

**Click on Bookmarks
To View Travel Detail**

TRAVEL VOUCHERS

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1*****
FAM165TV                                COUNTY OF EL PASO CNY                                RUN DATE: 06/13/2013
                                           TRAVEL VOUCHERS                                PAGE NUM: 1
*****
ORUN OPTION SELECTED: * - LIST ALL VOUCHERS PAYABLE    SELECTION DATE: 99/99/9999 CHECK DATE: 06/13/2013 POSTING PERIOD: 09 2013
VOUCHER NUMBER  VENDOR NUMBER      INDEX      PROJECT      USER CODE      GROSS      NET      CLEARED FOR
DOC REFERENCE   VENDOR NAME        SUBJECT    GRANT          BALANCE DUE    BALANCE DUE    PAYMENT
DOING BUSINESS AS      DESCRIPTION
0                TOTALS FOR TRANSACTION DATE : 05/13/2013                .00                .00                .00
1*****
OVP1304277  01 EMP00331  01          GADMI NGF
                ROSA DURAN                6705                406.80                406.80                406.80
                SAN MARCOS, TX 8/7-8/13 CNTY&DIST LGL EDU PRGRM
OTA1300227  01 EMP00369  01          GADMI NGF
                ANTHONY BEDOYA           6705                638.00                638.00                638.00
                AUSTIN, TX 7/15-7/17/13STATE OF TEXAS RCDS MNGMT
OVP1304276  01 EMP00847  01          GADMI NGF
                CAROL MARIE SAGARI BAY   6705                544.62                544.62                544.62
                SAN MARCOS, TX 8/7-8/13 CNTY&DIST LGL EDU PRGRM
OTA1300228  01 EMP01351  01          GADMI NGF
                DELIA BRIONES            6705                688.00                688.00                688.00
                AUSTIN, TX 7/15-7/17/13STATE OF TEXAS RCDS MNGMT
OTA1300229  01 EMP01383  01          GADMI NGF
                WALLACE HARDGROVE       6705                429.60                429.60                429.60
                LAREDO, TX 7/21-7/23/13ON RDE AREA TRNG-TX ASSOC C
OTA1300230  01 EMP02768  01          GADMI NGF
                MICHAEL WARREN          6705                452.30                452.30                452.30
                AUSTIN, TX 7/15-7/17/13STATE OF TEXAS RCDS MNGMT
OTA1300231  01 V024040  01          WTXTRAI N13
                ALEX RAYAS              6602                1,227.79                1,227.79                1,227.79
                ORLANDO, FL 7/17-7/20/13AIR LAW ENFORC SAFETY CON
OTA1300232  01 V025642  02          GADMI NGF
                KENNIE NI COMEDE        6705                437.40                437.40                437.40
                GALVESTON, TX 6/26-6/28/13TXPPA 2013
OTA1300233  01 V025734  01          GREPUMPKI N13
                JOHN P. DUFFY           6602                150.84                150.84                150.84
                ROSWELL, NM 4/30-5/01/13INVESTIGATIVE OPERATION
OTA1300234  01 V025736  01          GREPUMPKI N13
                ISMAEL PORRAS          6602                150.84                150.84                150.84
                ROSWELL, NM 4/30-5/01/13INVESTIGATIVE OPERATION
0                TOTALS FOR TRANSACTION DATE : 06/14/2013                5,126.19                5,126.19                5,126.19
0                REPORT TOTAL                5,126.19                5,126.19                5,126.19

```

El Paso County Auditor's Office Manual Voucher Form

Vendor No.: EMP00369 01
 Voucher Total: \$638.00
 No. of Lines: 1
 T/C Hash : 208

Single Check (Y/N): _____
 Date Entered: 06/13/2013
 Entered by: AN

Preparer's Initials: AN
 Amount Spelled: SIX HUNDRED THIRTY EIGHT DOLLARS AND NO CENTS

Vendor Name: ANTHONY BEDOYA
 CNTYCLERK
 Street: RECORDS MANAGEMENT & ARCHIVES
 City, State, Zip: EL PASO TX 79901

Subject: AUSTIN, TX 7/15-7/17/13 STATE OF TEXAS RCDS MNGMT

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	208	638.00	GADMINGF	6705	145	CCL009		
	Desc:	AUSTIN, TX 7/15-7/17/13 STATE OF TEXAS RCDS MNGMT						
02								
	Desc:							
03								
	Desc:							
04								
	Desc:							
05								
	Desc:							
06								
	Desc:							
07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

Prepared by: JORGE LOPEZ TCAUD20-AUDITORS Date: 06/13/2013

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

J

Travel

Type: **ADVANCE**

Name:	Anthony Bedoya	Department:	County Clerk
Date of Trip: Departure	07/15/13	Arrival Date: #	07/17/13
* Purpose of Trip:	State of Texas Records Management		

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

Department Index: County Clerk **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)

<input type="checkbox"/>	on Date of Departure by	After 12:00 P.M.	Half Rate	\$ 17.50 18
<input checked="" type="checkbox"/>	on Date of Departure by	Before 12:00 P.M.	Full Rate	\$ 35.00 27

Please Check One (Return meal rate)

<input checked="" type="checkbox"/>	on Date of Return by	Before 5:00 P.M.	Half Rate	\$ 17.50 18
<input type="checkbox"/>	on Date of Return by	After 5:00 P.M.	Full Rate	\$ 35.00 36

* \$35.00 per diem no receipts required

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

Section 2: Travel Estimated Breakdown

* CC CREDIT CARD EXPENSE BREAKDOWN

	* CC	* CC
Airfare	\$273.30	
Auto Rental		
Mileage (.40 /mile)		
Gas		
Meal rate on Departure date		
Meal per diem (\$35.00)	99.00	
Meal rate on Return date		
Lodging	185.70	
Other - Registration	20.00	
Other - Parking/Tolls		
Other - Taxi		
Other -		
Other -		
TOTAL	\$578.00	

FOR AUDITOR'S USE ONLY

Trans. Code: _____
 Index: _____
 Sub-Object: _____
 Vendor: Emp 100369
 Subsidiary: _____
 Amount: _____

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE Y/N

Section 3: Signature and List of Names:

ADVANCE FROM COUNTY	\$578.00	CC	\$0.00
Name: _____	Name: _____	Name: _____	Name: _____
Name: _____	Name: _____	Name: _____	Name: _____
Name: _____	Name: _____	Name: _____	Name: _____
Name: _____	Name: _____	Name: _____	Name: _____

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

SIGNATURE Anthony Bedoya
DATE: 18-Mar-13

C.C.O. DATE _____

COURSE

I forgot to mention the price and location of these classes! Each class is \$20.00. Classes will be located at our downtown location:
1201 Brazos Street
Austin, TX 78701

Classes will be held in the Learning Center.

Pam

Admin Assistant, SLRM

☎: 512-463-7610

☎: 512-936-2306

From: SLRM Info

Sent: Thursday, May 16, 2013 3:55 PM

To: SLRM Info

Subject: Records Management Classes for Local Governments

Hello there!

I am pleased to announce that we have scheduled our Records Management classes for the summer!

Here is your chance to register before registration is open to the public! The class schedule is detailed below.

Tuesday, July 16th

<i>Time</i>	<i>Class Name</i>	<i>Class Description</i>
8:30 am – 12:00 pm	Introduction to Records Management (CSB 05)	Learn why records management is important and required, what constitutes a record, how to ensure you are in compliance and how that benefits your organization, ways to ensure you have an active and continuing program, tips on outsourcing and valuable resources for you and your records management program.
1:30 pm – 4:30 pm	Managing Electronic Records (MER 08)	Learn how to apply records management principles to electronic records. This course looks at the definition of electronic records (e-records), applicable laws and rules with corresponding best practices and recommended standards and procedures. It also discusses email, digital imaging, social media, shared drive management, and how to address the various challenges of these types of e-records and how to best manage them.

Wednesday, July 17th

8:30 am – 11:30 am	Emergency Preparedness (EP 08)	Learn how to identify, protect, and ensure access to your essential records, the records necessary to continue operations in the event of an emergency. The course will also cover how to prepare, respond to, and recover from a records emergency.
--------------------------	--------------------------------	--

1:00 pm Improving Shared Drives and Filing
– 4:00 Systems (FSL 05)
pm

This class provides an overview of files management, characteristics of good filing systems, common filing problems, and a six-step program to improving your paper filing system. The course offers strategies and best practices for managing shared drives and developing email file plans.

I have attached a registration form. Please fill out all fields and submit via email to slrminfo@tsl.state.tx.us or fax (512) 936-2306 by **Friday, June 7th** at 5:00pm. Open registration will be available on June 10th and we cannot guarantee your registration if the class fills up.

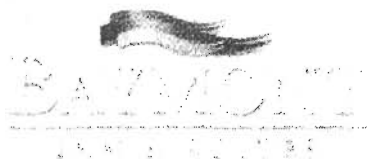
If you have any questions, please feel free to reply to this email. Have a great day and we hope to see you for training!

Pam Rodriguez

*Admin Assistant
State and Local Records Management Division
Texas State Library and Archives Commission
Phone: 512-463-7610
Fax: 512-936-2306
prodriquez@tsl.state.tx.us*

Want to stay updated with the latest news about Records Management? Subscribe to our blog, **The Texas Record!** To subscribe, click [here](#).

HOTEL



Baymont Inn and Suites Austin South

4323 S IH 35, Austin, TX 78744 US

[Maps & Directions](#)

Check in: After 3:00 PM

Check out: Before 12:00 PM

TripAdvisor Rating



Based On 106 reviews

[Phone Numbers](#)

[Hotel email](#)

ADA defined service animals are welcome at this hotel. Sorry, no other pets are allowed.



Share 6

Rates for: Monday, Jul 15, 2013 - Wednesday, Jul 17, 2013, 2 nights stay, 1 room for 2 adults and 0 children

Advance Purchase, Save 15 Pct. from **72.24** USD

Rate Description: Advance Purchase, Save 15 Pct. Purchase 7 Days in Advance, Save 15 Percent. This Rate Requires Full Pre-Payment. This Rate Requires Full Non-Refundable Pre-Payment and cannot be changed or cancelled.

Cancellation Policy: There will be no credit or refund for early departures, cancellations, no shows, or changes in your reservation for any reason. Guests will not receive any refund or credit.

1 King Bed Accessible Room

Availability

Price

Max Occupancy: 2

No Smoking



Standard photo. Actual room may vary.

Accessible 1 King Bed Non-Smoking Room with bathroom rails, safety bars and free hot breakfast.

[See all Photos & Videos](#)
[View more room info](#)

Limited availability

Avg Nightly Rate	84.99 USD 72.24 USD
2 Nights(1 Room)	144.48 USD
Tax	21.67 USD
Total Cost*	166.15 USD

1 King Bed Room

Availability Price

Max Occupancy: 2

No Smoking



Standard photo. Actual room may vary.

1 King Bed Non-Smoking Room with free hot breakfast, free Wi-Fi, refrigerator and microwave.

[See all Photos & Videos](#)
[View more room info](#)

Available	Avg Nightly Rate	89.99 USD 76.49 USD
	2 Nights(1 Room)	152.98 USD
	Tax	22.95 USD
	Total Cost*	175.93 USD

2 Queen Beds Room

Availability Price

Max Occupancy: 4

No Smoking



Standard photo. Actual room may vary.

2 Queen Beds Non-Smoking Room with free hot breakfast, free Wi-Fi, refrigerator and microwave.

[See all Photos & Videos](#)
[View more room info](#)

Tom i Mikhail

Available	Avg Nightly Rate	94.99 USD 80.74 USD
	2 Nights(1 Room)	161.48 USD
	Tax	24.22 USD
	Total Cost*	185.70 USD

1 Queen Bed Room

Availability Price

Max Occupancy: 4

No Smoking



Standard photo. Actual room may vary.

1 Queen Bed Non-Smoking Room with free hot breakfast, free Wi-Fi, refrigerator and microwave.

[See all Photos & Videos](#)
[View more room info](#)

Debra

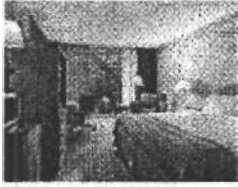
Available	Avg Nightly Rate	94.99 USD 80.74 USD
	2 Nights(1 Room)	161.48 USD
	Tax	24.22 USD
	Total Cost*	185.70 USD

1 King 1 Sofa Beds Suite

Availability Price

Max Occupancy: 4

No Smoking



Standard photo. Actual room may vary.

1 King Bed Two Room Non-Smoking Suite with free hot breakfast, free Wi-Fi and refrigerator.

[See all Photos & Videos](#)
[View more room info](#)

Limited availability

Avg Nightly Rate	114.99 USD 97.74 USD
2 Nights(1 Room)	195.48 USD
Tax	29.32 USD
Total Cost*	224.80 USD

*Rate information

Other charges may apply for local amenities like safe warranties and telephone access. Please check with the property for further details.

Local surcharges or services charges are not included in the total room rate. Local taxes may be additional. Please note that a change in the length or dates of your reservation may result in a rate change. Please check with the property for further details.

Advance Purchase, Save : Advance Purchase, Save 15 Pct. Purchase 7 Days in Advance, Save 15 Percent. This Rate Requires Full Pre-Payment.. This Rate Requires Full Non-Refundable Pre-Payment and cannot be changed or cancelled.

Cancellation Policy: There will be no credit or refund for early departures, cancellations, no shows, or changes in your reservation for any reason. Guests will not receive any refund or credit.

Related links for this hotel:

- [Hotels With Pool |](#)
- [Hotels With Restaurants |](#)
- [Hotels Near Universities |](#)
- [Hotels Near Academy of Health Care Professions |](#)
- [Hotels Near Academy of Oriental Medicine at Austin |](#)
- [Hotels Near Adventure |](#)
- [Hotels Near Alamo Park |](#)
- [Hotels Near Allied Health Careers |](#)
- [Hotels Near Auditorium Shores |](#)
- [Hotels Near Auguste Escoffier School of Culinary Arts-Austin |](#)
- [Hotels Near Austin Bergstrom Intl Airport \(AUS\) |](#)
- [Hotels Near Austin Community College District |](#)
- [Hotels Near Austin Convention Center/Centre |](#)
- [Hotels Near Austin Graduate School of Theology |](#)
- [Hotels Near Austin Lyric Opera |](#)
- [Hotels Near Austin Music Hall |](#)
- [Hotels Near Austin Nature and Science Center/Centre |](#)
- [Hotels Near Austin Presbyterian Theological Seminary |](#)
- [Hotels Near Avenue Five Institute |](#)
- [Hotels Near Baldwin Beauty School-North Austin |](#)
- [Hotels Near Baldwin Beauty School-South Austin |](#)
- [Hotels Near Camp Mabry Austin City Airport \(ATT\) |](#)
- [Hotels Near Capitol City Careers |](#)
- [Hotels Near Capitol City Trade and Technical School |](#)
- [Hotels Near Central Texas Beauty College-Round Rock |](#)
- [Hotels Near Concordia University-Texas |](#)

FLIGHT

Search Southwest

southwestgiftcard@ | Sign Up 'n Save | Help | Español

Search Flights Select Flights Price Purchase Confirmed

El Paso, TX to Austin, TX

Air

Total Price: **\$273.30**

ITINERARY

DEPART JUL 15 MON	10:25 AM Depart El Paso, TX (ELP) on Southwest Airlines	Flight #1175	Monday, July 15, 2013
	01:00 PM Arrive in Austin, TX (AUS)		Travel Time 1 h 35 m (Nonstop) Wanna Get Away
RETURN JUL 17 WED	04:50 PM Depart Austin, TX (AUS) on Southwest Airlines	Flight #2595	Wednesday, July 17, 2013
	05:20 PM Arrive in El Paso, TX (ELP)		Travel Time 1 h 30 m (Nonstop) Wanna Get Away

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

What you need to know to travel:

Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device. 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 check in, within 24 hours of your flight, the earlier you get to board.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity	Total
Depart	ELP-AUS	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable 	1	\$137.40
Return	AUS-ELP	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable 	1	\$135.90

Enroll in Rapid Rewards and earn at least 1536 Points per person for this trip. Already a Member? Log in to ensure you are getting the points you deserve.

Subtotal **\$273.30**
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:
\$273.30

Air

Modify | Remove

JUL 15	Depart Flt 1175	
MON	ELP	AUS
	10:25 AM	1:00 PM
Adult Air fare per person		
Wanna Get Away fare		\$137.40
JUL 17	Return Flt 2595	
WED	AUS	ELP
	4:50 PM	5:20 PM
Adult Air fare per person		
Wanna Get Away fare		\$135.90
Cost Breakdown		
Adult \$273.30 x 1		\$273.30
Govt. Taxes & Fees		
We'll reserve the flight upon purchase completion.		
Trip Total		\$273.30

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.



Super 8 Austin North/University Area
\$80/night
 Rapid Rewards Partner
 3 Star Rating
 View Details

Search for hotels in Austin (07/15/2013 - 07/17/2013)

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

Add a Car

Pickup Date 07/15/2013 Dropoff Date 07/17/2013

Trip Total **\$273.30**

constitutes acceptance of our Terms and Conditions. Privacy Policy

[Shop All](#)

TA1300228

El Paso County Auditor's Office Manual Voucher Form

Vendor No.: EMP01351 01
 Voucher Total: \$688.00
 No. of Lines: 1
 T/C Hash : 208

Single Check (Y/N): _____

Date Entered: 06/13/2013
 Entered by: AN

Preparer's Initials: AN

Amount Spelled: SIX HUNDRED EIGHTY EIGHT DOLLARS AND NO CENTS

Vendor Name: DELIA BRIONES

Street: 4209 O'KEEFE DR.
 COUNTY CLERK

City, State, Zip: EL PASO TX 79902

Subject: AUSTIN, TX 7/15-7/17/13 STATE OF TEXAS RCDS MNGMT

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	208	688.00	GADMINGF	6705	145	CCL009		
	Desc:	AUSTIN, TX 7/15-7/17/13 STATE OF TEXAS RCDS MNGMT						
02								
	Desc:							
03								
	Desc:							
04								
	Desc:							
05								
	Desc:							
06								
	Desc:							
07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

Prepared by: JORGE LOPEZ TCAUD20-AUDITORS Date: 06/13/2013

Approved by: _____ Date: _____



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

RECEIVED

JUN 04 2013

County of El Paso
Travel Request Form

TJ

Travel

Type: ADVANCE

EL PASO COUNTY
COUNTY AUDITOR

Name: Delia Briones Department: County Clerk
 Date of Trip: Departure 07/15/13 Arrival Date: # 07/17/13 Destination: Austin
 * Purpose of Trip: State of Texas Records Management

* Use of GADMINGF Funds requires legislative impact explanation

Department Index: County Clerk 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 \$ 47.50 18
 on Date of Departure by Before 12:00 P.M. Full Rate \$ 35.00 27

Please Check One (Return meal rate)

on Date of Return by Before 5:00 P.M. Half Rate \$ 17.50 18
 on Date of Return by After 5:00 P.M. Full Rate \$ 35.00 36

* \$35.00 per diem no receipts required

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

Section 2: Travel Estimated Breakdown

* CC CREDIT CARD EXPENSE BREAKDOWN

		* CC
Airfare	\$273.30 ✓	
Auto Rental	Needed	
Mileage (.40 /mile)		
Gas	50	
Meal rate on Departure date		
Meal per diem (\$35.00)	99.00 ✓	
Meal rate on Return date		
Lodging	185.70 ✓	
Other - Registration	20.00 ✓	
Other - Parking/Tolls		
Other - Taxi		
Other -		
Other -		
TOTAL	578.00 ✓	

FOR AUDITOR'S USE ONLY

Trans. Code: _____
 Index: _____
 Sub-Object: _____
 Vendor: Emp 001357
 Subsidiary: _____
 Amount: _____

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE Y/N

Section 3: Signature and List of Names:

ADVANCE FROM COUNTY \$578.00 ✓ CC \$0.00 ✓
 Name: _____ Name: _____
 Name: _____ Name: _____
 Name: _____ Name: _____
 Name: _____ Name: _____
 Name: _____ Name: _____

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

SIGNATURE: Delia Briones

C.C.O. DATE _____

DATE: 18-Mar-13

El Paso County Travel Justification Form

Employee: Delia Briones Signature DB Date: 5/31/2013
Dept. Head: Delia Briones Signature Delia Briones Date: 5/31/2013
Dept: County Clerk Job Title: County Clerk

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

Purpose: (check one)

Statutorily Required Training to Hold Elective Office
Statue Refrence:
My effective office requires _____ number of training hours annually.
I have already fulfilled _____ of these hours for this time period.
Estimated hours to be obtained from this cours? _____
Please provide documentation for hours needed.

Professional or Technical Training to Maintain License/Certification
(peace officers, attorneys, CPAs, technical certifications, etc.)
My effective office requires _____ number of training hours annually.
I have already fulfilled _____ of these hours for this time period.
Estimated hours to be obtained from this cours? _____

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

Travel for Lobbying/Advocating Before Federal/State Legislature, Federal/State Legislature, Federal/State Agency, or Other Regulatory Body, Including Grant Application Advocacy
Entity Name: _____
Purpose of Visit: _____

Travel for Program Revenue Enhancement/Sales Opportunity
Explain: _____

Program Development Training
Explain: _____

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

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

Other: _____

COURSE

I forgot to mention the price and location of these classes! Each class is \$20.00. Classes will be located at our downtown location:
1201 Brazos Street
Austin, TX 78701

Classes will be held in the Learning Center.

PAM

Admin Assistant, SLRM

☎: 512-463-7610

📠: 512-936-2306

From: SLRM Info

Sent: Thursday, May 16, 2013 3:55 PM

To: SLRM Info

Subject: Records Management Classes for Local Governments

Hello there!

I am pleased to announce that we have scheduled our Records Management classes for the summer!

Here is your chance to register before registration is open to the public! The class schedule is detailed below.

Tuesday, July 16th

<i>Time</i>	<i>Class Name</i>	<i>Class Description</i>
8:30 am – 12:00 pm	Introduction to Records Management (CSB 05)	Learn why records management is important and required, what constitutes a record, how to ensure you are in compliance and how that benefits your organization, ways to ensure you have an active and continuing program, tips on outsourcing and valuable resources for you and your records management program.
1:30 pm – 4:30 pm	Managing Electronic Records (MER 08)	Learn how to apply records management principles to electronic records. This course looks at the definition of electronic records (e-records), applicable laws and rules with corresponding best practices and recommended standards and procedures. It also discusses email, digital imaging, social media, shared drive management, and how to address the various challenges of these types of e-records and how to best manage them.

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--------------------------	--------------------------------	--

1:00 pm – 4:00 pm	Improving Shared Drives and Filing Systems (FSL 05)	This class provides an overview of files management, characteristics of good filing systems, common filing problems, and a six-step program to improving your paper filing system. The course offers strategies and best practices for managing shared drives and developing email file plans.
----------------------	---	--

I have attached a registration form. Please fill out all fields and submit via email to slrinfo@tsl.state.tx.us or fax (512) 936-2306 by **Friday, June 7th** at 5:00pm. Open registration will be available on June 10th and we cannot guarantee your registration if the class fills up.

If you have any questions, please feel free to reply to this email. Have a great day and we hope to see you for training!

Pam Rodriguez

Admin Assistant

State and Local Records Management Division

Texas State Library and Archives Commission

Phone: 512-463-7610

Fax: 512-936-2306

prodriguez@tsl.state.tx.us

Want to stay updated with the latest news about Records Management? Subscribe to our blog, **The Texas Record!** To subscribe, click [here](#).

HOTEL

Baymont Inn and Suites Austin South

4323 S IH 35, Austin, TX 78744 US

[Maps & Directions](#)

Check in: After 3:00 PM

Check out: Before 12:00 PM

TripAdvisor Rating



Based On 106 reviews

[Phone Numbers](#)

[Hotel email](#)

ADA defined service animals are welcome at this hotel. Sorry, no other pets are allowed.



Share 6

Rates for: Monday, Jul 15, 2013 - Wednesday, Jul 17, 2013, 2 nights stay, 1 room for 2 adults and 0 children

Advance Purchase. Save 15 Pct. from **72.24** USD

Rate Description: Advance Purchase, Save 15 Pct. Purchase 7 Days in Advance, Save 15 Percent. This Rate Requires Full Pre-Payment. This Rate Requires Full Non-Refundable Pre-Payment and cannot be changed or cancelled.

Cancellation Policy: There will be no credit or refund for early departures, cancellations, no shows, or changes in your reservation for any reason. Guests will not receive any refund or credit.

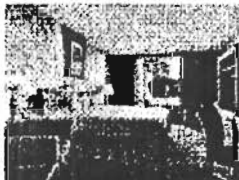
1 King Bed Accessible Room

Availability

Price

Max Occupancy: 2

No Smoking



Standard photo. Actual room may vary

Accessible 1 King Bed Non-Smoking Room with bathroom rails, safety bars and free hot breakfast.

[See all Photos & Videos](#)
[View more room info](#)

Limited availability

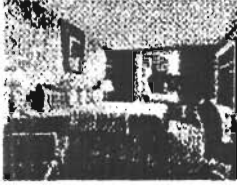
Avg Nightly Rate	84.99 USD
	72.24 USD
2 Nights(1 Room)	144.48 USD
Tax	21.67 USD
Total Cost*	166.15 USD

1 King Bed Room

Availability Price

Max Occupancy: 2

No Smoking



Standard photo. Actual room may vary.

1 King Bed Non-Smoking Room with free hot breakfast, free Wi-Fi, refrigerator and microwave.

[See all Photos & Videos](#)
[View more room info](#)

Available	Avg Nightly Rate	89.99 USD 76.49 USD
	2 Nights(1 Room)	152.98 USD
	Tax	22.95 USD
	Total Cost*	175.93 USD

2 Queen Beds Room

Availability Price

Max Occupancy: 4

No Smoking



Standard photo. Actual room may vary.

2 Queen Beds Non-Smoking Room with free hot breakfast, free Wi-Fi, refrigerator and microwave.

[See all Photos & Videos](#)
[View more room info](#)

Tony i Mikhail

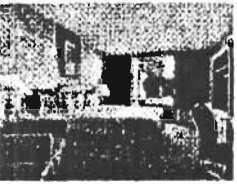
Available	Avg Nightly Rate	94.99 USD 80.74 USD
	2 Nights(1 Room)	161.48 USD
	Tax	24.22 USD
	Total Cost*	185.70 USD

1 Queen Bed Room

Availability Price

Max Occupancy: 4

No Smoking



Standard photo. Actual room may vary.

1 Queen Bed Non-Smoking Room with free hot breakfast, free Wi-Fi, refrigerator and microwave.

[See all Photos & Videos](#)
[View more room info](#)

Debra

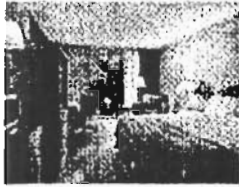
Available	Avg Nightly Rate	94.99 USD 80.74 USD
	2 Nights(1 Room)	161.48 USD
	Tax	24.22 USD
	Total Cost*	185.70 USD

1 King 1 Sofa Beds Suite

Availability Price

Max Occupancy: 4

No Smoking



Standard photo. Actual room may vary.

1 King Bed Two Room Non-Smoking Suite with free hot breakfast, free Wi-Fi and refrigerator.

[See all Photos & Videos](#)
[View more room info](#)

Limited availability

Avg Nightly Rate	114.99 USD 97.74 USD
2 Nights(1 Room)	195.48 USD
Tax	29.32 USD
Total Cost*	224.80 USD

*Rate information

Other charges may apply for local amenities like safe warranties and telephone access. Please check with the property for further details.

Local surcharges or services charges are not included in the total room rate. Local taxes may be additional. Please note that a change in the length or dates of your reservation may result in a rate change. Please check with the property for further details.

Advance Purchase, Save : Advance Purchase, Save 15 Pct. Purchase 7 Days in Advance, Save 15 Percent. This Rate Requires Full Pre-Payment. This Rate Requires Full Non-Refundable Pre-Payment and cannot be changed or cancelled.

Cancellation Policy: There will be no credit or refund for early departures, cancellations, no shows, or changes in your reservation for any reason. Guests will not receive any refund or credit.

Related links for this hotel:

- [Hotels With Pool |](#)
- [Hotels With Restaurants |](#)
- [Hotels Near Universities |](#)
- [Hotels Near Academy of Health Care Professions |](#)
- [Hotels Near Academy of Oriental Medicine at Austin |](#)
- [Hotels Near Adventure |](#)
- [Hotels Near Alamo Park |](#)
- [Hotels Near Allied Health Careers |](#)
- [Hotels Near Auditorium Shores |](#)
- [Hotels Near Auguste Escoffier School of Culinary Arts-Austin |](#)
- [Hotels Near Austin Bergstrom Intl Airport \(AUS\) |](#)
- [Hotels Near Austin Community College District |](#)
- [Hotels Near Austin Convention Center/Centre |](#)
- [Hotels Near Austin Graduate School of Theology |](#)
- [Hotels Near Austin Lyric Opera |](#)
- [Hotels Near Austin Music Hall |](#)
- [Hotels Near Austin Nature and Science Center/Centre |](#)
- [Hotels Near Austin Presbyterian Theological Seminary |](#)
- [Hotels Near Avenue Five Institute |](#)
- [Hotels Near Baldwin Beauty School-North Austin |](#)
- [Hotels Near Baldwin Beauty School-South Austin |](#)
- [Hotels Near Camp Mabry Austin City Airport \(ATT\) |](#)
- [Hotels Near Capitol City Careers |](#)
- [Hotels Near Capitol City Trade and Technical School |](#)
- [Hotels Near Central Texas Beauty College-Round Rock |](#)
- [Hotels Near Concordia University-Texas |](#)

FLIGHT

Search Southwest

southwestgiftcard@

| Sign Up | Save | Help | Español

Search Flights Select Flights Price Purchase Confirmed

El Paso, TX to Austin, TX

Air

Total Price: **\$273.30**

ITINERARY

DEPART JUL 15 MON	10:25 AM Depart El Paso, TX (ELP) on Southwest Airlines	Flight #1175	Monday, July 15, 2013
	01:00 PM Arrive in Austin, TX (AUS)		Travel Time 1 h 35 m (Nonstop) Wanna Get Away
RETURN JUL 17 WED	04:50 PM Depart Austin, TX (AUS) on Southwest Airlines	Flight #2595	Wednesday, July 17, 2013
	05:20 PM Arrive in El Paso, TX (ELP)		Travel Time 1 h 30 m (Nonstop) Wanna Get Away

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

What you need to know to travel:

Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device. 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 check in, within 24 hours of your flight, the earlier you get to board.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity	Total
Depart	ELP-AUS	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable 	1	\$137.40
Return	AUS-ELP	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable 	1	\$135.90

Enroll in Rapid Rewards and earn at least 1536 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 **\$273.30**
Fare Breakdown

Bag Charge \$0.00

Air Total:
\$273.30

Air

Modify | Remove

JUL 15	Depart	ELP	AUS
MON	10:25 AM	1:00 PM	
Adult Air fare per person			
Wanna Get Away fare \$137.40			
JUL 17	Return	AUS	ELP
WED	4:50 PM	5:20 PM	
Adult Air fare per person			
Wanna Get Away fare \$135.90			
Cost Breakdown			
Adult \$273.30 x 1 \$273.30			
Govt. Taxes & Fees			
We'll reserve the flight upon purchase completion.			
Trip Total			\$273.30

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

Save Flight | Checkout

Rapid Rewards

Travel Guide



Get \$100 after first purchase.

Apply Instantly

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.



Super 8 Austin North/University Area

\$80/night

Rapid Rewards Partner

3 Star Rating

View Details

Search for hotels in Austin (07/15/2013 - 07/17/2013)

Close To (optional)

Center of destination within 30 miles

Show Only (optional)

Hotel Chains

Shop All Hotel Chains

Find Hotels

Add a Car

Pickup Date
07/15/2013

Dropoff Date
07/17/2013

Trip Total

\$273.30

[constitutes acceptance of our Terms and Conditions.](#) [Privacy Policy](#)

[Shop All](#)

TA1300229

El Paso County Auditor's Office Manual Voucher Form

Vendor No.: EMP01383 01
 Voucher Total: \$429.60
 No. of Lines: 1
 T/C Hash : 208

Single Check (Y/N): _____

Date Entered: 06/13/2013
 Entered by: AN

Preparer's Initials: AN

Amount Spelled: FOUR HUNDRED TWENTY NINE DOLLARS AND SIXTY CENTS

Vendor Name: WALLACE HARDGROVE

Street: AUDITORS' OFFICE
500 E. SAN ANTONIO, RM 406
 City, State, Zip: EL PASO TX 79901

Subject: LAREDO, TX 7/21-7/23/13ON RDE AREA TRNG-TX ASSOC C

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	208	429.60	GADMINGF	6705	145	CAU009		
	Desc:	LAREDO, TX 7/21-7/23/13ON RDE AREA TRNG-TX ASSOC C						
02								
	Desc:							
03								
	Desc:							
04								
	Desc:							
05								
	Desc:							
06								
	Desc:							
07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

Prepared by: JORGE LOPEZ TCAUD20-AUDITORS Date: 06/13/2013

Approved by: _____ Date: _____



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

County of El Paso Travel Request Form

Travel

Type: **ADVANCE**

Name: Wally Hardgrove Department: County Auditor
 Date of Trip: Departure Date: 07/21/13 Return Date: 07/23/13 Destination: Laredo, Texas
 * Event: On the Road Area Training - TX Assoc of County Auditors
 County Related Purpose: County Accounting, reporting and Auditing

* 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	<u>\$237.80</u>	* CC Credit \$237.80
Auto Rental	<u>-161.34</u>	Reimbursable
Mileage (.40 /mile)		
Gas	<u>50.00</u>	Reimbursable
Meal rate on Departure date	<u>27.00</u>	
Meal per diem (\$36.00)	<u>27.00</u>	
Meal rate on Return date	<u>27.00</u>	
Lodging	<u>273.60</u>	Reimbursable
Other - Registration	<u>Comp'd \$150 (speaker)</u>	
Other - Parking/Tolls	<u>25.00</u>	
Other - Taxi		
Other - Shuttle		
Other -		
TOTAL	<u>\$828.94</u>	<u>\$0.00</u>

Info - Assoc

OK 4
\$429.63

FOR AUDITOR'S USE ONLY

Trans. Code: _____

Index: _____

Sub-Object: _____

Vendor: Emp 061383

Subsidiary: _____

Amount: _____

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE Y/N

Section 3: Signature and List of Names:

ADVANCE FROM COUNTY \$828.94 \$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]
 SIGNATURE
 DEPT. HEADS _____
 SIGNATURE 6/10/13

C.C.O. DATE _____

DATE: 10-Jun-13

El Paso County Travel Justification Form

Employee: Wally Hardgrove Signature: [Signature] Date: 6/10/2013
Dept. Head: Edward Dion Signature: [Signature] Date: 6/10/2013
Dept: Auditor Job Title: Budget/Finance Manager

Travel Funding Source: X County Grant Other
Will any funds be reimbursed by another entity? All reimb. except meal & parking of \$106
Travel Account No: [Handwritten] Balance Remaining for FY: [Blank]

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? []

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

[] Travel for Lobbying/Advocating Before Federal/State Legislature, Federal/State Legislature, Federal/State Agency, or Other Regulatory Body, Including Grant Application Advocacy

Entity Name: []

Purpose of Visit: []

[] Travel for Program Revenue Enhancement/Sales Opportunity

Explain: []

[] Program Development Training

Explain: []

X [] Travel to Professional, County, or Elected Officials' Organization Meeting/Convention

(County Clerk's Association, TAC, Conference of Urban Counties, TBIC, etc.)

Organization Name: TACA Board member []

[] Human Resources/Management/Personal Development Training

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

[] Other: []

TEXAS ASSOCIATION



OF COUNTY AUDITORS

July 22-23, 2013
"On the Road Area Training"

TO: County Auditors and Assistants
FROM: David Renken, Comal County Auditor, TACA Education Chair
Date: April 22, 2013
Subject: July 22-23, 2013 OTRAT "On The Road Area Training,"

We are pleased to inform the membership that Leo Flores, Webb County Auditor, will host the upcoming Texas Association of County Auditors' "On The Road Area Training," OTRAT. We would also like to thank Carlos Pereda, Dimmit and Zavala County Auditor for assisting in the hosting duties. The host hotel will be the Embassy Suites Hotel in Laredo, TX. The two-day training session will be held on July 22-23, 2012 at the hotel in Laredo. The room rate of \$120 + tax includes a fully cooked made-to-order breakfast and evening reception. Please make your reservations early so to guaranteed the preferred rate.

Day one sessions will cover the Overview of Powers and Duties of the County Auditor, Help-Where Do I Find It, Understanding the Budget Process, Recent Changes to Purchasing Statutes, Internal Control and Fraud Detection, and Audits of the JP's. Day two will be devoted to Dealing with Difficult People, Auditing of the Tax Office for Property Taxes and Motor Vehicle, Time Management, Grant Management, and an HR presentation related to Payroll Statutes and Preparation along with sample Compensation Policy and Compliance.

For more information or questions you may contact:

DAVID D. RENKEN, CPA
EDUCATION COMMITTEE CHAIR
Comal County Auditor
150 N. Seguin Ave, Suite 201
New Braunfels, TX 78130
Tel 830-221-1201
Fax 830-620-5592
auidddr@co.comal.tx.us

LEO FLORES
OTRAT HOST
Webb County Auditor
1110 Washington St., Suite 201
Laredo, TX 78040
Tel 956-523-4016
Fax 956-523-5001
lflores@webbcountytx.gov

CARLOS PEREDA
OTRAT CO-HOST
Dimmit/Zavala County Auditor
407 Houston Street
Carrizo Springs, TX 78834
Tel 830-876-4246
Extension 1
carlosapereda@yahoo.com

**Payment and registration
should be made payable to
TACA and mailed to:**

NATHAN CRADDUCK
TREASURER
Tom Green County Auditor
112 West Beauregard
San Angelo, TX 76903
Tel 325-659-6521
Fax 625-658-6703
nathan.craddock@co.tom-green.tx.us

Hotel:

Embassy Suites Hotel
110 Calle del Norte
Laredo, TX 78041
Telephone 956-723-9100
Room rate of \$120 + tax
Includes made-to-order breakfast & evening reception
Ask for the Texas Association of County Auditor's rate

*reduced \$9⁰⁰
for 2 days*

"IN GOD WE TRUST, ALL OTHERS WE AUDIT"



**July 22-23, 2013
On The Road Area Training**

Dates

July 22-23, 2013

Location

Embassy Suites Hotel
110 Calle del Norte
Laredo, TX 78041

Overview

The Texas Association of County Auditors plays an active role to provide County Auditors and staff educational opportunities through its educational programs. These programs are intended to enhance the level of competence in executing statutory duties and responsibilities of the office of County Auditor pursuant to Section 84.0085 of the Texas Local Government Code.

Registration Information

This OTRAT offers two full days of training. As indicated on the program agenda, please submit your registration fee of \$150 to the Education Committee as soon as possible. Registration payments should be mailed directly to the Treasurer as indicated on the registration form. Room registrations should be made directly with the hotel.

Program Prerequisites

These programs are intended solely to enhance the educational development of Texas County Auditors and staff in meeting statutory educational requirements and continuing professional development with emphasis on efficient and effective county government. Prior experience and advance preparation is not required and there are no prerequisites required to attend these sessions.

Training Method – In person instruction with handout material

Credit Hours

Possible CPE credit hours total 16.00 (Day 1 - 8.00, Day 2 – 8.00)

Who Should Attend?

Attendance is open to Texas Association of County Auditors and staff, County Department Heads and Elected Officials and Government CPA's .



Thank you for your purchase!

El Paso, TX - ELP to San Antonio, TX - SAT

New Purchases in Trip

Air

Confirmation #AR97V/U

El Paso, TX - ELP to San Antonio, TX - SAT
 Sunday, July 21, 2013 - Tuesday, July 23, 2013

Air Total: \$237.80

Amount Paid
\$237.80

Trip Total
\$237.80

JUL 21
SUN 07/21/13 - San Antonio

New purchases added to your trip.

AIR
 El Paso, TX - ELP to San Antonio, TX - SAT
 07/21/2013 - 07/23/2013 Confirmation #AR97WU

Adult Passenger(s)
 WALLACE HARDGROVE
 Subscribe to Flight Status Messaging

Rapid Rewards #
 00000323943373

DEPART JUL 21 SUN	11:40 AM	Depart El Paso, TX (ELP) on Southwest Airlines	Flight #453	Sunday, July 21, 2013
	02:05 PM	Arrive in San Antonio, TX (SAT)		Travel Time 1 h 25 m (Nonstop) Wanna Get Away
RETURN JUL 23 TUE	09:10 PM	Depart San Antonio, TX (SAT) on Southwest Airlines	Flight #371	Tuesday, July 23, 2013
	09:35 PM	Arrive in El Paso, TX (ELP)		Travel Time 1 h 25 m (Nonstop) Wanna Get Away

What you need to know to travel:

Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device. 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 check in, within 24 hours of your flight, the earlier you get to board.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity	Total
Depart	ELP-SAT	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable 	1	\$128.90
Return	SAT-ELP	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable 	1	\$108.90

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

Bag Charge \$0.00

Air Total:
\$237.80

Gov't taxes & fees now included

Purchaser Name Wallace Hardgrove

Billing Address 1803 Arnold Palmer Dr
 El Paso, TX US 79935

Form of Payment

Amount Applied

Travel Funds - A7CF4P - 2924

Original Balance
 \$237.80

Applied
 \$237.80

Remaining
 \$0.00

\$237.80

Amount Paid
\$237.80

Trip Total
\$237.80

Wallace Hardgrove

From: wally [wallhard@sbcglobal.net]
Sent: Monday, June 10, 2013 9:52 AM
To: Wallace Hardgrove
Subject: Fwd: Embassy Suites Confirmation #88035228

Sent from my iPad


Begin forwarded message:

From: "Embassy Suites Confirmed" <embassysuites@res.hilton.com>
Date: June 10, 2013, 9:12:45 AM MDT
To: "wallhard@sbcglobal.net" <wallhard@sbcglobal.net>
Subject: Embassy Suites Confirmation #88035228
Reply-To: EMBASSYHELP@HILTONRES.COM


Sent from my iPad


Begin forwarded message:

From: "Embassy Suites Confirmed" <embassysuites@res.hilton.com>
Date: June 10, 2013, 9:12:45 AM MDT
To: "wallhard@sbcglobal.net" <wallhard@sbcglobal.net>
Subject: Embassy Suites Confirmation #88035228
Reply-To: EMBASSYHELP@HILTONRES.COM



Embassy Suites Laredo
110 Calle Del Norte | Laredo | TX | United States 78041
T: 1-956-723-9100 | F: 1-956-723-9105




 **RESERVATION CONFIRMATION**

[Rooms & Suites](#) | [Dining](#) | [Amenities & Services](#) | [Map & Directions](#)

Thank you for booking with us, Wallace Hardgrove

Confirmation: 88035228	Modify Reservation
Hilton HHonors® Number:	351461723
Arrival:	21 Jul 2013 3:00 PM
Departure:	23 Jul 2013 12:00 PM



Welcome
Wallace Hardgrove

HHONORS POINTS UPGRADE

Guaranteed room upgrade with HHonors Points.

[Upgrade with points >](#)

Rate Information:

Rate Type:

TEXAS ASSOCIATION OF (NON-COMMISSIONABLE)

Rate per night: 120.00 USD

Total for Stay per Room:

Rate 240.00 USD

Taxes 33.60 USD

Total 273.60 USD

Total for Stay: 273.60 USD

Includes estimated taxes and service charges. (Gratuities not included.)

Tax:

- There is a 14.00% per room per night tax.

Additional Charges:

- Self parking: 0.00/night

Room Information:

Rooms: 1

Clients: 1 Adult

Room Type: 1 KING BED NONSMOKING

Preferences: King; Low Floor

Your room type preferences have been submitted with your reservation, and are subject to hotel availability.

Rate Rules and Cancellation Policy:

- Your reservation is guaranteed for late arrival.
- Please contact us should you need to cancel your reservation.
- Cancellations are required by 4PM on 21 Jul 2013 local hotel time.
- Cancellation penalties may apply.

HHonors Status:
SILVER

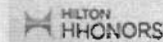


Account:
351461723

Points as of Jun 10,
2013:
14,494

[View account >](#)

**EARN 1,000 BONUS POINTS
ON WEEKDAYS & 2,000 BONUS
POINTS ON WEEKEND NIGHTS.**



[SIGN UP >](#)

SAVE & EARN.

[Book Now](#)

National
Car Rental

**ENJOY 2 WEEKEND NIGHTS
WITH THE CITI® HILTON
HHONORS™ RESERVE CARD***

[*Learn more >](#)



**TWO-ROOM
SUITES**



**COMPLIMENTARY
DRINKS***



**FREE
BREAKFAST**



CONRAD
HOTELS & RESORTS



* Two-room suites are based on booked room type and/or are subject to availability.

† Subject to state and local laws. Must be of legal drinking age.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

If you need to MODIFY or CANCEL your reservation, [click here](#).

Any change to the arrival date, departure date or room type of this reservation is subject to the hotel's availability at the time the change is requested and may result in a possible rate change or an additional fee. For example, shortening or lengthening your reservation is subject to availability and may not be possible at a later date. For more information, please [click here](#) to see all the rules and restrictions applicable to this reservation.

If you have questions regarding your reservation, please contact Hilton Reservations and Customer Care at 1-800-HHONORS (446-6677), [click here](#), or email us at EMBASSYHELP@HILTONRES.COM.

Hilton HHonors membership, earning of Points & Miles®, and redemption of points are subject to [HHonors Terms and](#)

Sunday 6:00 am 10:30 pm

Car and Rate Information for COUNTY OF EL PASO:

Standard

Chrysler 200 or similar

109.50 USD (3 Day @ 36.50)

0.00 USD (Drop Charge)

0.00 USD (COLLISION DAMAGE WAIVER FULL)

0.00 USD (SUPPLEMENTAL LIABILITY PROTECTION)

13.50 USD (CUSTOMER FACILITY CHARGE 4.50/DAY)

12.70 USD (CONCESSION RECOUP FEE 11.11 PCT)

7.02 USD (BEXAR SPORTS VENUE TAX 5 PCT)

4.77 USD (TEXAS REIMBURSEMENT 1.59/DAY)

14.05 USD (MOTOR VEH RENTAL TAX)

Total Charges 161.54 USD

Additional surcharges, local taxes, etc. may apply.

ENTERPRISE PICK-UP POLICY

FROM THE BAGGAGE CLAIM AREA OF EACH TERMINAL PROCEED OUTSIDE AND WAIT AT THE CURB SIDE FOR THE SHUTTLE BUS. THE ENTERPRISE SHUTTLE WILL MEET YOU THERE AND RUNS EVERY 5 MINUTES. . SELF-SERVICE KIOSKS AT THIS LOCATION CAN MAKE YOUR RENTAL TRANSACTION QUICK AND EASY.

ENTERPRISE MILEAGE POLICY

This vehicle comes with unlimited mileage.

TO MODIFY OR CANCEL THIS RESERVATION

El Paso County Auditor's Office Manual Voucher Form

Vendor No.: EMPO2768 01
 Voucher Total: \$452.30
 No. of Lines: 1
 T/C Hash : 208

Single Check (Y/N): _____

Date Entered: 06/13/2013
 Entered by: AN

Preparer's Initials: AN

Amount Spelled: FOUR HUNDRED FIFTY TWO DOLLARS AND THIRTY CENTS

Vendor Name: MICHAEL WARREN
CNTY CLERK
 Street: 500 EAST SAN ANTONIO

City, State, Zip: EL PASO TX 79901

Subject: AUSTIN, TX 7/15-7/17/13 STATE OF TEXAS RCDS MNGMT

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	208	452.30	GADMINGF	6705	145	CCL009		
	Desc:	AUSTIN, TX 7/15-7/17/13 STATE OF TEXAS RCDS MNGMT						
02								
	Desc:							
03								
	Desc:							
04								
	Desc:							
05								
	Desc:							
06								
	Desc:							
07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

Prepared by: JORGE LOPEZ TCAUD20-AUDITORS Date: 06/13/2013

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

U

Travel

Type: **ADVANCE**

Name: Michael Warren Department: County Clerk
 Date of Trip: Departure 07/15/13 Arrival Date: # 07/17/13 Destination: Austin
 * Purpose of Trip: State of Texas Records Management

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

Department Index: County Clerk **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 \$-17.50 18
 on Date of Departure by Before 12:00 P.M. Full Rate \$-35.00 27

Please Check One (Return meal rate)

on Date of Return by Before 5:00 P.M. Half Rate \$-17.50 18
 on Date of Return by After 5:00 P.M. Full Rate \$-35.00 36

* \$35.00 per diem no receipts required

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

Section 2: Travel Estimated Breakdown

* CC CREDIT CARD EXPENSE BREAKDOWN

	* CC	* CC
Airfare	\$273.30	
Auto Rental		
Mileage (.40 /mile)		
Gas		
Meal rate on Departure date		
Meal per diem (\$35.00)	99.00	
Meal rate on Return date		
Lodging	185.70	shore w/ Anthony
Other - Registration	80 -20.00	
Other - Parking/Tolls		
Other - Taxi		
Other -		
Other -		
TOTAL	452.30	578.00

FOR AUDITOR'S USE ONLY

Trans. Code: _____
 Index: _____
 Sub-Object: _____
 Vendor: emp 02768
 Subsidiary: _____
 Amount: _____

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE Y/N

Section 3: Signature and List of Names:

ADVANCE FROM COUNTY **\$578.00** **\$0.00** CC
 Name: _____ Name: _____
 Name: _____ Name: _____
 Name: _____ Name: _____
 Name: _____ Name: _____
 Name: _____ Name: _____

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

SIGNATURE
DATE: 18-Mar-13

C.C.O. DATE _____

El Paso County Travel Justification Form

Employee: Michael Warren Signature [Signature] Date: 5/31/2013
Dept. Head: Delia Briones Signature [Signature] Date: 5/31/2013
Dept: County Clerk Job Title: Office Supervisor Records Management

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

Purpose: (check one)

Statutorily Required Training to Hold Elective Office

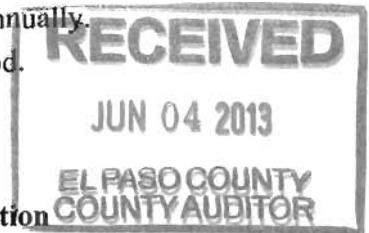
Statue Refrence:

My effective office requires _____ number of training hours annually.

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

Estimated hours to be obtained from this cours? _____

Please provide documentation for hours needed.



Professional or Technical Training to Maintain License/Certification

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

My effective office requires _____ number of training hours annually.

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

Estimated hours to be obtained from this cours? _____

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

Travel for Lobbying/Advocating Before Federal/State Legislature, Federal/State Legislature, Federal/State Agency, or Other Regulatory Body, Including Grant Application Advocacy

Entity Name: _____

Purpose of Visit: _____

Travel for Program Revenue Enhancement/Sales Opportunity

Explain: _____

Program Development Training

Explain: _____

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

(County Clerk's Association, TAG, Conference of Urban Counties, TBIC, etc.)

Organization Name: _____

Human Resources/Management/Personal Development Training

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

Other: _____

COURSE

I forgot to mention the price and location of these classes! Each class is \$20.00. Classes will be located at our downtown location:
1201 Brazos Street
Austin, TX 78701

Classes will be held in the Learning Center.

Pam

Admin Assistant, SLRM

☎: 512-463-7610

✉: 512-936-2306

From: SLRM Info

Sent: Thursday, May 16, 2013 3:55 PM

To: SLRM Info

Subject: Records Management Classes for Local Governments

Hello there!

I am pleased to announce that we have scheduled our Records Management classes for the summer!

Here is your chance to register before registration is open to the public! The class schedule is detailed below.

Tuesday, July 16th

<i>Time</i>	<i>Class Name</i>	<i>Class Description</i>
8:30 am – 12:00 pm	Introduction to Records Management (CSB 05)	Learn why records management is important and required, what constitutes a record, how to ensure you are in compliance and how that benefits your organization, ways to ensure you have an active and continuing program, tips on outsourcing and valuable resources for you and your records management program.
1:30 pm – 4:30 pm	Managing Electronic Records (MER 08)	Learn how to apply records management principles to electronic records. This course looks at the definition of electronic records (e-records), applicable laws and rules with corresponding best practices and recommended standards and procedures. It also discusses email, digital imaging, social media, shared drive management, and how to address the various challenges of these types of e-records and how to best manage them.

Wednesday, July 17th

8:30 am – 11:30 am	Emergency Preparedness (EP 08)	Learn how to identify, protect, and ensure access to your essential records, the records necessary to continue operations in the event of an emergency. The course will also cover how to prepare, respond to, and recover from a records emergency.
--------------------------	--------------------------------	--

1:00 pm Improving Shared Drives and Filing
– 4:00 Systems (FSL 05)
pm

This class provides an overview of files management, characteristics of good filing systems, common filing problems, and a six-step program to improving your paper filing system. The course offers strategies and best practices for managing shared drives and developing email file plans.

I have attached a registration form. Please fill out all fields and submit via email to slrminfo@tsl.state.tx.us or fax (512) 936-2306 by **Friday, June 7th** at 5:00pm. Open registration will be available on June 10th and we cannot guarantee your registration if the class fills up.

If you have any questions, please feel free to reply to this email. Have a great day and we hope to see you for training!

Pam Rodriguez

Admin Assistant

State and Local Records Management Division

Texas State Library and Archives Commission

Phone: 512-463-7610

Fax: 512-936-2306

prodriquez@tsl.state.tx.us

Want to stay updated with the latest news about Records Management? Subscribe to our blog, *The Texas Record!* To subscribe, click [here](#).

HOTEL

Baymont Inn and Suites Austin South

4323 S IH 35 Austin, TX 78744 US

Maps & Directions

Check in: After 3:00 PM
Check out: Before 12:00 PM
TripAdvisor Rating



Based On 106 reviews

Phone Numbers

Hotel email

ADA defined service animals are welcome at this hotel. Sorry, no other pets are allowed.



Share 6

Rates for: Monday, Jul 15, 2013 - Wednesday, Jul 17, 2013, 2 nights stay, 1 room for 2 adults and 0 children

Advance Purchase. Save 15 Pct. from **72.24** USD

Rate Description: Advance Purchase, Save 15 Pct. Purchase 7 Days in Advance, Save 15 Percent. This Rate Requires Full Pre-Payment.. This Rate Requires Full Non-Refundable Pre-Payment and cannot be changed or cancelled.

Cancellation Policy: There will be no credit or refund for early departures, cancellations, no shows, or changes in your reservation for any reason. Guests will not receive any refund or credit.

1 King Bed Accessible Room

Availability

Price

Max Occupancy: 2

No Smoking



Standard photo. Actual room may vary

Accessible 1 King Bed Non-Smoking Room with bathroom rails, safety bars and free hot breakfast.

See all Photos & Videos
View more room info

Limited availability

Avg Nightly Rate	84.99 USD
	72.24 USD
2 Nights(1 Room)	144.48 USD
Tax	21.67 USD
Total Cost*	166.15
	USD

1 King Bed Room

Availability Price

Max Occupancy: 2

No Smoking



Standard photo. Actual room may vary

1 King Bed Non-Smoking Room with free hot breakfast, free Wi-Fi, refrigerator and microwave.

See all Photos & Videos
View more room info

Availability	Price
Available	Avg Nightly Rate 89.99 USD 76.49 USD
	2 Nights(1 Room) 152.98 USD
	Tax 22.95 USD
	Total Cost* 175.93 USD

2 Queen Beds Room

Availability Price

Max Occupancy: 4

No Smoking



Standard photo. Actual room may vary.

2 Queen Beds Non-Smoking Room with free hot breakfast, free Wi-Fi, refrigerator and microwave.

See all Photos & Videos
View more room info

Availability	Price
Available	<i>Tony i Mikhail</i> Avg Nightly Rate 94.99 USD 80.74 USD
	2 Nights(1 Room) 161.48 USD
	Tax 24.22 USD
	Total Cost* 185.70 USD

1 Queen Bed Room

Availability Price

Max Occupancy: 4

No Smoking



Standard photo. Actual room may vary.

1 Queen Bed Non-Smoking Room with free hot breakfast, free Wi-Fi, refrigerator and microwave.

See all Photos & Videos
View more room info

Availability	Price
Available	<i>Debra</i> Avg Nightly Rate 94.99 USD 80.74 USD
	2 Nights(1 Room) 161.48 USD
	Tax 24.22 USD
	Total Cost* 185.70 USD

1 King 1 Sofa Beds Suite

Availability Price

Max Occupancy: 4

No Smoking



Standard photo. Actual room may vary.

1 King Bed Two Room Non-Smoking Suite with free hot breakfast, free Wi-Fi and refrigerator.

[See all Photos & Videos](#)
[View more room info](#)

Limited availability

Avg Nightly Rate	114.99 USD 97.74 USD
2 Nights(1 Room)	195.48 USD
Tax	29.32 USD
Total Cost*	224.80 USD

*Rate information

Other charges may apply for local amenities like safe warranties and telephone access. Please check with the property for further details.

Local surcharges or services charges are not included in the total room rate. Local taxes may be additional. Please note that a change in the length or dates of your reservation may result in a rate change. Please check with the property for further details.

Advance Purchase, Save : Advance Purchase, Save 15 Pct. Purchase 7 Days in Advance. Save 15 Percent. This Rate Requires Full Pre-Payment. This Rate Requires Full Non-Refundable Pre-Payment and cannot be changed or cancelled.

Cancellation Policy: There will be no credit or refund for early departures, cancellations, no shows, or changes in your reservation for any reason. Guests will not receive any refund or credit.

Related links for this hotel:

- [Hotels With Pool |](#)
- [Hotels With Restaurants |](#)
- [Hotels Near Universities |](#)
- [Hotels Near Academy of Health Care Professions |](#)
- [Hotels Near Academy of Oriental Medicine at Austin |](#)
- [Hotels Near Adventure |](#)
- [Hotels Near Alamo Park |](#)
- [Hotels Near Allied Health Careers |](#)
- [Hotels Near Auditorium Shores |](#)
- [Hotels Near Auguste Escoffier School of Culinary Arts-Austin |](#)
- [Hotels Near Austin Bergstrom Intl Airport \(AUS\) |](#)
- [Hotels Near Austin Community College District |](#)
- [Hotels Near Austin Convention Center/Centre |](#)
- [Hotels Near Austin Graduate School of Theology |](#)
- [Hotels Near Austin Lyric Opera |](#)
- [Hotels Near Austin Music Hall |](#)
- [Hotels Near Austin Nature and Science Center/Centre |](#)
- [Hotels Near Austin Presbyterian Theological Seminary |](#)
- [Hotels Near Avenue Five Institute |](#)
- [Hotels Near Baldwin Beauty School-North Austin |](#)
- [Hotels Near Baldwin Beauty School-South Austin |](#)
- [Hotels Near Camp Mabry Austin City Airport \(ATT\) |](#)
- [Hotels Near Capitol City Careers |](#)
- [Hotels Near Capitol City Trade and Technical School |](#)
- [Hotels Near Central Texas Beauty College-Round Rock |](#)
- [Hotels Near Concordia University-Texas |](#)

FLIGHT

Search Southwest

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Search Flights Select Flights Price Purchase Confirmed

El Paso, TX to Austin, TX

Air

Total Price: **\$273.30**

ITINERARY

DEPART JUL 15 MON	10:25 AM Depart El Paso, TX (ELP) on Southwest Airlines	Flight #1175	Monday, July 15, 2013
	01:00 PM Arrive in Austin, TX (AUS)		Travel Time 1 h 35 m (Nonstop) Wanna Get Away
RETURN JUL 17 WED	04:50 PM Depart Austin, TX (AUS) on Southwest Airlines	Flight #2595	Wednesday, July 17, 2013
	05:20 PM Arrive in El Paso, TX (ELP)		Travel Time 1 h 30 m (Nonstop) Wanna Get Away

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

What you need to know to travel:

Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device. 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 check in, within 24 hours of your flight, the earlier you get to board.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity	Total
Depart	ELP-AUS	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (Applicable fare difference applies) Rewards Funds (non-transferable - no name changes allowed) Nonstop only 	1	\$137.40
Return	AUS-ELP	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (Applicable fare difference applies) Rewards Funds (non-transferable - no name changes allowed) Nonstop only 	1	\$135.90

Enroll in Rapid Rewards and earn at least 1536 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 **\$273.30**

Fare Breakdown

Bag Charge \$0.00

Air Total:
\$273.30

Air

Modify | Remove

JUL 15	Depart	Fit 1175
MON	ELP	AUS
	10:25 AM	1:00 PM
Adult Air fare per person		
Wanna Get Away fare		\$137.40
JUL 17	Return	Fit 2595
WED	AUS	ELP
	4:50 PM	5:20 PM
Adult Air fare per person		
Wanna Get Away fare		\$135.90
Cost Breakdown		
Adult \$273.30 x 1		\$273.30
Govt. Taxes & Fees		
We'll reserve the flight upon purchase completion.		
Trip Total		\$273.30
Not ready to book yet? Save this trip and book later.		
Save Flight	Checkout	

Rapid Rewards

Travel Guide



Get \$100 after first purchase.

Apply Instantly

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.



Super 8 Austin North/University Area

\$80/night

Rapid Rewards Partner

3 Star Rating

View Details

Search for hotels in Austin (07/15/2013 - 07/17/2013)

Close To (optional)

Center of destination within 30 miles

Show Only (optional)

Hotel Chains Shop All Hotel Chains

Find Hotels

Add a Car

Pickup Date	Dropoff Date
07/15/2013	07/17/2013

Trip Total	\$273.30
-------------------	-----------------

[constitutes acceptance of our Terms and Conditions](#) [Privacy Policy](#)

[Shop All](#)

MS 6/13/13

GRANT FUNDS

TA1300231

El Paso County Auditor's Office Manual Voucher Form

Vendor No.: V024040 01
Voucher Total: \$1,227.79
No. of Lines: 1
T/C Hash: 208

Single Check (Y/N): _____
Date Entered: 06/13/2013
Entered by: AG

Preparer's Initials: AG
Amount Spelled: ONE THOUSAND TWO HUNDRED,
TWENTY SEVEN DOLLARS AND SEVENTY NINE CENTS

Vendor Name: ALEX RAYAS

Street: 911 N. RAYNOR

City, State, Zip: EL PASO, TX 79903

Subject: ORLANDO, FL7/17-7/20/13AIR LAW ENFORC SAFETY CON

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	208	1,227.79	WTXTRAIN13	6602	145	SHE009		
	Desc:	ORLANDO, FL7/17-7/20/13AIR LAW ENFORC SAFETY CON						
02								
	Desc:							
03								
	Desc:							
04								
	Desc:							
05								
	Desc:							
06								
	Desc:							
07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

Prepared by: MS MARIBEL JACQUEZ TCAUD43-AUDITORS

Date: 06/13/2013

Approved by: [Signature]

Date: 6/13/2013



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: Alex Rayas Department: WTX HIDTA/Sheriff's Office
 Date of Trip: Departure Date: 07/17/13 Return Date: 07/20/13 Destination: Orlando, FL
 * Event: Attend Airborne Law Enforcement Safety Conference in Orlando, FL
 County Related Purpose: _____

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

Department Index: WTXTRAIN13 Sub-Object: 6602
 COUNTY EMPLOYEE? CIRCLE/MOVE ARROW YES NO

Section 1: Guidelines for Determining Meal Rates Allowance MOVE ARROW

Please Check One (Departure meal rate)

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

Please Check One (Return meal rate)

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

* \$36.0 per diem no receipts required. **NOTE** there is no meal per diem if you departure and return are on the same date
 * (Note: Please use the items checked above to fill out section 2 below)

Section 2: Travel Estimated Breakdown

		* CC
Airfare	\$451.10	_____
Auto Rental	<u>114.31</u> 152.41	_____
Mileage (.40 /mile)	_____	_____
Gas	50.00	_____
Meal rate on Departure date	27.00	_____
Meal per diem (\$36.00)	72.00	_____
Meal rate on Return date	36.00	_____
Lodging	<u>327.38</u> 436.50	_____
Other - Registration	150.00	_____
Other - Parking/Tolls	_____	_____
Other - Taxi	_____	_____
Other - _____	_____	_____
Other - _____	_____	_____
TOTAL	<u>\$1,227.79</u>	\$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:

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 \$1,227.79 CC \$0.00
 Name: _____ Name: _____
 Name: _____ Name: _____
 Name: _____ Name: _____
 Name: _____ Name: _____
 Name: _____ Name: _____

EMPLOYEE Alex Rayas
 SIGNATURE _____
 DEPT. HEADS _____
 SIGNATURE _____

C.C.O. DATE _____

DATE: May 28 2013

RECEIVED

El Paso County Travel Justification Form

Employee: Alex Rayaa
Dept. Head: Travis B Kuykendall
Dept: West TX HIDTA

Signature Alex Rayaa Date: 5/28/2013
Signature Travis B Kuykendall Date: 5/28/2013
Job Title: Director

Travel Funding Source: _____ County X Grant _____ Other _____

Will any funds be reimbursed by another entity? _____

Travel Account No: WTXTRAIN13 - 6602 Balance Remaining for FY \$1,400.00

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: Attend Updated Info on Aircraft Operations, Surveillance Techniques



Thank you for your purchase!

El Paso, TX - ELP to Orlando, FL - MCO

Air

Confirmation #AGZZ8K

El Paso, TX - ELP to Orlando, FL - MCO
 Tuesday, July 16, 2013 - Saturday, July 20, 2013

Air Total: \$451.10

Amount Paid
\$451.10

Trip Total
\$451.10

TUE 07/16/13 - Orlando

AIR

El Paso, TX - ELP to Orlando, FL - MCO
 07/16/2013 - 07/20/2013

Confirmation #AGZZ8K

Adult Passenger(s)

ALEJANDRO RAYAS JR

Subscribe to Flight Status Messaging

Rapid Rewards #

DEPART JUL 16	06:15 AM	Depart El Paso, TX (ELP) on Southwest Airlines <i>Stops in San Antonio, TX</i>	Flight #2061 SOUTHWEST	Tuesday, July 16, 2013
TUE	12:55 PM	Arrive in Orlando, FL (MCO)		Travel Time: 4 h 40 m (1 stop, no plane change) Wanna Get Away
RETURN JUL 20	02:25 PM	Depart Orlando, FL (MCO) on Southwest Airlines	Flight #966 SOUTHWEST	Saturday, July 20, 2013
SAT	03:55 PM	Arrive in Houston (Hobby), TX (HOU)		Travel Time: 4 h 45 m (1 stop, includes 1 plane change) Wanna Get Away
	06:25 PM	Change ✕ to Southwest Airlines in Houston (Hobby), TX (HOU)	Flight #875 SOUTHWEST	
	07:10 PM	Arrive in El Paso, TX (ELP)		

What you need to know to travel:

Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device. 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 check in, within 24 hours of your flight, the earlier you get to board.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity	Total
Depart	ELP-MCO	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (non-transferable - no name changes allowed) Some limitations 	1	\$170.80
Return	MCO-HOU-ELP	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (non-transferable - no name changes allowed) 	1	\$280.30

• [View Fare Details](#)

Enroll in Rapid Rewards and earn at least 2496 Points per person for this trip. Already a Member? Log in to ensure you are getting the points you deserve.

Subtotal \$451.10
Fare Breakdown

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

Bag Charge \$0.00

Air Total:
\$451.10

Gov't taxes & fees now included

Purchaser Name Alejandro Rayas Billing Address 454 Rancho Viejo
El Paso, TX US 79927

Form of Payment	Amount Applied
MasterCard - XXXXXXXXXXXX-0027	\$451.10

Amount Paid
\$451.10

Trip Total
\$451.10

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[Help](#)
[About us](#)
[Got Rental Car Deals by Email? Sign Up Here.](#)

Your Reservation is Confirmed

Please print your reservation below and take it with you to the counter. A copy of this itinerary will also be sent to the email address you provided when making your request.



Your AirportRentalCars.com Trip Number is **19949270260**

[Print Your Itinerary](#)
[Map/Driving Directions](#)
[Change Reservation](#)
[Frequently Asked Questions](#)
[Email Your Itinerary](#)
[Terminal Map \(MCO\)](#)
[Cancel Reservation](#)

CONFIRMED RESERVATION INFORMATION

Your Airport Rental Car Reservation

Rental Partner:	Advantage Rent-A-Car	Car Type:	Mid-Size Car (Unlimited Mileage)
Pick-Up Date:	Tue, Jul 16, 2013 - 2:00 pm	Drop-Off Date:	Sat, Jul 20, 2013 - 1:00 pm
Pick-Up Location: <small>(Counter Information)</small>	ADVANTAGE ORLANDO INTL AIRPORT (MCO) FL 7640 MARCOSSEE RD ORLANDO, FL 32822 Shuttle	Drop-Off Location: <small>(Counter Information)</small>	ADVANTAGE ORLANDO INTL AIRPORT (MCO) FL 7640 MARCOSSEE RD ORLANDO, FL 32822 Shuttle
Driver:	ALEJANDRO RAYAS	Advantage Rent-A-Car Confirmation #:	NPRLOC575A

Summary of Charges

Daily Rate (1 x \$30.00)	USD \$120.00
Taxes and Fees	USD \$32.41
Amount Due at Pick-up:	USD \$152.41

Important Information

Please review the following rules regarding rental cars:

- Payment for this reservation is due when the car is returned and will be charged by Advantage Rent-A-Car.
- The rate may change if you pick-up, or drop-off the car at a different date or time than you requested in your reservation.
- Only the driver will be able to pick up this rental car at the counter.
- You will be able to add an additional driver at the counter for an additional charge payable directly to the rental car company. Additional charges also apply for optional items, and for drivers under the age of 25.
- The driver will be required to present a valid driver's license, and a valid credit card in his/her name.
- Some locations also accept debit cards, however rental partners have different requirements for customers who will only have a debit card at the time of pickup. For more specific information please review partner payment options.

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Rayas, Alex

From: Hilton Garden Inn Confirmed <hiltongardeninn@res.hilton.com>
Sent: Friday, March 29, 2013 1:02 PM
To: Rayas, Alex
Subject: Hilton Garden Inn Confirmation #3510222868



Here's your reservation confirmation

Hilton Garden Inn Orlando at SeaWorld
6850 Westwood Boulevard | Orlando | FL | United States 32821
T: 1-407-354-1500 | F: 1-407-354-1528



We look forward to seeing you!

[Rooms & Suites](#) | [Dining](#) | [Amenities & Services](#) | [Map & Directions](#)

Thank you for booking with us, Alex Rayas

Confirmation: 3510222868 [Modify Reservation](#)

Arrival: 16 Jul 2013 4:00 PM

Departure: 20 Jul 2013 11:00 AM

Rate Information:

Rate Type:	US GOVERNMENT
Rate per night:	97.00 USD
Total for Stay per Room:	
Rate	388.00 USD
Taxes	48.50 USD
Total	436.50 USD

Total for Stay: 436.50 USD
Includes estimated taxes and service charges. (Gratuities not included.)

Tax:

- There is a 12.50% per room per stay tax.


Additional Charges:

- Self parking: 0.00/night

Room Information:

Rooms:	1
Clients:	1 Adult
	Non-Smoking Confirmed
Room Type:	2 DOUBLE BEDS
Preferences:	Two Beds


Your room type preferences have been submitted with your reservation, and are subject to hotel availability.



JOIN HILTON HHONORS
AND EARN POINTS,
ROOM UPGRADES,
FREE NIGHTS AND MORE.


[Join now >](#)

DOUBLE YOUR HHONORS
EARN DOUBLE POINTS
OR DOUBLE MILES



[Learn more >](#)

SAVE. EARN.



BOOK NOW

2013 CONFERENCE REGISTRATION FORM



Complete the registration information below and return it to ALEA or visit www.alea.org. Payment must accompany registration. Conference badges may be picked up at the Registration Desk at the Orange County Convention Center (West A2). You must have a badge for admittance into the Conference & Exposition. Please print the information below for each individual in your party. All names will be listed on conference badges exactly as they are shown below. For additional information or inquiries, please call 301-631-2406.

REGISTRANT: _____
 First Name _____ MI _____ Last Name _____

AGENCY: _____ **RANK/TITLE:** _____

GUEST: _____
 First Name _____ MI _____ Last Name _____

- Adult
- Child (8-18)
- Child (>8)

GUEST: _____
 First Name _____ MI _____ Last Name _____

- Adult
- Child (8-18)
- Child (>8)

GUEST: _____
 First Name _____ MI _____ Last Name _____

- Adult
- Child (8-18)
- Child (>8)

MAILING ADDRESS

Name: _____
 Agency: _____
 Address: _____

 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Email: _____

BILLING ADDRESS

Please check box if same as mailing address

Name: _____
 Agency: _____
 Address: _____

 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Email: _____

REGISTRATION FEES

	Before July 6	After July 6
Full Conference (Member)	\$150	\$200
Full Conference (Non-Member)	\$200	\$250
Full Conference (Full-Time Student)*	\$ 80	\$140
Full Conference (Family/Guest - Adult)**	\$ 80	\$140
Full Conference (Family/Guest - Child 8-18)	\$ 45	\$ 65
Full Conference (Family/Guest - Child >8)	\$ --	\$ --
<small>Note: Luncheon NOT included</small>		
Awards Luncheon Ticket	\$ 55	\$ 55
<small>Included in Full Conference Registrations</small>		

	Member	Non-Member
1-Day Registration (Daily rate)	\$ 75	\$100
<input type="checkbox"/> Thursday		
<input type="checkbox"/> Friday		
<input type="checkbox"/> Saturday		
Water Survival/Emergency Egress Training	\$ TBA	\$ TBA

PAYMENT MUST ACCOMPANY FORM

Please make checks payable to ALEA, or use your VISA, MasterCard, Discover or American Express.

VISA MASTERCARD DISCOVER AMERICAN EXPRESS

CREDIT CARD NUMBER _____

EXP (mm/yy) _____ V-CODE _____

NAME AS IT APPEARS ON CARD _____

SIGNATURE _____

Please return this form to:
 Airborne Law Enforcement Association
 2013 Conference & Exposition
 50 Carroll Creek Way, Suite 260, Frederick, MD 21701
 Fax: (301) 631-2466 Email: bosborne@alea.org

* To qualify to attend at the Full-Time Student registration fee, you must not be employed full-time in the field of Public Safety Aviation and you must be enrolled as a full-time student in an accredited, degree-granting institution. A copy of your student ID is required with your registration form.

** To qualify to attend at the family/guest registration fee, registrant must not be employed in the field of Public Safety Aviation.

Registration and Cancellation/Refund Policy: To receive the advance registration fee, ALEA must receive the registration form postmarked no later than July 6, 2013 and payment MUST accompany the registration form. After July 6, 2013 registration must be handled onsite and will be charged the onsite registration fee. Pre-Conference and Conference attendees may cancel their registration(s) and receive a full refund by submitting written notice, which must be received in the ALEA Home Office by June 29, 2013. All cancellations received after this date will be charged a \$30 administrative fee.

Class Schedule and Instructors for 2013 Conference

ORANGE COUNTY CONVENTION CENTER & HILTON HOTEL

PRODUCT BRIEFINGS

Note: Product Technical Briefings are scheduled to take place from 1100 – 1500 hours on Thursday, July 18, 2013 and Friday, July 19, 2013 in the Exhibit Floor Classrooms.

Thursday, July 18, 2013

TRAINING

WATER SURVIVAL / EGRESS TRAINING Hilton Hotel Room TBD and Pool

Water Survival / Classroom Instruction	0900 – 1200	Room TBD
Water Survival / Egress Training	1300 – 1600	Hotel Pool

Hugh Teel & Staff, Survival Systems, Inc.

Returning again this year is Survival Systems, Inc. to conduct our Water Survival Training. Students will learn from a team of experts how to egress after ditching in water and how to use your emergency air and survival vest. Equipment and techniques will be discussed in a classroom/ground school setting followed by practical application in the dunker at the Hilton Hotel "quiet" pool. There is a fee for members and nonmembers, plus a waiver form to be completed prior to training. Please see the ALEA website for up-to-date information regarding this class.

GENERAL SESSION SPECIAL PRESENTATION CC Rm W202 A&B

The History of Airborne Law Enforcement **1300 – 1400**

A first for an ALEA Conference, is a look at the history of airborne law enforcement. Mr. Don Bachali, a long-time ALEA member and expert in law enforcement aviation will take the student on a journey through time and explore the history of the ALEA and airborne law enforcement. If you've ever wondered how it all started, this is an excellent chance to find out.

GENERAL SESSION PANEL DISCUSSION CC Rm W202 A&B

Safety Symposium-Inadvertent IMC Survival **1500 – 1700**

A comprehensive panel discussion is planned to explore the complex issue of Inadvertent IMC. IIMC is the number one killer of law enforcement aviators, and this panel will discuss the issues surrounding this topic, explore survival techniques, training techniques and take questions from the audience. The panel will be moderated by ALEA Safety Program Manager Bryan Smith and consists of Mr. Eric King of American Eurocopter's IIMC Training Class, Author and Trainer Randy Mains of Oregon Aero, Randy Rowles the Director of ERA Training Center, Glenn Daley (retired NYPD) and Richard Weber (Chief Pilot of the Jacksonville County, Florida Sheriff's Office Aviation Unit).

Friday, July 19, 2013

TRAINING

TRACK ONE FIXED WING OPERATIONS CC Rm W304A

Fixed Wing Operations & Training	0800 – 0930
---	--------------------

Officer Josh Goldschmidt, Portland (OR) PD

ALEA CONFERENCE CLASSES – 2013

Fixed-Wing Technology and Equipment Richard Bookbinder, California Highway Patrol	1000 – 1130
Pro-Active Fixed-Wing Support John Nielson, California Highway Patrol	1300 – 1430
Fixed Wing Surveillance and Tactics Officer Josh Goldschmidt, Portland (OR) PD	1500 – 1630
TRACK TWO	LEGAL & REGULATORY ISSUES
LEGAL & REGULATORY ISSUES	CC Rm W304B
Legal Lessons Learned from Crash Investigations Barry Newman, Aviation Attorney, Spohrer and Dodd	0830 – 1000
Public Aircraft Operations Jim Di Giovanna, LA County Sheriff's Department (Ret.)	1030 – 1200
Legal Update Cyndi Jo Means; San Diego District Attorney's Office	1330 – 1500
FAA Actions: Legal Issues and Investigations Barry Newman, Aviation Attorney, Spohrer and Dodd	1530 – 1700
TRACK THREE	NIGHT OPERATIONS
NIGHT OPERATIONS	CC Rm W304C
Aircraft Positioning Officer Kevin Means, San Diego (CA) Police Dept.	0800 – 0930
Thermal Imagery Patrol Tactics Officer Kevin Means, San Diego (CA) Police Dept.	1000 – 1130
NVGs: A Change in Tactics and CRM Randy Rowles, Director, ERA Flight Training Center	1300 – 1430
NVIS Aircraft Conformity Requirements and Procedures Staff, Aviation Specialties Unlimited, Inc.	1500 – 1630
TRACK FOUR	HELICOPTER RESCUE TACTICS AND SAR
HELICOPTER RESCUE TACTICS AND SAR	CC Rm W304D
"Hoisting 101" Dave Markley, UTC Aviation Systems	0830 – 1000
Hoist and Technical Rescues Terry Ascherin, SkyHook, Inc., LA County Sheriff's Dept., (Retired)	1030 – 1200
SAR: Air and Ground Coordination Ken Solosky, NYPD Aviation (Retired)	1330 – 1500
Airborne SAR Missions in the Mountains Lee Benson, LA County Fire Dept. (Retired)	1530 – 1700

ALEA CONFERENCE CLASSES – 2013

TRACK FIVE UNMANNED AIRCRAFT SYSTEMS CC Rm W304E

Panel Discussion: How to Start an UAS Program 0800 – 0930

Facilitator: Chief Don Shinnamon, Port Saint Lucie, FL (Retired)

Panelist: Ben Miller, Mesa County (CO) Sheriff's Office; Suzan Cogswell,
Arlington (TX) Police Department; Andy Cohen, Miami (FL) Police Department

UAS – Law Enforcement Applications and Missions 1000 – 1130

Alan Frazier, Assistant Professor, UND and Ben Gielow, AUVSI

UAS in the National Airspace 1300 – 1430

Chief Don Shinnamon, Port Saint Lucie, FL (Retired) and
FAA Representative TBD

Panel Discussion: UAS Legal Issues and Privacy Concerns 1500 – 1700

Facilitator: Douglas Marshall, New Mexico State University

Panelists: TBD

TRACK SIX SAFETY MANAGEMENT SYSTEMS (SMS) CC Rm W304F

ALEA Safety Program Update: Lead Indicators to the Next Accident 0830 – 1000
Bryan Smith, ALEA Safety Program Manager

SMS in Practice and Application 1030 – 1200

Mark Colborn, Dallas PD, Member IHST

Operational Risk Management in SMS 1330 – 1500

Glenn Daley, NYPD Aviation (Retired)

CRM for Law Enforcement Aviation 1530 – 1700

Dudley Crosson (PhD), Delta P and ALEA Aeromedical Liaison and
Kevin Vislocky, ALEA Southeast Region Director

TRACK SEVEN PATROL TACTICS CC Rm W304G

Tactical Communications and Navigation 0800 – 0930

John O'Hara, LA County Sheriff's Department

TFO Roundtable – TFO Qualifications and Training 1000 – 1130

Facilitators: Jack Schonely, LAPD & John O'Hara, LASD

Helicopter Pursuit Tactics 1300 – 1430

Deputy Johnny O'Hara, LA Co Sheriff's Dept.

Patrol Pilot's Roundtable – Patrol Tactics: Crew Coordination 1500 – 1630

Officer Kevin Means, San Diego (CA) PD

TRACK EIGHT MARKETING, GRANTS, BUDGETS AND FINANCE CC Rm W304H

Grant Availability and Application Process 0830 – 1000

Patrick Linnehan, Grants Manager, Maryland State Police

ALEA CONFERENCE CLASSES – 2013

Lease, Financing and Other Funding Sources Ed Van Winkle, American Eurocopter	1030 – 1200
Budgeting Workshop Dan Schwarzbach, Houston PD and ALEA CFO	1330 – 1500
Marketing Your Aviation Unit for Success Mark Gibbons, Major, Maryland State Police Aviation (Retired)	1530 – 1700
<u>MEETINGS AND SPECIAL PRESENTATIONS</u>	CC Rm 303C
Airborne Smuggling Trends and FAA Ramp Checks* Heather Sullivan, Senior Analyst, DHS/CBP Aviation and Marine Operations Center	0800 – 0930
Florida Law Enforcement Aviation Personnel Meeting Kevin Vislocky, ALEA Southeast Director and Lee Majors, ALEA Southeast Deputy Director	1000 – 1200
1033/1122 Program Updates and Florida State Surplus Property* Greg Dangremond, 1033 Program; David Kless, 1122 Program; Rita Acevedo, Florida Surplus Property	1300 – 1430

*Please note that due to the Federal Government budget cuts these classes may not be offered. Please check the classroom signs for updates.

Saturday, July 20, 2013

Convention Center and Hilton Hotel

<u>TRACK NINE</u>	<u>UNIT MANAGEMENT</u>	<u>CC Rm w304A</u>
Standards and Accreditation: You can't afford not to... Jim Di Giovanna, President, Public Safety Aviation Accreditation Commission, Inc.		0830 – 1000
Commander's Forum Kurt Frisz, President, ALEA		1030 – 1200
<u>TRACK TEN</u>	<u>AVIATION TRAINING</u>	<u>CC Rm W304B</u>
CFI Workshop – Part 1 – Teaching Flight Maneuvers Karl Cotton, SkyDance Helicopters		0830 – 1000
CFI Workshop – Part 2 – Instructor Intervention; When and How Randy Rowles, Director, ERA Flight Training Center		1030 – 1200
<u>TRACK ELEVEN</u>	<u>HOMELAND SECURITY & SPECIAL OPS</u>	<u>CC Rm W304C</u>
High Rise Emergencies Glenn Daley, NYPD (Retired)		0830 – 1000

ALEA CONFERENCE CLASSES – 2013

Special Team Deployments 1030 – 1200
Ken Solosky, NYPD (Retired)

TRACK TWELVE AVIATION PHYSIOLOGY CC Rm W304D

An Update on Aeromedical Issues 0830 – 1000
Dr. Dudley Crosson (PhD), Delta P & ALEA Aeromedical Liaison

Crew Rest and Sleep Deprivation 1030 – 1200
Dr. Dudley Crosson (PhD), Delta P & ALEA Aeromedical Liaison

MEETINGS HILTON HOTEL – COLLEGE PARK CONFERENCE ROOM

Public Safety Accreditation Commission Annual Meeting 1400 – 1700

El Paso County Auditor's Office Manual Voucher Form

Vendor No.: V025642 02
 Voucher Total: \$437.40
 No. of Lines: 1
 T/C Hash : 238

Single Check (Y/N): _____
 Date Entered: 06/13/2013
 Entered by: B0

Preparer's Initials: B0
 Amount Spelled: FOUR HUNDRED THIRTY SEVEN DOLLARS AND FORTY CENTS

Vendor Name: KENNIE NICOMEDE
PURCHASING AGENT
 Street: 800 E. OVERLAND, SUITE 300
 City, State, Zip: EL PASO, TX 79901

Subject: GALVESTON, TX6/26-6/28/13TXPPA 2013

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	238	437.40	GADMINGF	6705				
	Desc:	GALVESTON, TX6/26-6/28/13TXPPA 2013						
02								
	Desc:							
03								
	Desc:							
04								
	Desc:							
05								
	Desc:							
06								
	Desc:							
07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

Prepared by: MAYRA C. HERNANDEZ TCAUD47-AUDITORS Date: 06/13/2013

Approved by: _____ Date: _____

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

County of El Paso Travel Request Form

Travel

Type: **ADVANCE**

Name:	Kennie Downing	Department:	Purchasing
Date of Trip: Departure Date:	06/26/13	Return Date: #	06/28/13
		Destination:	Galveston, Texas
* Event	TxPPA 2013 Summer Momentum Conference		
County Related Purpose:	Continuing Education		

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

Department Index: Purchasing **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)

<input type="checkbox"/>	on Date of Departure by	After 12:00 P.M.	Half Rate	\$ 18.00
<input checked="" type="checkbox"/>	on Date of Departure by	Before 12:00 P.M.	Full Rate	\$ 27.00

Please Check One (Return meal rate)

<input type="checkbox"/>	on Date of Return by	Before 5:00 P.M.	Half Rate	\$ 18.00
<input checked="" type="checkbox"/>	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	\$297.20	
Auto Rental		
Mileage (.40 /mile)		
Gas		
Meal rate on Departure date	27.00	26th
Meal per diem (\$36.00)	36.00	27th
Meal rate on Return date	36.00	28th
Lodging	340.40	
Other - Registration	300.00	
Other - Parking/Tolls	25.00	
Other - Taxi		
Other - Shuttle		
Other -		
TOTAL	<u>\$1,161.60</u>	<u>\$0.00</u>

FOR AUDITOR'S USE ONLY

Trans. Code: _____

Index: _____

Sub-Object: _____

Vendor: V025647102

Subsidiary: _____

Amount: _____

5x
4437⁴⁰

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE Y/N

Section 3: Signature and List of Names:

ADVANCE FROM COUNTY	\$1,161.60	\$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 Kennie Downing
 SIGNATURE
 DEPT. HEADS Kennie Downing
 SIGNATURE

C.C.O. DATE _____

DATE: 5-Jun-13

El Paso County Travel Justification Form

Employee: Kennie Downing Signature [Signature] Date: 6/5/2013
Dept. Head: Kennie Downing Signature [Signature] Date: 6/5/2013
Dept: Purchasing Job Title: Purchasing Agent

Travel Funding Source: XX County Grant Other
Will any funds be reimbursed by another entity? No
Travel Account No: Balance Remaining for FY: 3452.57

Purpose: (check one)

Statutorily Required Training to Hold Elective Office

Statue Refrence:

My effective office requires 12.5 number of training hours annually.

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

Estimated hours to be obtained from this cours? 16.5

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:

LOCAL GOVERNMENT CODE

TITLE 8. ACQUISITION, SALE, OR LEASE OF PROPERTY

SUBTITLE B. COUNTY ACQUISITION, SALE, OR LEASE OF PROPERTY

CHAPTER 262. PURCHASING AND CONTRACTING AUTHORITY OF COUNTIES

SUBCHAPTER B. PURCHASING AGENTS

Sec. 262.011. PURCHASING AGENTS. (p) During each two-year term of office, a county purchasing agent shall complete not less than 25 hours in courses relating to the duties of the county purchasing agent. The courses must be:

(1) accredited by a nationally recognized college or university;

(2) recognized by a national purchasing association, such as the National Association of Purchasing Management; or

(3) courses offered by state agencies, or by state professional associations, related to purchasing.



**EL PASO COUNTY PURCHASING DEPARTMENT
800 EAST OVERLAND AVENUE, SUITE 300
EL PASO, TEXAS 79901
(915) 546-2048
FAX: (915) 546-8180**

Memorandum

To: Victor Perez, Accounts Payable Supervisor
From: Jose Lopez, Jr., Assistant Purchasing Agent
Date: June 5, 2013
Re: Travel Request Additional Information

Thank you for processing this request in such a timely manner. The TxPPA Momentum Summer Conference extended their discounted registration deadline and special hotel rate until June 7, 2013. Attached you will find all the required travel request forms; the conference notification of the extended discount period, conference agenda, and registration form; a copy of the available airline flights and airfare; hotel information; and a car rental quote and shuttle information from Houston Hobby airport to Galveston, Texas—the car rental quote was the lesser of the two.

Please let me know if you need any more information. Thank you.

Joe Lopez

From: TxPPA [txppa@txppa.com]
Sent: Tuesday, June 04, 2013 10:55 AM
To: Joe Lopez
Subject: TxPPA Momentum Conference Deadline Extended - Save Money and Register Today!



**2013 TxPPA Summer Momentum Conference
June 26-28**

Galveston Island Convention Center Galveston, Texas.

***DISCOUNTED REGISTRATION & HOTEL PRICES
EXTENDED UNTIL JUNE 7TH!***



Summer Momentum 2013

TEXAS PUBLIC PURCHASING ASSOCIATION

June 26-28, 2013

Galveston, Texas

MOMENTUM AGENDA

Wednesday, June 26, 2013

Time		General Sessions
11:00 am	5:00 pm	Registration
1:00 pm	1:15 pm	Welcome – Sandy Bradley, TxPPA President
1:15 pm	3:15 pm	Succession Training & Growing Leaders – Reed Stoddard
3:15 pm	3:30 pm	Break
3:30 pm	5:00 pm	What is E-Rate and How can I get funding for the Internet, Wi-Fi and More – Andy Beauchamp
5:30 pm	7:00 pm	Welcome Reception with Sponsors

Thursday, June 27, 2013

Time		Concurrent Sessions	
7:30 am	4:00 pm	Registration	
7:30 am	8:00 am	Continental Breakfast	
8:00 am	9:15 am	First Time Managers/Purchasing Agents – Reed Stoddard	Purchasing 101 – or (Back to Basics) – Kim Gould & Richard Bennett
9:30 am	10:45 am	Modifying the Proposed TX Unified Procurement Code – David Setzer	Common Specification for Uncommon World – Kim Gould & Richard Bennett
10:45 am	11:00 am	Break	
11:00 am	12:00 am	Modifying the Proposed TX Unified Procurement Code – David Setzer	TxPPA Toolbox for the Digital Age – Sandy Bradley & Tylar Masters
12:00 pm	1:00 pm	Luncheon	
Time		General Sessions	
1:00 pm	2:45 pm	Public Procurement Contracts: Avoiding Traps, Achieving Adequate Consideration, & Obtaining : "Meeting of the Minds" – Stan Springerley	
2:45 pm	3:00 pm	Break	
3:00 pm	4:00 pm	Basic Green Policy Development – Diane Palmer-Boeck	
4:00 pm	5:00 pm	Who Wants To Be A Purchasing Millionaire – Shawna Tubbs & Donna Riley	
Planned Group Activities / Networking Opportunity			
5:30 pm	7:30 pm	Hawaiian Luau Networking Event	

Friday, June 28, 2013

Time		General Sessions
7:30 am	10:00 am	Registration
7:30 am	8:30 am	Breakfast President's Address and Announcements – Sandy Bradley, TxPPA President
8:30 am	10:00 am	Construction Procurement – Scott Arledge
10:00 am	10:15 am	Break
10:15 am	12:00 pm	Taming the Stress Monster – Lisa Carver



Search by keyword:



Event Information

[Attendee Reservations](#) | [Hotel Information](#)

Help Print Email a Friend Bookmark Page

[Need to Book Multiple Group Reservations?](#)

Texas Public Purchasing Association

Welcome to the Texas Public Purchasing Association reservation site!

A block of rooms have been reserved for June 23, 2013 - June 29, 2013. The special room rate will be available until June 3rd or until the group block is sold-out, whichever comes first.

Booking a reservation from our site is simple. To begin the process, click on "Book a Room" below to receive your group's preferred rate.

See you at the Hilton Galveston Island Resort in June! We hope you enjoy your stay and your group's event!

Quick and Easy Reservations for Attendees

Attending an event at our hotel? Special room rates have been arranged for this event. Click on the room type below to view room details.

Check-in Date:

23 June 2013 - 29 June 2013

Special Room Rates:

2 DOUBLE BEDS
1 KING BED

rates from 148.00 USD/Night
rates from 148.00 USD/Night

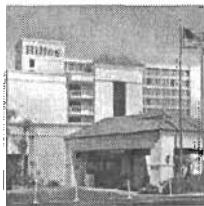
Book by **June 3rd** to reserve your room!

[Terms & Conditions](#)

[Book a Room](#)

Hilton Galveston Island Resort

Tour Hotel Maps Directions



5400 Seawall Boulevard
Galveston, Texas
USA 77551
Tel: +1-409-744-5000
Fax: +1-409-740-2209

Amenities



Unwind at Hilton Galveston Island Resort and enjoy a premier oceanfront location overlooking the Gulf of Mexico. Situated on the historic Seawall Boulevard at the 32-acre San Luis Resort, this Galveston hotel is within close walking distance of the beach, fishing piers, shopping and restaurants. Relax in a cozy guest room with elegant, ocean-inspired decor and marvel at breathtaking sea views from a private balcony, or choose a suite with separate living space.

Positioned adjacent to the Galveston Island Convention Center, this AAA Four Diamond award-winning Galveston hotel offers 13 meeting spaces for up to 388 guests. Celebrate your special event on the tropical garden terrace or classic Crystal Ballroom. Host a corporate meeting in one of the hotel's boardrooms and stay productive in the professional business center.

Plunge into this Galveston hotel's tropical outdoor pool and savor cool cocktails and light dishes from the swim-up bar and

[back to top](#)

\$266 (2 nights)
 44.40 (15% tax)

 \$340.40

[About Our Brands](#)



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Select Departing Flight: El Paso, TX to Houston (Hobby), TX

Modify Search Round Trip One-Way

[Additional Search Options](#)

From: To:

[Add another flight](#)

First 2 Bags Fly Free®. Weight, size & excess limits apply. Gov't taxes & fees now included

JUN 21 FRI	JUN 22 SAT	JUN 23 SUN	JUN 24 MON	JUN 25 TUE	JUN 26 WED	JUN 27 THU	JUN 28 FRI	JUN 29 SAT	JUN 30 SUN	JUL 1 MON
------------	------------	------------	------------	------------	-------------------	------------	------------	------------	------------	-----------

[Try our Low Fare Calendar](#)
Quickly find our lowest fares

All fares are rounded up to the nearest dollar.

Depart	Arrive	Flight #	Routing	Travel Time	Business Select \$420 - \$431	Anytime \$404 - \$415	Wanna Get Away \$167 - \$405
6:00 AM	8:50 AM	993	Nonstop	1h 50m	\$420	\$404	Web \$167
6:50 AM	11:00 AM	15	1 stop No Plane Change	3h 10m	\$424	\$408	Web \$171
7:00 AM	12:00 PM	216 2048	1 stop Change Planes AUS	4h 00m	\$431	\$415	Web \$178
9:05 AM	2:00 PM	1984 27	1 stop Change Planes DAL	3h 55m	\$431	\$415	\$255
9:05 AM	1:35 PM	1984 25	1 stop Change Planes DAL	3h 30m	\$431	\$415	\$255
11:25 AM	2:20 PM	1265	Nonstop	1h 55m	\$420	\$404	Web \$167
11:40 AM	4:50 PM	453 556	1 stop Change Planes SAT	4h 10m	\$431	\$415	Web \$405
12:20 PM	4:35 PM	1985 37	1 stop Change Planes DAL	3h 15m	\$431	\$415	\$255
12:20 PM	5:05 PM	1985 39	1 stop Change Planes DAL	3h 45m	\$431	\$415	\$255
1:45 PM	6:05 PM	583 43	1 stop Change Planes DAL	3h 20m	\$431	\$415	\$255
1:45 PM	6:35 PM	583 45	1 stop Change Planes DAL	3h 50m	\$431	\$415	\$255
4:45 PM	9:00 PM	219 55	1 stop Change Planes DAL	3h 15m	\$431	\$415	\$255
4:45 PM	9:30 PM	219 57	1 stop Change Planes DAL	3h 45m	\$431	\$415	\$255
5:55 PM	8:45 PM	299	Nonstop	1h 50m	\$420	\$404	Web \$167

Select Returning Flight:

6:55 PM 7:40 PM 260 Nonstop 1h 45m \$429 \$413 Web Only \$172

Save \$250* with Flight + Hotel or Price selected flight(s)

[View Packages](#) [Continue](#)

Important Fare & Schedule Information

All fares and fare ranges are subject to change until purchased.

Flight ontime performance statistics can be viewed by clicking on the individual flight numbers.

All fares and fare ranges listed are per person for each way of travel.

"Unavailable" indicates the corresponding fare is unavailable for the selected travel date(s), the search did not meet certain fare requirements, or the flight has already departed.

"Sold Out" indicates that flight is sold out for the corresponding fare type.

"Invalid w / Depart or Return Dates" indicates that our system cannot return a valid Itinerary option(s) with the search criteria submitted. This can occur when flights are sold out in one direction of a roundtrip search or with a same-day roundtrip search. These itineraries may become valid options if you search with a different depart or return date and/or for a one way flight instead.

"Travel Time" represents the total elapsed time for your trip from your departure city to your final destination including stops, layovers, and time zone changes.

For infant, child (2-11), group (10+), and military fares please call 1-800-1-FLY-SWA (1-800-435-9792). **These fares are a discount off the "Anytime" fares.** Other fares may be lower.

*"Save \$250 with Flight + Hotel" claim is based on 2011 available data for average savings on Jackpot bookings purchased in a bundled package vs purchasing components separately (i.e. a la carte). Savings on any given package will vary based on the selected origin, destination, travel dates, hotel property, length of stay, car rental, and activity tickets. Savings may not be available on all packages.

Name: Lopez, Jose

Pick Up Date: Wednesday, June 26, 2013 at 10:00 am

Drop Off Date: Friday, June 28, 2013 at 2:30 pm

Pick Up Location Address and Phone Number :

HOUSTON HOBBY ARPT
8601 PANAIR ST
HOUSTON, TX 77061-4142
Tel.: (713) 645-7222

Pick Up Location Hours for the week of : June 24, 2013

Monday	5:30 am	11:59 pm
Tuesday	5:30 am	11:59 pm
Wednesday	5:30 am	11:59 pm
Thursday	5:30 am	11:59 pm
Friday	5:30 am	11:59 pm
Saturday	5:30 am	11:59 pm
Sunday	5:30 am	11:59 pm

Car and Rate Information for COUNTY OF EL PASO:

Standard

Chrysler 200 or similar

73.00 USD (2 Day @ 36.50)

0.00 USD (Drop Charge)

36.12 USD (3 Hour @ 12.04)

0.00 USD (COLLISION DAMAGE WAIVER FULL)

0.00 USD (SUPPLEMENTAL LIABILITY PROTECTION)

12.65 USD (AIRPORT CONCESSION FEE 11.11PCT)

6.33 USD (HARRIS SPORTS VENUE TAX 5 PCT)

4.77 USD (TEXAS REIMBURSEMENT FEE 1.59/DAY)

12.65 USD (MOTOR VEH RENTAL TAX)

Total Charges 145.52 USD

Additional surcharges, local taxes, etc. may apply.

Which Airport?
 Transfer Type:
 Number of adults:
 Number of Children (10 and under):
 Number of Sr.Citizens (65 and over):

2 People, Hobby Airport, Round Trip

Shared Shuttle



Price	Description
\$160.00	Shared Shuttle: A Van, Shuttle Bus, or Motorcoach carrying other passengers with multiple stops.

[Click here for schedule](#)

Airport Pickup: Your driver will meet you at the airport at the regularly scheduled time.

Cruise Terminal Pickup: Multiple shuttles will be waiting at the cruise terminal and will proceed to the airport when loaded. Variations from the schedule may occur.

Rating: Economy - May be older model van or shuttle. Driver dressed in a uniform, but not a suit.

Tipping: 15% tip is recommended

Baggage allowances: 2 suitcases - 62" (length+height+width) each & 1 carry on.

Excess baggage fees: \$20.00 per bag, each way.

Companies that may provide this service:
Galveston Limousine Service

Sedan



Price	Description
\$290.00	Sedan: Late model sedan, usually a black or white Lincoln Town Car.

Airport Pickup: Your driver will meet you at the airport baggage claim with a sign with your name. If your flight is delayed, dispatch will notify the driver. The dispatch office is open 24 hours a day and you may contact them to learn the location of your driver. If you are not ready to leave within 30 minutes of the scheduled pickup time, an additional hourly rate may apply.

Cruise Terminal Pickup: Your driver will meet you at the cruise terminal. When this reservation is confirmed, you will be given a phone number to call to locate your driver. If your cruise is delayed, dispatch will notify the driver. The dispatch office is open 24 hours a day and you may contact them to learn the location of your driver. If you are not ready to leave within 30 minutes of the scheduled pickup time, an additional hourly rate may apply.

Rating: Standard - Chauffeur usually dressed in a suit or uniform.

Tipping: A 15% tip is recommended

TA1300233

GRANT FUNDS
26113113

El Paso County Auditor's Office Manual Voucher Form

Vendor No.: V025734 01
Voucher Total: \$150.84
No. of Lines: 1
T/C Hash : 238

Single Check (Y/N): _____

Date Entered: 06/13/2013
Entered by: A7

Preparer's Initials: A7

Amount Spelled: ONE HUNDRED FIFTY DOLLARS AND EIGHTY FOUR CENTS

Vendor Name: JOHN P. DUFFY

Street: 11130 N. VALLEY DR.

City, State, Zip: LAS CRUCES NM 88007

Subject: ROSWELL, NM4/30-5/01/13 INVESTIGATIVE OPERATION

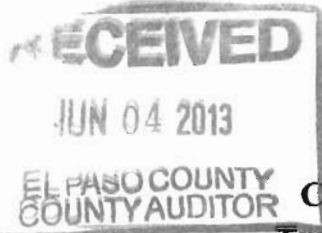
Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	238	150.84	GREPUMPKIN13	6602				
	Desc:	ROSWELL, NM4/30-5/01/13 INVESTIGATIVE OPERATION						
02								
	Desc:							
03								
	Desc:							
04								
	Desc:							
05								
	Desc:							
06								
	Desc:							
07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

Prepared by: ALICIA PEREZ-AUDITORS AUD53

Date: 06/13/2013

Approved by: _____

Date: 6/13/2013



County of El Paso
Travel Request Form

Travel

Type: REIMBURSEMENT

Name: John Duffy Department: DEA LCRO Strike Force
Date of Trip: Departure Date: 04/30/13 Return Date: 05/01/13 Destination: Roswell, NM
* Event Investigation/Operations for MS-13-0032
County Related Purpose: OCDETF Strike Force Reimbursement Agreement

* Use of GADMINGF Funds requires legislative impact explanation

Department Index: Sub-Object:
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

Table with columns for expense type and amount. Includes Airfare, Auto Rental, Mileage, Gas, Meal rate on Departure date (27.00), Meal per diem (\$36.00), Meal rate on Return date (36.00), Lodging (77.00), and TOTAL (\$160.00).

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 \$160.00 \$0.00

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

EMPLOYEE SIGNATURE
DEPT. HEADS SIGNATURE
4-29-13

C.C.O. DATE

DATE:

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

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

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

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

Instructions to Complete Travel Expense Vouchers

Purpose of Travel

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

Date(s) of Trip

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

Travel (Mode of Transportation)

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

Lodging

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

Mileage Reimbursement

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

Meals

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

Other

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

Prohibited County Travel Expenses

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

No Alcoholic drinks

No Nonbusiness related long distance and local telephone calls

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

No Movies, door prizes, gratuities (Tips)

No Utilization of travel agency

El Paso County Travel Justification Form

Employee: John Duffy
Dept. Head: GS Conan Becknell
Dept: DEA LCRO OSF

Signature: [Signature] Date: 4/26/2013
Signature: [Signature] Date: 4/26/2013
Job Title: Task Force Officer

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: Support Investigation MS-13-0032



County of El Paso Travel Expenditure Voucher

C.C.O.

Name:	John Duffy	Department:	DEA LCRO Strike Force
Date of Trip: Departure	04/30/13	Arrival Date:	05/01/13
Purpose of Trip:	Investigative support for MS-13-0032		
Department Index:		Sub-Object:	

Section 1: Guidelines for Determining Meal Rates Allowance

Please Check One (Departure meal rate)

- | | | | | |
|-------------------------------------|-------------------------|-------------------|-----------|----------|
| <input type="checkbox"/> | on Date of Departure by | After 12:00 P.M. | Half Rate | \$ 18.00 |
| <input checked="" type="checkbox"/> | on Date of Departure by | Before 12:00 P.M. | Full Rate | \$ 27.00 |

Please Check One (Return meal rate)

- | | | | | |
|-------------------------------------|----------------------|------------------|-----------|----------|
| <input type="checkbox"/> | on Date of Return by | Before 5:00 P.M. | Half Rate | \$ 18.00 |
| <input checked="" type="checkbox"/> | on Date of Return by | After 5:00 P.M. | Full Rate | \$ 36.00 |

* \$36.00 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 (.40 /mile)	_____
Gas	_____
* Meal rate on Departure date	27.00
Meal per diem (\$36.00)	_____
* Meal rate on Return date	36.00
Lodging	77.00
Other - Registration	_____
Other - Parking/Tolls	_____
Other - Taxi	_____
Other -	10.84
Other -	_____
Other -	_____
TOTAL	\$150.84

Trans. Code:	_____
Index:	_____
Vendor:	_____
Subsidiary:	_____
Amount:	_____
Date Entered:	_____

Section 3: Check(s) Made Payable to:

III4- _____ County Check No.

_____ Deposit Warrant No.

SIGNATURE _____

ADVANCE FROM COUNTY: _____

TOTAL EXPENDITURES: \$150.84

DATE: 3-May-13

REFUND TO THE EMPLOYEE (\$150.84)

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

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

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

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

Instructions to Complete Travel Expense Vouchers

Purpose of Travel

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

Date(s) of Trip

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

Travel (Mode of Transportation)

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

Lodging

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

Mileage Reimbursement

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

Meals

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

Other

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

Prohibited County Travel Expenses

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

No Alcoholic drinks

No Nonbusiness related long distance and local telephone calls

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

No Movies, door prizes, gratuities (Tips)

No Utilization of travel agency



BY CHOICE HOTELS

Comfort Inn (NM005)

3595 N. Main St.
Roswell, NM 88201
(575) 623-4567
GM.NM005@choicehotels.com

Account: 281725280

Date: 5/1/13

Room: 204 SGM

Arrival Date: 4/30/13

Departure Date: 5/1/13

Check In Time: 4/30/13 11:04 PM

Check Out Time: 5/1/13 9:16 AM

Rewards Program ID:

You were checked out by: pking.nm005

You were checked in by: gc.nm005

Total Balance Due: 0.00

LUNDVALL, MAGNUS
2290 E GRIGGS AVE
LAS CRUCES, NM 88001

Post Date	Description	Comment	Amount
4/30/13	Room Charge	#204 LUNDVALL, MAGNUS	77.00
4/30/13	State Tax		5.49
4/30/13	City / County Tax		3.85
4/30/13	Safe w/ltd Warranty		1.50
5/1/13	Master Card		(87.84)
		XXXXXXXXXXXX6579	

Folio Summary 4/30/13 - 5/1/13

Room Charge	77.00
State Tax	5.49
City / County Tax	3.85
Master Card	(87.84)
Safe w/ltd Warranty	1.50

Balance Due: 0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.

We appreciate your business ! Referrals are greatly appreciated !

We strive to be the best!

If your stay was not quite what you expected, I would like to know. Email me at gm.nm005@choicehotels.com

Thank you

x 
CHOICEprivileges

You could be earning free nights and other great rewards. Join Choice Privileges today, at www.choiceprivileges.com.

GRANT FUNDS
F
6/13/13

TA1300234

El Paso County Auditor's Office Manual Voucher Form

Vendor No.: V025736 01
 Voucher Total: \$150.84
 No. of Lines: 1
 T/C Hash : 238

Single Check (Y/N): _____

Date Entered: 06/13/2013
 Entered by: A7

Preparer's Initials: A7

Amount Spelled: ONE HUNDRED FIFTY DOLLARS AND EIGHTY FOUR CENTS

Vendor Name: ISMAEL PORRAS

Street: 344 QUINTANA RD.

City, State, Zip: CHAPARRAL, NM 88081

Subject: ROSWELL, NM4/30-5/01/13 INVESTIGATIVE OPERATION

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	238	150.84	GREPUMPKIN13	6602				
	Desc:	ROSWELL, NM4/30-5/01/13 INVESTIGATIVE OPERATION						
02	Desc:							
03	Desc:							
04	Desc:							
05	Desc:							
06	Desc:							
07	Desc:							
08	Desc:							
09	Desc:							
10	Desc:							

Prepared by: *AP*
 ALICIA PEREZ-AUDITORS AUD53

Date: 06/13/2013

Approved by: *[Signature]*

Date: 6/13/2013



RECEIVED

JUN 04 2013

EL PASO COUNTY
COUNTY AUDITOR

County of El Paso
Travel Request Form

Travel

Type: REIMBURSEMENT

Name: Ismael Porras Department: DEA LCRO Strike Force
 Date of Trip: Departure Date: 04/30/13 Return Date: 05/01/13 Destination: Roswell, NM
 * Event: Investigation/Operations for MS-13-0032
 County Related Purpose: OCDETF Strike Force Reimbursement Agreement

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

Department Index: _____ Sub-Object: _____
 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	27.00	_____
Meal per diem (\$36.00)	_____	_____
Meal rate on Return date	36.00	_____
Lodging	77.00	_____
Other - Registration	_____	_____
Other - Parking/Tolls	_____	_____
Other - Taxi	_____	_____
Other - Shuttle	_____	_____
Other -	20.00	10.84
TOTAL	\$160.00	\$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 \$160.00 \$0.00
 CC

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

EMPLOYEE [Signature]
 SIGNATURE
 DEPT. HEADS [Signature]
 SIGNATURE
4-29-13

C.C.O. DATE _____

DATE: _____

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

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

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

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

Instructions to Complete Travel Expense Vouchers

Purpose of Travel

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

Date(s) of Trip

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

Travel (Mode of Transportation)

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

Lodging

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

Mileage Reimbursement

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

Meals

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

Other

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

Prohibited County Travel Expenses

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

No Alcoholic drinks

No Nonbusiness related long distance and local telephone calls

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

No Movies, door prizes, gratuities (Tips)

No Utilization of travel agency



County of El Paso Travel Expenditure Voucher

C.C.O.

Name:	Ismael Porras	Department:	DEA LCRO Strike Force
Date of Trip: Departure	04/30/13	Arrival Date:	05/01/13
Purpose of Trip:	Investigative support for MS-13-0032		
Destination:	Roswell, NM		
Department Index:		Sub-Object:	

Section 1: Guidelines for Determining Meal Rates Allowance

Please Check One (Departure meal rate)

- | | | | |
|---|-------------------|-----------|----------|
| <input type="checkbox"/> on Date of Departure by | After 12:00 P.M. | Half Rate | \$ 18.00 |
| <input checked="" type="checkbox"/> on Date of Departure by | Before 12:00 P.M. | Full Rate | \$ 27.00 |

Please Check One (Return meal rate)

- | | | | |
|--|------------------|-----------|----------|
| <input type="checkbox"/> on Date of Return by | Before 5:00 P.M. | Half Rate | \$ 18.00 |
| <input checked="" type="checkbox"/> on Date of Return by | After 5:00 P.M. | Full Rate | \$ 36.00 |

* \$36.00 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 (.40 /mile)	_____
Gas	_____
* Meal rate on Departure date	27.00
Meal per diem (\$36.00)	_____
* Meal rate on Return date	36.00
Lodging	77.00
Other - Registration	_____
Other - Parking/Tolls	_____
Other - Taxi	_____
Other -	10.84
Other -	_____
Other -	_____
TOTAL	\$150.84

Trans. Code:	_____
Index:	_____
Vendor:	_____
Subsidiary:	_____
Amount:	_____
Date Entered:	_____

Section 3: Check(s) Made Payable to:

III4- _____ County Check No.

_____ Deposit Warrant No.

SIGNATURE _____

ADVANCE FROM COUNTY: _____

TOTAL EXPENDITURES: _____ \$150.84

DATE: 3-May-13

REFUND TO THE EMPLOYEE _____ (\$150.84)

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

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

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

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

Instructions to Complete Travel Expense Vouchers

Purpose of Travel

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

Date(s) of Trip

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

Travel (Mode of Transportation)

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

Lodging

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

Mileage Reimbursement

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

Meals

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

Other

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

Prohibited County Travel Expenses

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

No Alcoholic drinks

No Nonbusiness related long distance and local telephone calls

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

No Movies, door prizes, gratuities (Tips)

No Utilization of travel agency



BY CHOICE HOTELS

Comfort Inn (NM005)

3595 N. Main St.
Roswell, NM 88201
(575) 623-4567
GM.NM005@choicehotels.com

Account: 281725283

Date: 5/1/13

Room: 206 SGM

Arrival Date: 4/30/13

Departure Date: 5/1/13

Check In Time: 4/30/13 11:06 PM

Check Out Time: 5/1/13 9:38 AM

Rewards Program ID:

You were checked out by: pking.nm005

You were checked in by: gc.nm005

Total Balance Due: 0.00

LUNDVALL, MAGNUS
2290 E GRIGGS AVE
LAS CRUCES, NM 88001

Post Date	Description	Comment	Amount
4/30/13	Room Charge	#206 LUNDVALL, MAGNUS	77.00
4/30/13	State Tax		5.49
4/30/13	City / County Tax		3.85
4/30/13	Safe w/ltd Warranty		1.50
5/1/13	Master Card	XXXXXXXXXXXX5818	(87.84)

Folio Summary 4/30/13 - 5/1/13

Room Charge	77.00
State Tax	5.49
City / County Tax	3.85
Master Card	(87.84)
Safe w/ltd Warranty	1.50

Balance Due: 0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.

We appreciate your business ! Referrals are greatly appreciated !

We strive to be the best!

If your stay was not quite what you expected, I would like to know. Email me at gm.nm005@choicehotels.com

Thank you

x Ismael Porras

CHOICEprivileges

You could be earning free nights and other great rewards. Join Choice Privileges today, at www.choiceprivileges.com.

VP13 04277

El Paso County Auditor's Office Voucher Payable Form

Vendor No.: EMP00331
Voucher Total: \$ 406.80
No. of Lines: 1
T/C Hash: 208
Preparer's Initials: AN

Single Check (Y/N): Y
Date Entered: 6/13/13
Entered by: VL

Vendor Name: ROSA DURAN
Subject: _____

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary
01	208	406.80	GADMINGF	6705	145	CCL009
SAN MARCOS, TX 8/7-8/13 CNTY & DIST LGL EDU PRGM						
02						
03						
04						
05						
06						
07						
08						
09						
10						

Prepared by: **JORGE LOPEZ** Date: 6/13/2013
Approved by: _____ Date: _____



17

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:	Rosa Duran	Department:	County Clerk
Date of Trip: Departure	08/07/13	Arrival Date: #	08/07/13
* Purpose of Trip:	County and District Clerks Legal Education Program		
Destination:	San Marcus, Texas		

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

Department Index: County Clerk 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)

<input type="checkbox"/>	on Date of Departure by	After 12:00 P.M.	Half Rate	\$ 17.50
<input checked="" type="checkbox"/>	on Date of Departure by	Before 12:00 P.M.	Full Rate	\$ 35.00

Please Check One (Return meal rate)

<input checked="" type="checkbox"/>	on Date of Return by	Before 5:00 P.M.	Half Rate	\$ 17.50
<input checked="" type="checkbox"/>	on Date of Return by	After 5:00 P.M.	Full Rate	\$ 35.00

* \$35.00 per diem no receipts required
 *(Note: Please use the items checked above to fill out section 2 below)

Section 2: Travel Estimated Breakdown

* CC CREDIT CARD EXPENSE BREAKDOWN

		* CC
Airfare	\$277.80	
Auto Rental		
Mileage (.40 /mile)		
Gas		
Meal rate on Departure date	27	7
Meal per diem (\$35.00)	70.00	
Meal rate on Return date	27	8 lunch provided (9)
Lodging		
Other - Registration	75.00	
Other - Parking/Tolls		
Other - Taxi		
Other -		
Other -		
TOTAL	5406.80	\$422.00

FOR AUDITOR'S USE ONLY

Trans. Code: _____
 Index: _____
 Sub-Object: _____
 Vendor: Emp 00331
 Subsidiary: _____
 Amount: _____

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE Y/N

Section 3: Signature and List of Names:

ADVANCE FROM COUNTY	\$422.80	CC	\$0.00
Name: _____	Name: _____	Name: _____	Name: _____
Name: _____	Name: _____	Name: _____	Name: _____
Name: _____	Name: _____	Name: _____	Name: _____
Name: _____	Name: _____	Name: _____	Name: _____

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

SIGNATURE Rosa Duran
 DATE: 11-Jun-13

C.C.O. DATE _____

El Paso County Travel Justification Form

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

Signature [Signature] Date: 6/11/2013
Signature [Signature] Date: 6/11/2013
Job Title: Office Supervisor - Criminal/Civil

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

Purpose: (check one)

[] Statutorily Required Training to Hold Elective Office

Statue Refrence:

My effective office requires number of training hours annually.

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

Estimated hours to be obtained from this cours?

Please provide documentation for hours needed.



[] Professional or Technical Training to Maintain License/Certification

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

My effective office requires number of training hours annually.

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

Estimated hours to be obtained from this cours?

[xx] 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:

[xx] Program Development Training

Explain: Government Frontline Manager Training

[] 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:

The Leading Edge: Regional Frontline Supervisor Training



All training workshops are located at Texas A&M AgriLife County Offices. Lunch and refreshment breaks are provided as part of registration fee.

- **July 25, 2013: Mt. Pleasant**
1708 Industrial Rd., Mount Pleasant, TX 75455
- **July 30, 2013: Lubbock**
1102 E. FM 1294, Lubbock, TX 79403
- **August 6, 2013: Weslaco**
2415 E Hwy 83, Weslaco, TX 78596
- **August 8, 2013: San Marcos**
1253 Civic Center Loop, San Marcos, TX 78666

A local government organization's frontline managers have a huge impact on how well the workforce is meeting its goals. Provide them with valuable training that helps them better deal with common situations they face when managing employees. These regional training events are geared to:

Elected Officials	Deputy Administrators	Team Leads
Crew Leaders	Department Managers	Supervisors

Cancellation and Refund Policy

Written notice of workshop participation cancellations must be sent to Texas A&M AgriLife Extension Conference Services via fax at 979-862-4511, or by email at agriliferegister@tamu.edu. Refund of a workshop registration fee, less an administration fee of \$25.00 will be made if written notification is received by 14 business days prior to the event date the registration was for. Administration fee is due for all cancellations, regardless of whether your payment has been received or not. Substitutions are accepted.

Americans with Disabilities Act

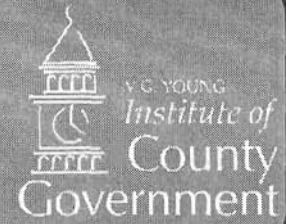
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute providing comprehensive civil rights protection for persons with disabilities. Texas A&M AgriLife Extension Service's V.G. Young Institute of County Government will make every effort to ensure no participant attending this School is denied services. If you have a need requiring special accommodations, please contact the Institute at 979-845-4572.

For online registration, visit <https://agriliferegister.tamu.edu/VGYI>.

For additional workshop information, visit <http://vgyi.tamu.edu>.

The Leading Edge: Regional Frontline Supervisor Training

Register at <https://agriliferegister.tamu.edu/VGYI>



One-Day Regional Training Workshops

8:30 – 9:00 am	Registration/Check-In Open
9:00 - 10:15 am	<p>Managing Employees from Many Generations</p> <p>Many generations work and interact on a daily basis. Often this can lead to frustration and misunderstanding, yet each generation has something worthy to offer.</p>
10:15 – 10:30 am	Break
10:30 – 11:45 am	<p>Identifying & Addressing Workplace Bullying</p> <p>Workplace bullying is destructive and can cause multiple problems beyond the initial harassment. Learn what can constitute “bullying”, the implications this behavior, and your role as the supervisor.</p>
11:45 am – 12:45 pm	Lunch (included in registration fee)
12:45 – 1:30 pm	<p>Supervisor’s Responsibilities Related to FMLA, FLSA and More</p> <p>You have a vital rule in helping the organization meet its legal obligations related to HR laws. Learn what your responsibilities to the employee and duties when representing the organization are.</p>
1:30 – 1:45 pm	Break
1:45 – 2:15 pm	<p>Leading Effective Meetings</p> <p>Sitting through a staff meeting which drones on and has no real conclusion is miserable for all involved. Learn how to plan and lead meetings that get things done.</p>
2:15 – 3:15 pm	<p>Dealing with Employee Drama</p> <p>Learn how workplace Employee Assistance Programs can help you deal with an employee’s family, emotional, or physical drama.</p>
3:15 - 3:45 pm	Refreshment Break
3:45 – 4:45 pm	<p>Getting Employees Back to Work: Workers’ Comp Strategies</p> <p>The longer an injured employee is away from work, the higher the employer’s workers compensation costs are and the worse the impact of the injury is on the employee. The current economy and budget shortfalls make controlling costs a priority for everyone.</p>

Sponsored as a program of the V.G. Young Institute of County Government, a part of the Texas A&M AgriLife Extension Service, in cooperation with the Texas County Human Resource Professionals Association. This agenda is a draft and subject to change.

Questions? 979.845.4572 or almathews@ag.tamu.edu

6/5/2013



The Leading Edge: Regional Frontline Supervisor Training

Jul 25: Mt. Pleasant Jul 30: Lubbock Aug 6: Weslaco Aug 8: San Marcos

Register Online Now!
<https://agriliferegister.tamu.edu/VGYI>

Please type or print one form per registrant.

Name to print on name badge: _____

Name to print on certificate: _____

Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Please send Institute communications via: Email Mail

Which Regional Workshop are your registering for? (Check box)

Jul 25: Mt. Pleasant Jul 20: Lubbock Aug 6: Weslaco Aug 8: San Marcos

Registration Fees	
<i>Registration deadline is 7 days prior to date of specific regional event.</i>	
Attendee	<input type="checkbox"/> \$75.00 (Registration Fee includes lunch and refreshment breaks)
Total Due (Conference)	\$ _____

****If you prefer to receive an invoice, you must register online.***

CHECK: Make payable to Texas A&M Agrilife Extension Service and mail to:
 Texas A&M Agrilife Extension Conference Services, 2139 TAMU, College Station, TX 77843-2139

CREDIT CARD: REGISTER ONLINE or fax this form to Conference Services at 979-862-4511

Card Number: _____ Master Card Visa Discover

Exp. Date: _____ Security Code: _____ Billing Zip Code: _____

For more information about payment registration: agriliferegister@tamu.edu or 979-845-2604

Search Southwest

southwest@gtcard@ | Sign Up | n Save | Help | Español

Search Flights Select Flights Price Purchase Confirmed

El Paso, TX to Austin, TX

Air

Total Price: **\$277.80**

ITINERARY

DEPART AUG 7 WED	10:25 AM	Depart El Paso, TX (ELP) on Southwest Airlines	Flight #1175	Wednesday, August 7, 2013
	01:00 PM	Arrive in Austin, TX (AUS)		Travel Time 1 h 35 m (Nonstop) Wanna Get Away
RETURN AUG 8 THU	04:50 PM	Depart Austin, TX (AUS) on Southwest Airlines	Flight #2595	Thursday, August 8, 2013
	05:20 PM	Arrive in El Paso, TX (ELP)		Travel Time 1 h 30 m (Nonstop) Wanna Get Away

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

What you need to know to travel:

Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device. 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 check in, within 24 hours of your flight, the earlier you get to board.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity	Total
Depart	ELP-AUS	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (non-transferable - no name changes allowed) Non-refundable 	1	\$135.90
Return	AUS-ELP	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (non-transferable - no name changes allowed) Non-refundable 	1	\$141.90

Enroll in Rapid Rewards and earn at least 1536 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 **\$277.80**
Fare Breakdown

Bag Charge \$0.00

Air Total:
\$277.80

Air

Modify | Remove

AUG 7	Depart Fit 1175
WED	ELP AUS 10:25 AM 1:00 PM
Adult Air fare per person Wanna Get Away fare \$135.90	
AUG 8	Return Fit 2595
THU	AUS ELP 4:50 PM 5:20 PM
Adult Air fare per person Wanna Get Away fare \$141.90	
Cost Breakdown	
Adult \$277.80 x 1 \$277.80	
Govt. Taxes & Fees We'll reserve the flight upon purchase completion.	
Trip Total	\$277.80
Not ready to book yet? Save this trip and book later.	
Save Flight	Checkout

Rapid Rewards

Travel Guide



Get \$100 after first purchase.

Apply Instantly

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.



Super 8 Austin North/University Area
\$59/night
Rapid Rewards Partner
3 Star Rating View Details

Search for hotels in Austin (08/07/2013 - 08/08/2013)

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

Add a Car

Pickup Date Dropoff Date

Trip Total

\$277.80

constitutes acceptance of our Terms

[Shop All](#)



Baymont Inn And Suites San Marcos

4210 IH-35 South
San Marcos, TX 78666 US



Call Toll Free 1-888-734-4612



- Customer Service** ▼
- View Past Reservations
 - Cancel Reservations
 - Frequent Questions
 - Contact Us
 - Group Reservations
 - Privacy Statement
 - Legal Information
 - Site Map

Arrival Date 08/07/2013	Departure Date 08/08/2013
Special Internet Discount!	
Room Description: Traveltoday Rate 2 Double Beds Non-Smoking Room With Free Continental Breakfast, Free Wi-Fi, Refrigerator And Microwave	
Daily Rates: \$98.11 - Wed Aug 7, 2013	
Total All Nights: \$137.82	
Tax & Fee Information: \$39.71 Included In Total Rate.	
Pre-Payment Policy: \$137.82 will be charged to your credit card prior to stay. The charges will be listed as Internet Hotel Reservations.	
Cancel Policy: Persons Cancelling A Reservation Prior To 08/05/2013 12:00 Pm Central Time Will Receive A Refund For The Total Rate Minus A \$25.00 Cancellation Fee. Persons Cancelling A Reservation After This Time Will Receive No Refund. **Important** This Is A Special Prepaid Room Rate For This Hotel, So Check Carefully Before You Click Submit To Verify The Arrival And Departure Date, Room Description, And Number Of Guests Meets Your Exact Needs. Please Note That Once You Click Submit To Make The Reservation At This Special Prepaid Rate, No Changes Can Be Made To The Reservation. Reservations May Only Be Cancelled Through This Website Or By Calling This Websites Customer Service.	

Number of Rooms: 1

Enter Your Personal Information for us to Send to the Hotel.

First Name:

Last Name:

Street Address:

City:

State:

Postal/ZIP Code:

Country:

Telephone:

Email Address:

Enter Your Credit Card Information to Secure Your Room

Credit Card Type:

Card Number:

Security Code:

Three or four-digit number on the back of a credit card (on front for American Express).

Name on Card:

Expiration:

If you have any comments you would like to share with the hotel enter them here. These comments are not guaranteed.

Comments:

VP13 04276

El Paso County Auditor's Office Voucher Payable Form

Vendor No.: EMP00847
Voucher Total: \$ 544.62
No. of Lines: 1
T/C Hash: 208
Preparer's Initials: AN

Single Check (Y/N): Y
Date Entered: 6/13/13
Entered by: [Signature]

Vendor Name: CAROL MARIE SAGARIBAY
Subject: _____

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary
01	208	544.62	GADMINGF	6705	145	CCL009
SAN MARCOS, TX 8/7-8/13 CNTY & DIST LGL EDU PRGM						
02						
03						
04						
05						
06						
07						
08						
09						
10						

Prepared by: JORGE LOPEZ

Date: 6/13/2013

Approved by: _____

Date: _____



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

County of El Paso Travel Request Form

Travel

Type: **ADVANCE**

Name:	Carol Sagaribay	Department:	County Clerk
Date of Trip: Departure	08/07/13	Arrival Date: #	08/07/13 08/10/13
* Purpose of Trip:	County and District Clerks Legal Education Program		

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

Department Index: County Clerk 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)

<input type="checkbox"/>	on Date of Departure by	After 12:00 P.M.	Half Rate	\$ 17.50	18 27
<input checked="" type="checkbox"/>	on Date of Departure by	Before 12:00 P.M.	Full Rate	\$ 35.00	

Please Check One (Return meal rate)

<input checked="" type="checkbox"/>	on Date of Return by	Before 5:00 P.M.	Half Rate	\$ 17.50	18 36
<input type="checkbox"/>	on Date of Return by	After 5:00 P.M.	Full Rate	\$ 35.00	

* \$35.00 per diem no receipts required

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

Section 2: Travel Estimated Breakdown

* CC CREDIT CARD EXPENSE BREAKDOWN

	* CC	* CC
Airfare	\$277.80	
Auto Rental	County	
Mileage (.40 /mile)		
Gas		
Meal rate on Departure date	27	
Meal per diem (\$35.00)	70.00	
Meal rate on Return date	27	
Lodging	137.82	
Other - Registration	75.00	
Other - Parking/Tolls		
Other - Taxi		
Other -		
Other -		
TOTAL	560.62	

ok 1544.62

FOR AUDITOR'S USE ONLY

Trans. Code: _____
 Index: _____
 Sub-Object: _____
 Vendor: AMP00847
 Subsidiary: _____
 Amount: _____

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE Y/N

Section 3: Signature and List of Names:

ADVANCE FROM COUNTY	\$560.62	CC	\$0.00
Name: _____	Name: _____	Name: _____	Name: _____
Name: _____	Name: _____	Name: _____	Name: _____
Name: _____	Name: _____	Name: _____	Name: _____
Name: _____	Name: _____	Name: _____	Name: _____

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

SIGNATURE: [Signature]
DATE: 11-Jun-13

C.C.O. DATE _____

El Paso County Travel Justification Form

Employee: Carol Sagaribay Signature: [Signature] Date: 6/11/2013
Dept. Head: Delia Briones Signature: [Signature] Date: 6/11/2013
Dept: County Clerk Job Title: Office Supervisor - Criminal/Civil

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

Purpose: (check one)

[] Statutorily Required Training to Hold Elective Office

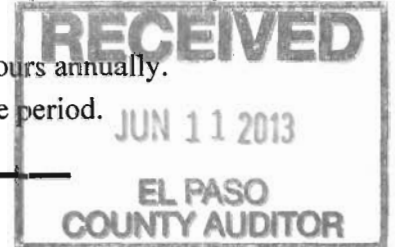
Statue Refrence:

My effective office requires number of training hours annually.

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

Estimated hours to be obtained from this cours? _____

Please provide documentation for hours needed.



[] Professional or Technical Training to Maintain License/Certification

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

My effective office requires number of training hours annually.

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

Estimated hours to be obtained from this cours? _____

xx [] 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: _____

xx [] Program Development Training

Explain: Government Frontline Manager Training

[] 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: _____

The Leading Edge: Regional Frontline Supervisor Training



All training workshops are located at Texas A&M AgriLife County Offices. Lunch and refreshment breaks are provided as part of registration fee.

- **July 25, 2013: Mt. Pleasant**
1708 Industrial Rd., Mount Pleasant, TX 75455
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Elected Officials	Deputy Administrators	Team Leads
Crew Leaders	Department Managers	Supervisors

Cancellation and Refund Policy

Written notice of workshop participation cancellations must be sent to Texas A&M AgriLife Extension Conference Services via fax at 979-862-4511, or by email at agriliferegister@tamu.edu. Refund of a workshop registration fee, less an administration fee of \$25.00 will be made if written notification is received by 14 business days prior to the event date the registration was for. Administration fee is due for all cancellations, regardless of whether your payment has been received or not. Substitutions are accepted.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute providing comprehensive civil rights protection for persons with disabilities. Texas A&M AgriLife Extension Service's V.G. Young Institute of County Government will make every effort to ensure no participant attending this School is denied services. If you have a need requiring special accommodations, please contact the Institute at 979-845-4572.

For online registration, visit <https://agriliferegister.tamu.edu/VGYI>.

For additional workshop information, visit <http://vgyi.tamu.edu>.

The Leading Edge: Regional Frontline Supervisor Training

Register at <https://agriliferegister.tamu.edu/VGYI>



One-Day Regional Training Workshops

8:30 – 9:00 am	Registration/Check-In Open
9:00 - 10:15 am	Managing Employees from Many Generations Many generations work and interact on a daily basis. Often this can lead to frustration and misunderstanding, yet each generation has something worthy to offer.
10:15 – 10:30 am	Break
10:30 – 11:45 am	Identifying & Addressing Workplace Bullying Workplace bullying is destructive and can cause multiple problems beyond the initial harassment. Learn what can constitute “bullying”, the implications this behavior, and your role as the supervisor.
11:45 am – 12:45 pm	Lunch (included in registration fee)
12:45 – 1:30 pm	Supervisor’s Responsibilities Related to FMLA, FLSA and More You have a vital rule in helping the organization meet its legal obligations related to HR laws. Learn what your responsibilities to the employee and duties when representing the organization are.
1:30 – 1:45 pm	Break
1:45 – 2:15 pm	Leading Effective Meetings Sitting through a staff meeting which drones on and has no real conclusion is miserable for all involved. Learn how to plan and lead meetings that get things done.
2:15 – 3:15 pm	Dealing with Employee Drama Learn how workplace Employee Assistance Programs can help you deal with an employee’s family, emotional, or physical drama.
3:15 - 3:45 pm	Refreshment Break
3:45 – 4:45 pm	Getting Employees Back to Work: Workers’ Comp Strategies The longer an injured employee is away from work, the higher the employer’s workers compensation costs are and the worse the impact of the injury is on the employee. The current economy and budget shortfalls make controlling costs a priority for everyone.

Sponsored as a program of the V.G. Young Institute of County Government, a part of the Texas A&M AgriLife Extension Service, in cooperation with the Texas County Human Resource Professionals Association. This agenda is a draft and subject to change.

Questions? 979.845.4572 or almathews@ag.tamu.edu

6/5/2013



The Leading Edge: Regional Frontline Supervisor Training

Jul 25: Mt. Pleasant Jul 30: Lubbock Aug 6: Weslaco Aug 8: San Marcos

Register Online Now!
<https://agriliferegister.tamu.edu/VGYI>

Please type or print one form per registrant.

Name to print on name badge: _____

Name to print on certificate: _____

Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Please send Institute communications via: Email Mail

Which Regional Workshop are your registering for? (Check box)

Jul 25: Mt. Pleasant Jul 20: Lubbock Aug 6: Weslaco Aug 8: San Marcos

Registration Fees	
<i>Registration deadline is 7 days prior to date of specific regional event.</i>	
Attendee	<input type="checkbox"/> \$75.00 (Registration Fee includes lunch and refreshment breaks)
	<u>Total Due</u> (Conference) \$ _____

****If you prefer to receive an invoice, you must register online.***

CHECK: Make payable to Texas A&M AgriLife Extension Service and mail to:
 Texas A&M AgriLife Extension Conference Services, 2139 TAMU, College Station, TX 77843-2139

CREDIT CARD: REGISTER ONLINE or fax this form to Conference Services at 979-862-4511

Card Number: _____ Master Card Visa Discover

Exp. Date: _____ Security Code: _____ Billing Zip Code: _____

For more information about payment registration: agriliferegister@tamu.edu or 979-845-2604

Search Southwest

southwestgiftcard® | Sign Up 'n Save | Help | Español

Search Flights Select Flights Price Purchase Confirmed

El Paso, TX to Austin, TX

Air

Total Price: \$277.80

ITINERARY

DEPART AUG 7 WED	10:25 AM	Depart El Paso, TX (ELP) on Southwest Airlines	Flight #1175	Wednesday, August 7, 2013
	01:00 PM	Arrive in Austin, TX (AUS)		Travel Time 1 h 35 m (Nonstop) Wanna Get Away
RETURN AUG 8 THU	04:50 PM	Depart Austin, TX (AUS) on Southwest Airlines	Flight #2595	Thursday, August 8, 2013
	05:20 PM	Arrive in El Paso, TX (ELP)		Travel Time 1 h 30 m (Nonstop) Wanna Get Away

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

What you need to know to travel:

Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device. 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 check in, within 24 hours of your flight, the earlier you get to board.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity	Total
Depart	ELP-AUS	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable 	1	\$135.90
Return	AUS-ELP	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable 	1	\$141.90

Enroll in Rapid Rewards and earn at least 1536 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 \$277.80

Fare Breakdown

Bag Charge \$0.00

Air Total: \$277.80

Air

Modify | Remove

AUG 7	Depart Flt 1175	
WED	ELP AUS	
	10:25 AM	1:00 PM
Adult Air fare per person		
Wanna Get Away fare		\$135.90
AUG 8	Return Flt 2595	
THU	AUS ELP	
	4:50 PM	5:20 PM
Adult Air fare per person		
Wanna Get Away fare		\$141.90
Cost Breakdown		
Adult \$277.80 x 1		\$277.80
Govt. Taxes & Fees		
We'll reserve the flight upon purchase completion.		
Trip Total		\$277.80
Not ready to book yet? Save this trip and book later.		
Save Flight	Checkout	



Get \$100 after first purchase.

Apply Instantly

Purchase your shopping cart...

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

Modify Trip

Add a Hotel

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



Super 8 Austin North/University Area

\$59/night

Rapid Rewards Partner

3 Star Rating

View Details

Search for hotels in Austin (08/07/2013 - 08/08/2013)

Close To (optional)

Center of destination within 30 miles

Show Only (optional)

Hotel Chains Shop All Hotel Chains

Find Hotels

Add a Car

Pickup Date	Dropoff Date
08/07/2013	08/08/2013

Trip Total

\$277.80

constitutes acceptance of our Terms [Shop All](#)

FY 12-13, COUNTY OF EL PASO, TEXAS
TRAVEL REGISTER

Check Date 6-17-13

Fiscal Period 09-13

Vendor Name

Amount Cleared
for Payment

EL PASO TREASURY CONSOLIDATED FUND ACCOUNT

DELIA BRIONES (GADMINGF-6705).....	183.40
JOE LOPEZ (GADMINGF-6705).....	834.60

VP13 04301

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

Vendor No.: EMP01351-01
Voucher Total: \$ 183.40
No. of Lines: 1
T/C Hash: 208
Preparer's Initials: AN

Single Check (Y/N): No
Date Entered: 6/14/13
Entered by: VC

Vendor Name: DELIA BRIONES
Subject: _____

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary
01	208	183.40	GADMINGF	6705	145	CCL009
			ADDTN'L FNDS AUSTIN,TX7/15-7/17/13STATE OF TEXAS			
02						
03						
04						
05						
06						
07						
08						
09						
10						

Prepared by: JORGE LOPEZ Date: 6/14/2013

Approved by: _____ Date: _____



Thank you for your purchase!

El Paso, TX - ELP to Austin, TX - AUS

Air

Confirmation #A99ACP

El Paso, TX - ELP to Austin, TX - AUS
Monday, July 15, 2013 - Wednesday, July 17, 2013

✓ EarlyBird Check-In Purchased

Additional + Funds \$183.40

Add TV MNC - 2 de VP

Air Total: \$456.70

Amount Paid
\$456.70

Trip Total \$456.70

JUL 15
MON 07/15/13 - Austin

AIR
El Paso, TX - ELP to Austin, TX - AUS
07/15/2013 - 07/17/2013

Confirmation #A99ACP

Adult Passenger(s)
DELIA BRIONES
Subscribe to Flight Status Messaging

Rapid Rewards #
00000245260466

DEPART JUL 15 MON	10:25 AM Depart El Paso, TX (ELP) on Southwest Airlines	Flight #1175	Monday, July 15, 2013
	01:00 PM Arrive in Austin, TX (AUS)		Travel Time 1 h 35 m (Nonstop) Wanna Get Away
RETURN JUL 17 WED	06:05 PM Depart Austin, TX (AUS) on Southwest Airlines	Flight #908	Wednesday, July 17, 2013
	07:05 PM Arrive in Dallas (Love Field), TX (DAL)		Travel Time 3 h 15 m (1 stop, includes 1 plane change) Wanna Get Away
	07:40 PM Change to to Southwest Airlines in Dallas (Love Field), TX (DAL)	Flight #116	
	08:20 PM Arrive in El Paso, TX (ELP)		

What you need to know to travel:

Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device. 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 check in, within 24 hours of your flight, the earlier you get to board.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity	Total
Depart	ELP-AUS	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable 	1	\$145.90
Return	AUS-DAL-ELP	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) 	1	\$285.80

• [Return to top](#)

Enroll in Rapid Rewards and earn at least 2393 Points per person for this trip. Already a Member? Log in to ensure you are getting the points you deserve.

Subtotal **\$431.70**
Fare Breakdown

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

Bag Charge \$0.00

EARLYBIRD CHECK-IN PRICING

Option	Passenger	Price	Quantity	Details	Receipt #	Total
EarlyBird Check-In	DELIA BRIONES	\$12.50	1	ELP-AUS	5260630517642	\$12.50
EarlyBird Check-In	DELIA BRIONES	\$12.50	1	AUS-DAL-ELP	5260630517643	\$12.50
Subtotal						\$25.00

Air Total:
\$456.70

Gov't taxes & fees now included

Purchaser Name Della Briones **Billing Address** 4209Okeefe Dr.
El Paso, TX US 79902

Form of Payment	Amount Applied
Visa - XXXXXXXXXXXX-6099	\$456.70

Amount Paid
\$456.70

Trip Total
\$456.70

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: Jose Lopez, Jr. Department: Purchasing
 Date of Trip: Departure Date: 06/26/13 Return Date: # 06/28/13 Destination: Galveston, Texas
 * Event: TxPPA 2013 Summer Momentum Conference
 County Related Purpose: Continuing Education

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

Department Index: Purchasing GADMINGF Sub-Object: 6705
 COUNTY EMPLOYEE? CIRCLE/MOVE ARROW YES/NO 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	\$397.20	
Auto Rental	445.52	<u>Contract</u>
Milcage (.40 /mile)		
Gas		
Meal rate on Departure date	27.00	<u>26th</u>
Meal per diem (\$36.00)	36.00	<u>27th</u>
Meal rate on Return date	36.00	<u>28th</u>
Lodging	340.40	
Other - Registration	300.00	
Other - Parking/Tolls	25.00	
Other - Taxi		
Other - Shuttle		
Other -		
TOTAL	<u>\$1,307.12</u>	<u>\$0.00</u>

60
ct 21 834

FOR AUDITOR'S USE ONLY

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

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE Y/N

Section 3: Signature and List of Names:

CC

ADVANCE FROM COUNTY	\$1,307.12	\$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 Harriet Wearden

C.C.O. DATE _____

DATE: 5-Jun-13

El Paso County Travel Justification Form

Employee: Jose Lopez, Jr. Signature [Signature] Date: 6/5/2013
Dept. Head: Kennie Downing Signature [Signature] Date: 6/5/2013
Dept: Purchasing Job Title: Asst. Purchasing Agent

Travel Funding Source: XX County Grant Other
Will any funds be reimbursed by another entity? No
Travel Account No: Balance Remaining for FY: 3452.57

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:**



**EL PASO COUNTY PURCHASING DEPARTMENT
800 EAST OVERLAND AVENUE, SUITE 300
EL PASO, TEXAS 79901
(915) 546-2048
FAX: (915) 546-8180**

Memorandum

To: Victor Perez, Accounts Payable Supervisor
From: Jose Lopez, Jr., Assistant Purchasing Agent
Date: June 5, 2013
Re: Travel Request Additional Information

Thank you for processing this request in such a timely manner. The TxPPA Momentum Summer Conference extended their discounted registration deadline and special hotel rate until June 7, 2013. Attached you will find all the required travel request forms; the conference notification of the extended discount period, conference agenda, and registration form; a copy of the available airline flights and airfare; hotel information; and a car rental quote and shuttle information from Houston Hobby airport to Galveston, Texas—the car rental quote was the lesser of the two.

Please let me know if you need any more information. Thank you.

Joe Lopez

From: TxPPA [txppa@txppa.com]
Sent: Tuesday, June 04, 2013 10:55 AM
To: Joe Lopez
Subject: TxPPA Momentum Conference Deadline Extended - Save Money and Register Today!



**2013 TxPPA Summer Momentum Conference
June 26-28**

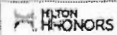
Galveston Island Convention Center Galveston, Texas.

***DISCOUNTED REGISTRATION & HOTEL PRICES
EXTENDED UNTIL JUNE 7TH!***

My Reservations

Accessibility links:

Sign In | Join



[Skip to main content](#)
[Skip to search box](#)



Search by keyword:
Search



Event Information

[Attendee Reservations](#) : [Hotel Information](#)

Help

Print

Email a Friend

Bookmark Page

[Need to Book Multiple Group Reservations?](#)

Texas Public Purchasing Association

Welcome to the Texas Public Purchasing Association reservation site!

A block of rooms have been reserved for June 23, 2013 - June 29, 2013. The special room rate will be available until June 3rd or until the group block is sold-out, whichever comes first.

Booking a reservation from our site is simple. To begin the process, click on "Book a Room" below to receive your group's preferred rate.

See you at the Hilton Galveston Island Resort in June! We hope you enjoy your stay and your group's event!

Quick and Easy Reservations for Attendees

Attending an event at our hotel? Special room rates have been arranged for this event. Click on the room type below to view room details.

Check-in Date:

23 June 2013 - 29 June 2013

Special Room Rates:

[2 DOUBLE BEDS](#)

[1 KING BED](#)

rates from 148.00 USD/Night
rates from 148.00 USD/Night

Book by June 3rd to reserve your room!

[Terms & Conditions](#)

[Book a Room](#)

Hilton Galveston Island Resort

Tour Hotel

Maps

Directions



5400 Seawall Boulevard
Galveston, Texas
USA 77551
Tel: +1-409-744-5000
Fax: +1-409-740-2209

Amenities



Unwind at Hilton Galveston Island Resort and enjoy a premier oceanfront location overlooking the Gulf of Mexico. Situated on the historic Seawall Boulevard at the 32-acre San Luis Resort, this Galveston hotel is within close walking distance of the beach, fishing piers, shopping and restaurants. Relax in a cozy guest room with elegant, ocean-inspired decor and marvel at breathtaking sea views from a private balcony, or choose a suite with separate living space.

Positioned adjacent to the Galveston Island Convention Center, this AAA Four Diamond award-winning Galveston hotel offers 13 meeting spaces for up to 388 guests. Celebrate your special event on the tropical garden terrace or classic Crystal Ballroom. Host a corporate meeting in one of the hotel's boardrooms and stay productive in the professional business center.

Plunge into this Galveston hotel's tropical outdoor pool and savor cool cocktails and light dishes from the swim-up bar and

[Back to top](#)

1296 (2 nights)
44.40 (15% tax)
340.40

About Our Brands



Select Departing Flight: El Paso, TX to Houston (Hobby), TX

Modify Search Round Trip One-Way

[Additional Search Options](#)

From: To: [Add another flight](#)

First 2 Bags Fly Free®. Weight, size & excess limits apply. Gov't taxes & fees now included

[Try our Low Fare Calendar](#)
 Quickly find our lowest fares

All fares are rounded up to the nearest dollar.

Depart	Arrive	Flight #	Routing	Travel Time	Business Select \$420 - \$431	Anytime \$404 - \$415	Wanna Get Away \$167 - \$405
6:00 AM	8:50 AM	993	Nonstop	1h 50m	\$420	\$404	Web \$167
6:50 AM	11:00 AM	15	1 stop No Plane Change	3h 10m	\$424	\$408	Web \$171
7:00 AM	12:00 PM	219 2048	1 stop Change Planes AUS	4h 00m	\$431	\$415	Web \$178
9:05 AM	2:00 PM	1984 27	1 stop Change Planes DAL	3h 55m	\$431	\$415	\$255
9:05 AM	1:35 PM	1984 25	1 stop Change Planes DAL	3h 30m	\$431	\$415	\$255
11:25 AM	2:20 PM	1205	Nonstop	1h 55m	\$420	\$404	Web \$167
11:40 AM	4:50 PM	453 596	1 stop Change Planes SAT	4h 10m	\$431	\$415	Web \$405
12:20 PM	4:35 PM	1985 37	1 stop Change Planes DAL	3h 15m	\$431	\$415	\$255
12:20 PM	5:05 PM	1985 39	1 stop Change Planes DAL	3h 45m	\$431	\$415	\$255
1:45 PM	6:05 PM	983 43	1 stop Change Planes DAL	3h 20m	\$431	\$415	\$255
1:45 PM	6:35 PM	983 45	1 stop Change Planes DAL	3h 50m	\$431	\$415	\$255
4:45 PM	9:00 PM	219 55	1 stop Change Planes DAL	3h 15m	\$431	\$415	\$255
4:45 PM	9:30 PM	219 57	1 stop Change Planes DAL	3h 45m	\$431	\$415	\$255
5:55 PM	8:45 PM	209	Nonstop	1h 50m	\$420	\$404	Web \$167

Select Returning Flight:

6:55 PM 7:40 PM 260 Nonstop 1h 45m \$429 \$413 Web Only \$172

Save \$250* with Flight + Hotel or Price selected flight(s)
View Packages

Important Fare & Schedule Information

All fares and fare ranges are subject to change until purchased.

Flight ontime performance statistics can be viewed by clicking on the individual flight numbers.

All fares and fare ranges listed are per person for each way of travel.

"Unavailable" indicates the corresponding fare is unavailable for the selected travel date(s), the search did not meet certain fare requirements, or the flight has already departed.

"Sold Out" indicates that flight is sold out for the corresponding fare type.

"Invalid w / Depart or Return Dates" indicates that our system cannot return a valid itinerary option(s) with the search criteria submitted. This can occur when flights are sold out in one direction of a roundtrip search or with a same-day roundtrip search. These itineraries may become valid options if you search with a different depart or return date and/or for a one way flight instead.

"Travel Time" represents the total elapsed time for your trip from your departure city to your final destination including stops, layovers, and time zone changes.

For infant, child (2-11), group (10+), and military fares please call 1-800-I-FLY-SWA (1-800-435-9792). **These fares are a discount off the "Anytime" fares.** Other fares may be lower.

**"Save \$250 with Flight + Hotel" claim is based on 2011 available data for average savings on Jackpot bookings purchased in a bundled package vs purchasing components separately (i.e. a la carte). Savings on any given package will vary based on the selected origin, destination, travel dates, hotel property, length of stay, car rental, and activity tickets. Savings may not be available on all packages.

Name: Lopez, Jose

Pick Up Date: Wednesday, June 26, 2013 at 10:00 am

Drop Off Date: Friday, June 28, 2013 at 2:30 pm

Pick Up Location Address and Phone Number :

HOUSTON HOBBY ARPT
8601 PANAIR ST
HOUSTON, TX 77061-4142
Tel.: (713) 645-7222

Pick Up Location Hours for the week of : June 24, 2013

Monday	5:30 am	11:59 pm
Tuesday	5:30 am	11:59 pm
Wednesday	5:30 am	11:59 pm
Thursday	5:30 am	11:59 pm
Friday	5:30 am	11:59 pm
Saturday	5:30 am	11:59 pm
Sunday	5:30 am	11:59 pm

Car and Rate Information for COUNTY OF EL PASO:

Standard


Chrysler 200 or similar


73.00 USD	(2 Day @ 36.50)
0.00 USD	(Drop Charge)
36.12 USD	(3 Hour @ 12.04)
0.00 USD	(COLLISION DAMAGE WAIVER FULL)
0.00 USD	(SUPPLEMENTAL LIABILITY PROTECTION)
12.65 USD	(AIRPORT CONCESSION FEE 11.11PCT)
6.33 USD	(HARRIS SPORTS VENUE TAX 5 PCT)
4.77 USD	(TEXAS REIMBURSEMENT FEE 1.59/DAY)
12.65 USD	(MOTOR VEH RENTAL TAX)


Total Charges 145.52 USD

Additional surcharges, local taxes, etc. may apply.

BOOK ONLINE HERE OR PHONE TOLL-FREE 888-939-8680







LOGGING	CRUISES	AIRPORT TRANSFERS	CRUISE PARKING	BICYCLE RENTALS	EVENT TICKETS
Select Airport	Select Vehicle	Arriving/Departing	Flight Information	Billing	Thank You

Which Airport?	Transfer Type:	Number of adults:	Number of Children (10 and under):	Number of Sr. Citizens (65 and over):	Submit >
Hobby Airport ▾	Round Trip ▾	2 ▾	0 ▾	0 ▾	

2 People, Hobby Airport, Round Trip



Price	Description
\$160.00	Shared Shuttle: A Van, Shuttle Bus, or Motorcoach carrying other passengers with multiple stops.

[Click here for schedule](#)

Airport Pickup: Your driver will meet you at the airport at the regularly scheduled time.

Cruise Terminal Pickup: Multiple shuttles will be waiting at the cruise terminal and will proceed to the airport when loaded. Variations from the schedule may occur.

Rating: Economy - May be older model van or shuttle. Driver dressed in a uniform, but not a suit.

Tipping: 15% tip is recommended

Baggage allowances: 2 suitcases - 62" (length+height+width) each & 1 carry on.

Excess baggage fees: \$20.00 per bag, each way.

Companies that may provide this service:
Galveston Limousine Service

Submit >



Price	Description
\$290.00	Sedan: Late model sedan, usually a black or white Lincoln Town Car.

Airport Pickup: Your driver will meet you at the airport baggage claim with a sign with your name. If your flight is delayed, dispatch will notify the driver. The dispatch office is open 24 hours a day and you may contact them to learn the location of your driver. If you are not ready to leave within 30 minutes of the scheduled pickup time, an additional hourly rate may apply.

Cruise Terminal Pickup: Your driver will meet you at the cruise terminal. When this reservation is confirmed, you will be given a phone number to call to locate your driver. If your cruise is delayed, dispatch will notify the driver. The dispatch office is open 24 hours a day and you may contact them to learn the location of your driver. If you are not ready to leave within 30 minutes of the scheduled pickup time, an additional hourly rate may apply.

Rating: Standard - Chauffeur usually dressed in a suit or uniform.

Tipping: A 15% tip is recommended

LOCAL GOVERNMENT CODE

TITLE 8. ACQUISITION, SALE, OR LEASE OF PROPERTY

SUBTITLE B. COUNTY ACQUISITION, SALE, OR LEASE OF PROPERTY

CHAPTER 262. PURCHASING AND CONTRACTING AUTHORITY OF COUNTIES

SUBCHAPTER B. PURCHASING AGENTS

Sec. 262.011. PURCHASING AGENTS. (p) During each two-year term of office, a county purchasing agent shall complete not less than 25 hours in courses relating to the duties of the county purchasing agent. The courses must be:

(1) accredited by a nationally recognized college or university;

(2) recognized by a national purchasing association, such as the National Association of Purchasing Management; or

(3) courses offered by state agencies, or by state professional associations, related to purchasing.