



**COMMISSIONERS COURT
COMMUNICATION**

AGENDA DATE : 6/17/13

CONSENT OR REGULAR: Consent

CONTRACT REFERENCE NO
(IF APPLICABLE): NO

SUBJECT:

Request the Commissioners Court approval for their consideration to allow exception to the policy in approving Judge Laura Strathmann's travel reimbursements since the Court maintains the sole authority to do so.

BACKGROUND/DISCUSSION OF TOPIC: To include statutory requirement, operational impact, or performance goal.

Statutorily required training to hold Elective office. Statute reference requires 30 hours CLE; 30 hours CJE; 12 hours DV.

FISCAL IMPACT:

No.

PRIOR COMMISSIONERS COURT ACTION (IF ANY):

No

RECOMMENDATION:

Approve and authorize Commissioners Court approval of travel reimbursement for 388th District Court Judge Laura Strathmann's travel requests for February 24, 2013 to San Antonio and for April 13, 2013 to San Francisco for attending two seminars on Family Law and Domestic Violence. The Court respectfully asks for Commissioners Court consideration to allow an exception to the County's Travel Committee's policy since Commissioners Court maintains the sole authority to do so.

COUNTY ATTORNEY APPROVAL

The attached document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

COUNTY ATTORNEY:

LEGAL REVIEW:

LEGAL REVIEW NOTES (If Applicable):

DATE:

SUBMITTED BY:

Martha A. Banales, Office Manager, Council of Judges Administrator, (915) 546-2143.



**COMMISSIONERS COURT
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COUNTY ATTORNEY:

LEGAL REVIEW:

LEGAL REVIEW NOTES (If Applicable):

DATE:

SUBMITTED BY:

Martha A. Banales, Office Manager, Council of Judges Administrator, (915) 546-2143.

Kirstin Perez

From: Victor Perez (County Auditors)
Sent: Monday, June 10, 2013 10:57 AM
To: Kirstin Perez
Subject: FW: 388th travel reimbursement request Strathmann
Attachments: L. Strathmann Travel Expenses.xlsx

From: Victor Perez (County Auditors)
Sent: Thursday, May 16, 2013 1:32 PM
To: Laura Strathmann
Subject: FW: 388th travel reimbursement request Strathmann

Judge Strathmann,

The following is a summary of the response from the County's Travel Committee to your travel reimbursement requests:

The committee has no authority to approve these reimbursement requests in accordance with the current county travel policy. The policy includes a no exception clause for past due travel reimbursement requests. However, there are circumstances in this instance that appear to be reasonable for appeal. The Committee requests that you place an item on the Commissioners Court agenda for their consideration to allow an exception to the policy since the court maintains the sole authority to do so. If the court approves an exception, the committee would recommend the amounts approved in the attachment. This is consistent for what a training trip of this nature would normally be approved for. The Committee will also be recommending that items that appear to be reasonable in nature be presented to Commissioners Court for their consideration, in lieu of no exceptions and no appeal. The travel policy is available in the hyperlink provided below. Please let me or Mr. Wallace Hardgrove, Finance and Budget Supervisor, know if you have any questions concerning this matter.

Victor Perez
Accounts Payable Supervisor
Auditor's Office
(915)546-2040 ext. 3477

<http://www.epcounty.com/auditor/forms/travelpolicy1.pdf>

From: Laura Strathmann [<mailto:laurastrathmann@msn.com>]
Sent: Monday, May 13, 2013 12:57 PM
To: Victor Perez (County Auditors)
Subject: 388th travel reimbursement request Strathmann

Hello,

First, I want to apologize because the reason I am writing this letter is because I did not make sure to know what I needed before I acted.

Last year, after I was elected, but before I took office, Judge Anderson provided me with a budget of some sort. It showed a line item of \$4000.00 for travel for the Court. I thought (and this is where things go wrong)

that meant that when I had to travel, the money would be taken from the Court's budget. When I returned from my first trip, I asked my administrative assistant to start putting everything together so that we would have complete files for the budget request, the Continuing Judicial Education hours I need to request and report, and the Mandatory Continuing Legal Education hours I need to report. We needed copies of the brochures, receipts, etc.

The first conference was the end of February, I went on vacation through spring break in March and then I was at the conference in San Francisco in April.

Again, ignorantly, I thought that money was in the Court's budget so I thought I had until the end of August-ish to submit the necessary paperwork. My administrative assistant started working on it again. The San Francisco trip booked a room at the federal per diem rate. I thought this meant the room was at a discounted federal rate and the federal programs sponsoring the conference would pay for it (like the State Judiciary did for Baby Judges School). After a couple of exchanges with the National Council of Juvenile and Family Court Judges, I found out I was mistaken, and that although the room was at a reduced rate, I would have to seek reimbursement from my own jurisdiction.

My administrative assistant got all the paperwork ready for submission to all the entities and presented them to me. A member from the County Budget Department came up for me to review next years budget and I didnt see the money listed on the form. He told me the reimbursements for travel for such things come from the County. I submitted the forms per the instructions. I saw Mike Izquierdo three days later, last Thursday, and he explained to me that the \$4000.00 was a number that was deemed as a reasonable number to expect the Courts to spend each year in their travel but that it was not specifically included in the Court's personal budget. He reiterated the expenditures must be submitted to the County and considered for reimbursement.

On Monday May 13, 2013, it was explained to me that I must get my requests in 10 days after travel and that I can also present prosepctive requests.

I apologize for any inconvenience this has caused. "I didn't know" is not a good excuse because I should have found out for sure before I left or immediately upon my return, but that is the honest reason for my failure to timely submit the requests for reimbursement.

Thank you for your time and consideration.

Sincerely,
Laura Strathmann



County of El Paso Travel Request Form

Travel

Type: **REIMBURSEMENT**

Name: Laura Strathmann Department: 388th District Court
 Date of Trip: Departure Date: 02/24/13 Return Date: 02/26/13 Destination: San Antonio, Texas
 * Event: Judicial Institute: Family Law
 County Related Purpose: Seminar

*** 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	\$189.80	
Auto Rental		
Mileage (.40 /mile)		
Gas		
Meal rate on Departure date	18.00	
Meal per diem (\$36.00)		
Meal rate on Return date	36.00	
Lodging	247.52	
Other - Registration	650.00	
Other - Parking/Tolls		
Other - Taxi		
Other - Shuttle		
Other -		
TOTAL	<u>1087.32</u> <u>\$1,141.32</u>	<u>\$0.00</u>

FOR AUDITOR'S USE ONLY

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

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE N Y/N

Section 3: Signature and List of Names:

REIMBURSEMENT AMOUNT \$1,141.32 \$0.00
1087.32

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

EMPLOYEE SIGNATURE Laura Strathmann
 DEPT. HEADS SIGNATURE 18 - April - 13

C.C.O. DATE

DATE: 15-Apr-13

El Paso County Travel Justification Form

Employee: Laura Strathmann
Dept. Head: Laura Strathmann
Dept: 388th District Court

Signature: *Laura Strathmann* Date: 18-Apr-1-13
Signature: _____ Date: _____
Job Title: Judge

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

Purpose: (check one)

Statutorily Required Training to Hold Elective Office
Statue Refrence:
My effective office requires 30 CLE 30 CJE 12 DV number of training hours annually.
I have already fulfilled 31.50 of these hours for this time period.
Estimated hours to be obtained from this course? 10
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: _____



NATIONAL COUNCIL OF
JUVENILE AND FAMILY COURT JUDGES

WWW.NCJFCJ.ORG

NCJFCJ
University of Nevada
P.O. Box 8970
Reno, Nevada 89507
(775) 784-6012 / (775) 327-5063 -fax
Tax ID #36-2486896

INVOICE

February 19, 2013

Honorable Laura Strathmann

388th District Court -- Texas
500 E. San Antonio
El Paso, TX 79901

Invoice Date: February 19, 2013

Order Number 8502

**Judicial Institute: Family Law
San Antonio, Texas ~ February 24-27, 2013**

Description	Qty.	Each	Total
Registration Fee	1	\$750.00	\$750.00
			\$750.00
Balance Due			\$750.00

Please remit payment with a copy of this invoice to:

NCJFCJ
P.O. Box 8970
Reno, Nevada 89507

Check Enclosed (payable to NCJFCJ) Visa Master Card Discover American Express

Card # _____ Exp. Date _____

Security Code (on the back of card) _____ Name on the Card _____

Authorized Signature _____

If you have questions or prefer to pay by phone, contact Deena Meadors at dmeadors@ncjfcj.org or via phone at (775) 784-6971.

RE: NCJFCJ Event Confirmation for February 24-27, 2013

From: **Laura Strathmann** (laurastrathmann@msn.com)

Sent: Wed 2/20/13 8:32 AM

To: dmeadors@ncjfcj.org

Hi Ms. Meadors!

I am going to send a check for \$650 because I am a member of NCJFCJ. I want to make sure this jives with you so that I dont mess anything up.

Thanks,
Laura

Date: Tue, 19 Feb 2013 23:45:22 -0800
From: dmeadors@ncjfcj.org
To: laurastrathmann@msn.com
Subject: NCJFCJ Event Confirmation for February 24-27, 2013

Honorable Laura Strathmann
388th District Court -- Texas
500 E. San Antonio
El Paso, TX 79901
Phone: 915-820-1031
laurastrathmann@msn.com

Dear Judge Strathmann:

We are pleased that you have decided to join us in San Antonio, Texas for the Judicial Institute: Family Law to be held February 24-27, 2013. Please find your invoice attached.

Please review your contact information listed above. If you have any questions or if there are any errors in the information listed, please contact me at dmeadors@ncjfcj.org or (775) 784-6971.

We look forward to seeing you in San Antonio!

Sincerely,

Deena Meadors
Registrar
National Council of Juvenile and Family Court Judges

cc if applicable:

The Westin La Cantera Resort
 16641 La Cantera Parkway
 San Antonio, TX 78256
 210-558-6500
<http://www.starwood.com/>



Strathmann, Laura Page Number 1 Invoice Nbr 1000065899
 [REDACTED] Guest Number 798475 Arrive Date 02-24-2013
 Folio ID A Depart Date 02-26-2013
 El Paso, TX 79902-4656 No. Of Guest 2
 Room Number 4268
 Club Account SPG - [REDACTED]
 Time 04-12-2013 11:49

Duplicate Invoice

Date	Reference	Description	Charges	Credits
02-24-2013	RT4268	Room Charge	\$106.00	
02-24-2013	RT4268	Occupancy/Tourism Tax	\$11.40	
02-24-2013	RT4268	State Occupancy Tax	\$6.36	
02-25-2013	RT4268	Room Charge	\$106.00	
02-25-2013	RT4268	Occupancy/Tourism Tax	\$11.40	
02-25-2013	RT4268	State Occupancy Tax	\$6.36	
02-26-2013	VI	Visa		\$-247.52
		** Total	\$247.52	\$-247.52
		** Balance	\$0.00	

*****For Authorization Purpose Only*****

LAURA K STRATHMANN

Authorization Date	Credit Card	Code	Auth
02-24-2013	XXXX7650	702316	318.00

EXPENSE SUMMARY REPORT

Currency: USD

Date	Room/Tax	Food/Bev	Gift/Spa	Other	Total	Payment
02-24-2013	\$123.76	\$0.00	\$0.00	\$0.00	\$123.76	\$0.00
02-25-2013	\$123.76	\$0.00	\$0.00	\$0.00	\$123.76	\$0.00
02-26-2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-247.52
Total	\$247.52	\$0.00	\$0.00	\$0.00	\$247.52	\$-247.52

Your SPG Account [REDACTED] earned at least 0 Starpoints. Get 10,000 more with the SPG Credit Card. spg.com/axpcard

Thank you for choosing Starwood Hotels We look forward to welcoming you back soon!

Tell us about your stay. www.westin.com/reviews

FW: Southwest Airlines Confirmation- STRATHMANN/LAURA KATHARINE-Confirmation: GR48G7

From: Laura Strathmann (redacted)
Sent: Thu 2/21/13 3:01 PM
To: plara2@mac.com

Date: Tue, 29 Jan 2013 19:06:35 -0800
From: SouthwestAirlines@luv.southwest.com
Subject: Southwest Airlines Confirmation-STRATHMANN/LAURA KATHARINE-Confirmation: GR48G7
To: (redacted)

You're all set for your trip!



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

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

Ready for takeoff!



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

Upcoming Trip: 02/24/13 - San Antonio

 AIR Itinerary

AIR Confirmation: GR48G7

Confirmation Date: 01/29/2013

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
STRATHMANN/LAURA KATHARINE	(redacted)	5262494759979	Jan 29, 2014	1008

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

Date	Flight	Departure/Arrival
Sun Feb 24	3126	Depart EL PASO TX (ELP) on Southwest Airlines at 12:05 PM Arrive in SAN ANTONIO TX (SAT) at 2:30 PM Travel Time 1 hrs 25 mins Wanna Get Away
Tue Feb 26	2334	Depart SAN ANTONIO TX (SAT) on Southwest Airlines at 7:45 PM

Air Cost: 189.80

Find a Hotel

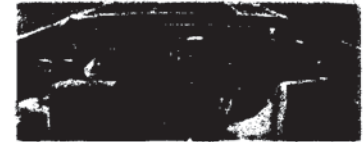
See ratings, photos and rates for over 40,000 hotels.

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Carry-on Items: 1 Bag + small personal item are free see full details. Checked Items: First and second bags are free, size and weight limits apply.

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ELP WN SAT89.30NLNVVNR WN ELP66.98TBNCNNR 156.28 END ZPELPSAT XFELP4.5SAT4.5 AY5.00\$ELP2.50 SAT2.50



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Rent a Car ➔

Important Check-In Reminder

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



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Cost and Payment Summary

AIR - GR48G7

Base Fare	\$ 156.28
Excise Taxes	\$ 11.72
Segment Fee	\$ 7.80
Passenger Facility Charge	\$ 9.00
September 11th Security Fee	\$ 5.00
Total Air Cost	\$ 189.80

Payment Information

Payment Type: Visa XXXXXXXXXXXXX7650
Date: Jan 29, 2013
Payment Amount: \$189.80

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² Security Fee is the government-imposed September 11th Security Fee.

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See [Southwest Airlines Limit of Liability](#)

Southwest Airlines
P.O. Box 36647-1CR
Dallas, TX 75235

[Contact Us](#)

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County of El Paso Travel Request Form

Travel

Type: **REIMBURSEMENT**

Name: Laura K. Strathmann Department: 388th District Court
 Date of Trip: Departure Date: 04/13/13 Return Date: 04/17/13 Destination: San Francisco, California
 * Event: Enhancing Judicial Skills in Domestic Violence Cases Workshop
 County Related Purpose: Seminar
 * 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	\$249.60	
Auto Rental		
Mileage (.40 /mile)		
Gas		
Meal rate on Departure date	0.00	
Meal per diem (\$36.00)		
Meal rate on Return date	0.00	
Lodging	1,013.15	
Other - Registration		
Other - Parking/Tolls		
Other - Taxi		
Other - Shuttle		
Other -		
TOTAL	\$1,262.75	\$0.00

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:

REIMBURSEMENT AMOUNT \$1,262.75 \$0.00

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

EMPLOYEE _____
 SIGNATURE
 DEPT. HEADS _____
 SIGNATURE

C.C.O. DATE _____

DATE: 6-May-13

El Paso County Travel Justification Form

Employee: Laura Strathmann
Dept. Head: Laura Strathmann
Dept: 388th District Court

Signature: Laura Strathmann Date: 5/6/13
Signature: _____ Date: _____
Job Title: _____

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

Purpose: (check one)

Statutorily Required Training to Hold Elective Office
Statue Refrence: 30MCLC and 30CJF and 12DV
My effective office requires _____ number of training hours annually.
I have already fulfilled 41.5 of these hours for this time period.
Estimated hours to be obtained from this course? 22
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: _____

NATIONAL JUDICIAL INSTITUTE ON DOMESTIC VIOLENCE

A partnership of Futures Without Violence (formerly Family Violence Prevention Fund), the National Council of Juvenile and Family Court Judges, and the U.S. Department of Justice, Office on Violence Against Women

TRAVEL INFORMATION SHEET

ENHANCING JUDICIAL SKILLS IN DOMESTIC VIOLENCE CASES:

WORKSHOP

APRIL 14-17, 2013

The *Enhancing Judicial Skills in Domestic Violence Cases Workshop* will be held in the Futures Without Violence Open Square Conference Center. The Conference Center is located at the Presidio National Park. Registration will take place at the hotel from 10:00 a.m. to 12:00 p.m. on Sunday, April 14. The workshop will begin at 1 p.m. on Sunday, April 14 and end at noon on Wednesday, April 17. Please make your travel arrangements accordingly. Busing will be provided to/from the Tuscan Inn/Conference Center each day. Should you decide to drive back and forth, please notify NCJFCJ.

HOTEL

Make your hotel reservations directly by calling the On-Site Reservation Manager at 415-292-4535 or FAX: 415-771-8309 or email: reservations@tuscaninn.com. Ask for the National Council of Juvenile & Family Court Judges room block. The group rate is \$155 plus tax per night and is available three days before and three days after the meeting dates. Please make your reservations prior to the cutoff date of **March 18, 2013**. A major credit card is required to secure your reservation and you will be responsible for full payment upon checkout.

HOTEL:

The Tuscan Inn
425 North Point Street
San Francisco, California 94113
Phone: (415) 561-1100
Fax: (415) 561-1199
www.tuscaninn.com

Located in the heart of San Francisco's vibrant Fisherman's Wharf neighborhood, the hotel is about 4 miles from the Futures Without Violence Open Square Conference Center. Busing will be provided to the Conference Center and back each day.

The hotel offers many amenities. Please visit their website for complete information. There is complimentary wireless internet access as well as a daily wine reception.

GROUND TRANSPORTATION

The Tuscan Inn is approximately 16 miles from the San Francisco International Airport. Super Shuttle provides ground transportation at approximately \$19 one-way / \$36 round trip. A taxi is approximately \$55-65.

The Oakland International Airport is approximately 38 miles from the Tuscan Inn. The cost of Super Shuttle is approximately \$29 one-way / \$54 round trip. Taxi fares are about \$70-80.

Thank you for your attention to these matters. If you have any questions, do not hesitate to contact Jenny Talancon at (775) 784-1662 or jtalancon@ncjfcj.org.

SHERATON FISHERMAN'S WHARF
 2500 Mason Street
 San Francisco, CA 94133
 415-362-5500
<http://www.sheratonatthewharf.com/>



Strathmann, Laura Page Number 1 Invoice Nbr 1000048353
 [REDACTED] Guest Number 1959570 Arrive Date 04-13-2013
 Folio ID A Depart Date 04-14-2013
 El Paso, TX 79912-4607 No. Of Guest 1
 Room Number 3237
 Time 05-02-2013 09:03

Duplicate Invoice

Date	Reference	Description	Charges	Credits
04-13-2013	RT3237	Room	\$259.00	
04-13-2013	RT3237	CA Tourism Tax 0.1%	\$0.26	
04-13-2013	RT3237	TID Assessment	\$3.89	
04-13-2013	RT3237	Room Tax	\$36.26	
04-14-2013	9929	Room Service	\$71.29	
04-14-2013	VM	Visa/Mastercard		\$-370.70
		** Total	\$370.70	\$-370.70
		** Balance	\$0.00	

EXPENSE SUMMARY REPORT

Currency: USD

Date	Room	Telephone	Room Tax	Parking	Food/Bev	Other	Total	Payment
04-13-2013	\$259.00	\$0.00	\$40.41	\$0.00	\$0.00	\$0.00	\$299.41	\$0.00
04-14-2013	\$0.00	\$0.00	\$0.00	\$0.00	\$71.29	\$0.00	\$71.29	\$-370.70
Total	\$259.00	\$0.00	\$40.41	\$0.00	\$71.29	\$0.00	\$370.70	\$-370.70

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Strathmann, Laura	Page Number	1	Invoice Nbr	1000048915
[REDACTED]	Guest Number	1959565	Arrive Date	04-14-2013
El Paso, TX 79912-4607	Folio ID	A	Depart Date	04-17-2013
	No. Of Guest	2		
	Room Number	3237		
	Time	04-17-2013 13:20		

Duplicate Invoice

Date	Reference	Description	Charge	Credit
04-14-2013	RT3237	Room	\$155.00	
04-14-2013	RT3237	CA Tourism Tax 0.1%	\$0.16	
04-14-2013	RT3237	TID Assessment	\$2.33	
04-14-2013	RT3237	Room Tax	\$21.70	
04-15-2013	RT3237	Room	\$155.00	
04-15-2013	RT3237	CA Tourism Tax 0.1%	\$0.16	
04-15-2013	RT3237	TID Assessment	\$2.33	
04-15-2013	RT3237	Room Tax	\$21.70	
04-15-2013	RT3237	Parking Tax	\$6.44	
04-15-2013	RT3237	Daily Parking For One Night	\$46.00	
04-16-2013	RT3237	Room	\$155.00	
04-16-2013	RT3237	CA Tourism Tax 0.1%	\$0.16	
04-16-2013	RT3237	TID Assessment	\$2.33	
04-16-2013	RT3237	Room Tax	\$21.70	
04-16-2013	RT3237	Parking Tax	\$6.44	
04-16-2013	RT3237	Daily Parking For One Night	\$46.00	
04-17-2013	VM	Visa/Mastercard		\$-642.45
	** Total		\$642.45	\$-642.45
	** Balance		\$0.00	

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance due on your account. Please be advised that charges not reflected on this folio will be charged to the credit card on file with the hotel. This charge may occur after your departure. You are responsible to pay all of your charges in full. If you provide us with an e-mail address, we can e-mail you a final copy of your charges. Please contact our guest services team at ext 6450.

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Southwest Airlines Confirmation-STRATHMANN/LAURA KATHARINE-Confirmation: GOGLUG

From: Southwest Airlines (SouthwestAirlines@luv.southwest.com) This sender is in your safe list.

Sent: Thu 4/11/13 4:57 PM

To: [REDACTED]

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Upcoming Trip: 04/13/13 - Oakland



AIR Itinerary

AIR Confirmation: GOGLUG

Confirmation Date: 04/11/2013

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
STRATHMANN/LAUR A KATHARINE	[REDACTED]	[REDACTED]	Mar 3, 2014	1236

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

Date	Flight	Departure/Arrival
Sat Apr 13	1152	Depart EL PASO TX (ELP) on Southwest Airlines at 09:20 AM Arrive in LOS ANGELES INTL (LAX) at 10:35 AM Wanna Get Away
	1557	Change planes to Southwest Airlines in LOS ANGELES INTL (LAX) at 12:30 PM Arrive in OAKLAND CA (OAK) at 1:45 PM Travel Time 5 hrs 25 mins Wanna Get Away
Wed Apr 17	2432	Depart OAKLAND CA (OAK) on Southwest Airlines at 3:20 PM Arrive in LOS ANGELES INTL (LAX) at 4:40 PM Wanna Get Away
	2130	Change planes to Southwest Airlines in LOS ANGELES INTL (LAX) at 5:45 PM Arrive in EL PASO TX (ELP) at 8:30 PM Travel Time 4 hrs 10 mins Wanna Get Away

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Fare Rule(s): 5262112064581: NONREF/NONTRANSFERABLE/STANDBY REQ UPGRADE TO Y. 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/LAX WN OAK95.81SLACHNRO WN X/LAX WN ELP95.81SBACHNRO 191.62 END ZPELPLAXOAKLAX XFELP4.5LAX4.5OAK4.5LAX4.5 AY10.00\$ELP2.50 LAX2.50 OAK2.50 LAX2.50

Important Check-In Reminder

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



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Cost and Payment Summary

AIR - GOGLUG

Base Fare	\$ 191.62
Excise Taxes	\$ 14.38
Segment Fee	\$ 15.60
Passenger Facility Charge	\$ 18.00
September 11th Security Fee	\$ 10.00
Total Air Cost	\$ 249.60

Payment Information

Payment Type: Visa XXXXXXXXXXXX7650
Date: Mar 3, 2013
Payment Amount: \$249.60



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