosmopolitan elegance in Fort Worth's bustling downtown cultural district.*

**Features:**  
•369 sq. ft. room with chic Texas décor, including hand-stitched pillows and "tooled leather" inspired carpeting.  
•42" flat screen television.  
•Wi-Fi access / high speed internet available.  
•Luxurious granite full bathroom. Many bathrooms include an over-sized walk-in shower.  
•Sweeping views of the Fort Worth skyline or the rooftop terrace.

**NUMBER OF GUESTS**  
1 Adult(s) 0 Child(ren)

**GUARANTEE**  
Visa \*\*\*\*\*4784  
Deposit not required

**CANCELLATION:** Cancel by 12PM on 06/14/2012 to avoid \$184.00 penalty.

**A New Destination: Hilton Head**  
Omni Hotels & Resorts is proud to announce our newest resort, the Omni Hilton Head Oceanfront Resort in South Carolina.

[Learn More >](#)

**Apps for the "On The Go" Traveler**  
Omni Hotels offers you the convenience and ease of being connected with our iPhone and Blackberry mobile applications.

[Learn More >](#)



If you have a question about this reservation please contact us by phone 1-888-444-OMNI or send us email at [reservations@omnihotels.com](mailto:reservations@omnihotels.com). You can obtain more information regarding Omni Hotels from [our website](#). We thank you for your patronage and wish you a pleasant stay at the Omni Fort Worth Hotel. Other customer requests will be confirmed at check-in.

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576 View your 2012 Credit Score Now

- Inbox 2
- Drafts 9
- Sent
- Spam 3973
- Trash 185
- Folders
- Applications
- All My Purchases
- Attach Large Files
- Automatic Organizer
- Calendar
- Flickr
- My Cool Fonts
- Notepad
- Stationery
- Unsubscriber

Sponsored Links

5 Best Diet Pills of 2012  
Find out which diet pills tested highest for weight. .

Woman Is 53 But Looks 25  
Mom reveals 1 simple...



Your Reservation at the  
**Omni Fort Worth Hotel**

*is Confirmed*



CONFIRMATION #40008671641

**Omni Fort Worth Hotel**  
 1300 Houston Street  
 Fort Worth TX US 76102  
 Phone: 817-535-8884  
 Fax: 817-882-8140  
[Driving Directions to the Hotel >](#)

<b>ROOM RATE</b>	
Best Available Rate	
1 night	189.00 USD
Subtotal (1 night)	189.00 USD
Taxes	28.35 USD
Fees	0.00 USD
<b>Grand Total</b>	<b>217.35 USD</b>

**GUEST**  
**Muriel Montrose**  
 6004 Ojo De Agua Drive  
 El Paso TX US 79912

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

**ARRIVING:** 06/23/2012  
**DEPARTING:** 06/24/2012

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 Visa \*\*\*\*\*4784  
 Deposit not required

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**A New Destination: Hilton Head**  
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[Learn More >](#)

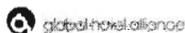
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FY 11-12, COUNTY OF EL PASO, TEXAS  
TRAVEL REGISTER

Check Date 6/11/12

Fiscal Period 09-12

Vendor Name

Amount Cleared  
for Payment

EL PASO TREASURY CONSOLIDATED FUND ACCOUNT

SANDRA AGUIRRE-MEDINA (GADMINGF-6705).....	160.00
GABRIELA ESQUIVEL (GADMINGF-6705).....	876.90
LUDIVINA VELO (GADMINGF-6705).....	876.90
JUAN FLORES (GADMINGF-6705).....	160.00
MURIEL MONTROSE (GADMINGF-6705).....	1,320.05