

**Click on Bookmarks  
To View Travel Detail**

TRAVEL VOUCHERS.TXT

*****									
FAM165TV		COUNTY OF EL PASO CNY				RUN DATE: 08/01/2013			
TRAVEL VOUCHERS									
*****									
ORUN OPTI ON SELECTED: * - LIST ALL VOUCHERS PAYABLE									
SELECTION DATE: 99/99/9999 CHECK DATE: 08/01/2013 POSTING PERI OD: 10 2013									
VOUCHER NUMBER	VENDOR NUMBER	INDEX	PROJECT	USER CODE	GROSS	NET	Cleared For		
DOC REFERENCE	VENDOR NAME	SUBJECT	GRANT		BALANCE DUE	BALANCE DUE	PAYMENT		
DOI NG BUSINESS AS	AS	DESCRI PTI ON							
OTA1300285	01 EMP00824 01	PROBJUDSUP2							
	RAQUEL LAURETANO	6705			1,536.64	1,536.64			1,536.64
		TAMPA, FL10/12-10/15/13	NGA CONFERENCE						
OVP1305304	01 EMP01096 01	GADMI NGF							
	DIANE NAVARRETE	6705			1,836.75	1,836.75			1,836.75
		NEW ORLEANS, LA 10/9-12/13	NAWJ 35TH ANNL CONF						
OVP1305303	01 EMP01960 01	GADMI NGF							
	GABRI EL HERRERA	6705			2,136.61	2,136.61			2,136.61
HR		F WORTH, TX 9/10-13/13	ASTD' S CONT EDU CRTI FICATE						
OTA1300286	01 EMP02074 01	PROBJUDSUP1							
	GLORIA LOPEZ	6705			547.42	547.42			547.42
		SANTONIO, TX9/04-9/06/13	TX CLLG PRB JDG ANNL MEET						
OVP1305302	01 EMP02326 01	GADMI NGF							
	GUADALUPE ALVAREZ JR.	6705			376.01	376.01			376.01
		ADDNTL FNDS RESCHDL CLSS	TAMPA, FL 5/12-18/13 BICSI						
OTA1300287	01 EMP02500 01	PROBJUDSUP1							
	PATRI CIA B. CHEW	6705			325.00	325.00			325.00
PROBATE CRT 1		SANTONIO, TX9/03-9/04/13	CNTR JUD CONF						
OTA1300287	02 EMP02500 01	PROBJUDSUP1							
	PATRI CIA B. CHEW	6705			325.00	325.00			325.00
PROBATE CRT 1		SANTONIO, TX9/05-9/06/13	TX CLLG PRB JDG						
OTA1300288	01 V000679 01	PROBJUDSUP1							
	TEXAS CENTER FOR THE	JUDICIARY 6705			250.00	250.00			250.00
		RG PAT CHEW SANTONIO, TX9/03-9/06/13	CNTR JUD CON						
OTA1300289	01 V004371 01	PROBTRVLSR1							
	JOSEPH F. STRELITZ	6705			279.82	279.82			279.82
PROBATE MASTER-PROBATE CT. 1		SANTONIO, TX9/04-9/06/13	TX CLLG PRB JDG ANNL MEET						
OTA1300289	02 V004371 01	PROBTRVLSR1							
	JOSEPH F. STRELITZ	6705			228.80	228.80			228.80
PROBATE MASTER-PROBATE CT. 1		RMB AI RFARE SANTONIO, TX9/04-9/06/13	TX CLLG PRB JD						
OTA1300290	01 V016133 01	PROBTRVLSR1							
	TEXAS COLLEGE OF PROBATE JUDGE	6705			400.00	400.00			400.00
		RG PAT CHEW SANTONIO, TX9/05-9/06/13	TX CLLG PRB JD						
OTA1300290	02 V016133 01	PROBTRVLSR1							
	TEXAS COLLEGE OF PROBATE JUDGE	6705			400.00	400.00			400.00
		RG F. STRELITZ SANTONIO, TX9/05-9/06/13	TX CLLG PR J						
OTA1300290	03 V016133 01	PROBTRVLSR1							
	TEXAS COLLEGE OF PROBATE JUDGE	6705			400.00	400.00			400.00
		RG GLORIA LPZ SANTONIO, TX9/05-9/06/13	TX CLLG PR J						
0	TOTALS FOR TRANSACTION DATE : 08/02/2013				9,042.05	9,042.05			9,042.05
0	REPORT TOTAL				9,042.05	9,042.05			9,042.05

VP13 05302

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

Vendor No.: EMP02326  
Voucher Total: \$ 376.01  
No. of Lines: 1  
T/C Hash: 208  
Preparer's Initials: AN

Single Check (Y/N): Y  
Date Entered: 8/1/13  
Entered by: VL

Vendor Name: GUADALUPE ALVAREZ JR.  
Subject: \_\_\_\_\_

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary
01	208	376.01	GADMINGF	6705	145	COM011
ADDNTL FNDS RESCHDL CLSS TAMPA,FL5/12-5/18/13BICSI						
02						
03						
04						
05						
06						
07						
08						
09						
10						

Prepared by: **JORGE LOPEZ** Date: 8/1/2013  
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

f

Travel

Type: **ADVANCE**

Name:	Guadalupe Alvarez JR	Department:	Communications
Date of Trip: Departure Date:	08/18/13	Return Date:	08/25/13
		Destination:	Tampa, FL
* Event	BICSI ITS Installer 2 Training-Copper Training		
County Related Purpose:	NOTE: This class was rescheduled from May 12-18, 2013, Advance paid \$2,853.95 <span style="float: right; color: blue;">\$334.95</span>		
* Use of <b>GADMINGF</b> Funds requires legislative impact explanation			
Department Index:	<b>GADMINGF</b>	Sub-Object:	<b>V105</b>
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 Adjustment Required
Airfare	\$170.10	
Auto Rental		
Mileage (.40 /mile)		
Gas		
Meal rate on Departure date	9.00	
Meal per diem (\$36.00)		
Meal rate on Return date	-9.00	
Lodging (6 nights)	83.66	
Other - Registration \$1495+\$250	122.25	Exam included
Other - Tolls		
Other - Taxi (to/from Airport)		
Other - Shuttle (to/from hotel)		
Other -		
<b>TOTAL</b>	<b>383.01</b>	<b>\$0.00</b>

HP  
\$376.01

### FOR AUDITOR'S USE ONLY

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

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

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

Vendor: Emp 02326

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

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

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE  Y/N

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

ADVANCE FROM COUNTY	\$385.01	\$0.00	
Name: _____	Name: _____	Name: _____	
Name: _____	Name: _____	Name: _____	
Name: _____	FALSE	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: Guadalupe Alvarez

DEPT. HEADS SIGNATURE: David Garcia

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

DAVID GARCIA  
DIRECTOR



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

### County of El Paso Travel Request Form

*Class Rescheduled*

*Training Course 2*

Travel  
Type: **ADVANCE**

Name: Guadalupe Alvarez Jr. Department: ITD  
Date of Trip: Departure Date: May 12 Return Date: May 18 Destination: Tampa, FL  
\* Event: BICSI ITS INSTALLER TRAINING 2 - Copper Training  
County Related Purpose: \_\_\_\_\_

\* 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	\$308.10	_____
Auto Rental	_____	_____
Mileage (.40 /mile)	_____	_____
Gas	_____	_____
Meal rate on Departure date	18.00	_____
Meal per diem (\$36.00 x 5)	180.00	_____
Meal rate on Return date	36.00	_____
Lodging (\$ 89.00 x 6 nights + \$80.10 tax)	614.10	<u>Estimated 15% tax</u>
Other - Course & Examination	1,622.75	_____
Other -	_____	_____
Other - Taxi (to/from Airport)	75.00	_____
Other - Shuttle (to/from Hotel)	_____	_____
Other -	_____	_____
<b>TOTAL</b>	<b>\$2,853.95</b>	<b>\$0.00</b>

#### FOR AUDITOR'S USE ONLY

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

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE  No  Y/N

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

ADVANCE FROM COUNTY	CC
\$2,853.95	\$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: *Guadalupe Alvarez Jr.*  
DEPT. HEADS SIGNATURE: \_\_\_\_\_

C.C.O. DATE

DATE: 8-Mar-13





# Thank you for your purchase!

El Paso, TX - ELP to Tampa, FL - TPA

**Air**

Confirmation #AL5QEV

El Paso, TX - ELP to Tampa, FL - TPA  
 Sunday, August 18, 2013 - Sunday,  
 August 25, 2013

Air Total: \$478.10

Amount Paid  
\$478.10

Trip Total  
\$478.10

AUG 18  
SUN **08/18/13 - Tampa**

**AIR**

El Paso, TX - ELP to Tampa, FL - TPA  
 08/18/2013 - 08/25/2013

Confirmation #  
**AL5QEV**

Adult Passenger(s)

GUADALUPE ALVAREZ JR

Subscribe to Flight Status Messaging

Rapid Rewards #

Add Rapid Rewards Number

DEPART AUG 18 SUN	<p><b>11:05 AM</b> Depart <b>El Paso, TX (ELP)</b> on Southwest Airlines</p> <p><b>01:55 PM</b> Arrive in Houston (Hobby), TX (HOU)</p> <p><b>05:00 PM</b> Change ✈️ to Southwest Airlines in Houston (Hobby), TX (HOU)</p> <p><b>08:00 PM</b> Arrive in <b>Tampa, FL (TPA)</b></p>	<p>Flight #759 </p> <p>Flight #4290 </p>	<p><b>Sunday, August 18, 2013</b></p> <p>Travel Time 6 h 55 m (1 stop, includes 1 plane change) Wanna Get Away</p>
RETURN AUG 25 SUN	<p><b>11:35 AM</b> Depart <b>Tampa, FL (TPA)</b> on Southwest Airlines</p> <p><b>01:05 PM</b> Arrive in Austin, TX (AUS)</p> <p><b>03:30 PM</b> Change ✈️ to Southwest Airlines in Austin, TX (AUS)</p> <p><b>04:00 PM</b> Arrive in <b>El Paso, TX (ELP)</b></p>	<p>Flight #649 </p> <p>Flight #1470 </p>	<p><b>Sunday, August 25, 2013</b></p> <p>Travel Time 6 h 25 m (1 stop, includes 1 plane change) Wanna Get Away</p>

**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-HOU-TPA	<b>Wanna Get Away</b>	<small>No Change Fees applicable fare difference applies</small>	1	\$238.30

		<b>Excellent Value</b>	<ul style="list-style-type: none"> <li>• Reusable Funds (nontransferable - no name changes allowed)</li> <li>• Nonrefundable</li> </ul>		
<b>Return</b>	<b>TPA-AUS-ELP</b>	<b>Wanna Get Away</b> <b>Excellent Value</b>	<ul style="list-style-type: none"> <li>• No Change Fees (applicable fare difference applies)</li> <li>• Reusable Funds (nontransferable - no name changes allowed)</li> <li>• Nonrefundable</li> </ul>	<b>1</b>	<b>\$239.80</b>

Enroll in Rapid Rewards and earn at least 2617 Points per person for this trip. Already a Member? Log in to ensure you are getting the points you deserve.

**Subtotal**      **\$478.10**  
**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:**  
**\$478.10**

**Gov't taxes & fees now included**

**Purchaser Name**      Guadalupe Alvarez      **Billing Address**      3012 Pera  
El Paso, TX US 79905

<b>Form of Payment</b>	<b>Amount Applied</b>
MasterCard - XXXXXXXXXXXX-0161	<b>\$478.10</b>

Amount Paid  
**\$478.10**

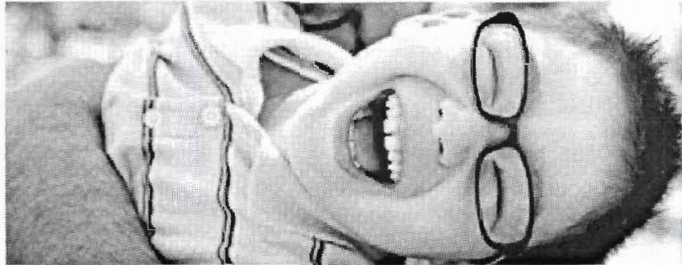
Trip Total  
**\$478.10**

Jr. Alvarez

From: Hampton Confirmed [hampton@res.hilton.com]  
Sent: Monday, July 22, 2013 10:36 AM  
To: Jr. Alvarez  
Subject: Hampton Confirmation #84996096



**Hampton Inn & Suites Tampa-North**  
8210 Hidden River Parkway | Tampa | FL |  
United States 33637  
T: 1-813-903-6000 | F: 1-813-977-3343



We look forward to seeing you!

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

Thank you for booking with us, Guadalupe Alvarez

**Confirmation: 84996096**      [Modify Reservation](#)  
Arrival: 18 Aug 2013 3:00 PM  
Departure: 25 Aug 2013 11:00 AM  
Corporate: 0560020757

**Rate Information:**

Rate Type:  
TIER 6 NON COMM  
Rate per night: 89.00 USD  
Total for Stay per Room:  
Rate 623.00 USD  
Taxes 74.76 USD  
Total 697.76 USD

**Total for Stay: 697.76 USD**  
Includes estimated taxes and service charges. (Gratuities not included.)

**Tax:**  
• There is a 12.00% per room per night tax.

**Additional Charges:**  
• Self parking: 0.00/night

**Room Information:**      We are a smoke-free hotel

Rooms: 1  
Clients: 1 Adult  
Room Type: KING STANDARD-NON SMOKING

**Comments and Requests:**  
BICSI RTE.,

HILTON  
HHONORS

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

[Join now >](#)

**About Us**

Check us out in Canada, Costa Rica, Ecuador, Germany, India, Mexico, Turkey, Poland, United Kingdom and throughout the USA.

**TRIPLE YOUR TRIP  
AND MAKE THE MOST  
OF YOUR GETAWAY**

[Join now >](#)



BICSI  
 8610 Hidden River Parkway  
 Tampa, FL 33637-1000 USA  
 E-mail: bicsi@bicsi.org www.bicsi.org  
 800-242-7405

Invoice Date	Notice Date	Customer ID	Invoice #	PO #	Due Date	Balance Due
07/18/2013	07/22/2013	I 00259194	00309506		08/19/2013	\$0.00

Bill To:

Guadalupe Alvarez, Jr., INST1  
 El Paso County Govt'  
 500 E. San Antonio Suite 304  
 El Paso, TX 79901  
 USA

Ship To:

Guadalupe Alvarez, Jr., INST1  
 El Paso County Govt'  
 500 E. San Antonio Suite 304  
 El Paso, TX 79901  
 USA

Invoice Detail

Item Description	QTY	Rate	S&H	Tax	Total
IN225(08/19/2013-08/23/2013)--Member	1	\$1,495.	\$0.00	.00	\$1,495.00
Note:					
Purchases					\$1,495.00
Tax					\$0.00
Freight					\$0.00
<hr/>					
Total Invoice					\$1,495.00
Payments					\$1,495.00
<b>Balance Due</b>					<b>\$0.00</b>

+ \$ 250 Exam  
 \$ 1,745. Total

BICSI  
 8610 Hidden River Parkway  
 Tampa, FL 33637-1000 USA  
 E-mail: bicsi@bicsi.org www.bicsi.org  
 800-242-7405

Invoice Date	Notice Date	Customer ID	Invoice#	PO #	Due Date	Balance Due
07/24/2013	07/24/2013	I 00259194	00310677		07/24/2013	\$0.00

Bill To:  
 Guadalupe Alvarez, Jr., INST1  
 El Paso County Govt'  
 500 E. San Antonio Suite 304  
 El Paso, TX 79901  
 USA

Ship To:  
 Guadalupe Alvarez, Jr., INST1  
 El Paso County Govt'  
 500 E. San Antonio Suite 304  
 El Paso, TX 79901  
 USA

Invoice Detail

Item Description	QTY	Rate	S&	Tax	Total
Installer 2, Copper Credentialing Fee	1	\$250.00	\$0.00	.00	\$250.00
Note: TD-08-23-13					
					Purchases \$250.00
					Tax \$0.00
					Freight \$0.00
					Total Invoice \$250.00
					Payments \$250.00
					<b>Balance Due \$0.00</b>

Thank you for doing business with BICSI!

## Cathy Rice

---

**From:** Jr. Alvarez  
**Sent:** Friday, July 19, 2013 3:18 PM  
**To:** Cathy Rice  
**Cc:** Victor Montes; Rudy Luna  
**Subject:** Airfare from Tampa to El Paso

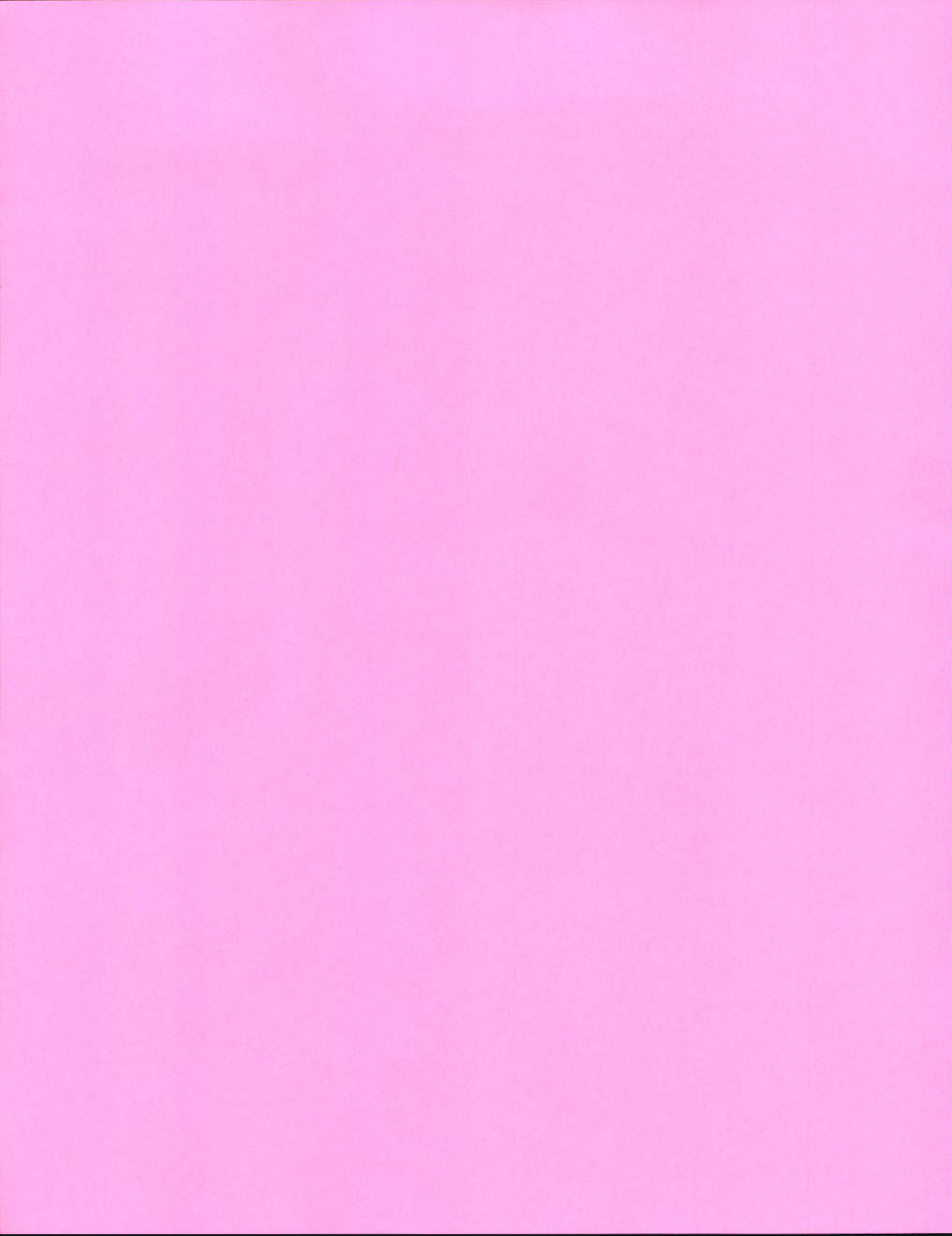
I stopped by your office but you were at a meeting and I spoke to Sonia about this situation. According to BICSI, the airport is 35 to 40 mile away from training facility, you have to take in consideration the traffic. Also I have to call a Taxi Cab because there is no shuttle service from Hotel to Airport. Finally, security lines at airport are lengthy and that is why BICSI recommends:

If you plan to sit for the exam and you are traveling for class, please make your flight plans with the exam schedule in mind. As security requirements at airports are lengthy, it is advised that you do not make your return flight time before 3:00 PM on the afternoon of the sixth day.

The last flight from Tampa, FL. to El Paso is at 1:15 pm on 8/24/2013, please let me know if you have any questions.  
Thanks

Jr. Alvarez, Telecommunications Technician | Information Technology Department | County of El Paso | 500 E. San Antonio, Room LL113, El Paso, Texas 79901 | 915-546-2151 | Fax 915-543-3847

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VP13 05303

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

Vendor No.: EMP01960  
Voucher Total: \$ 2,136.61  
No. of Lines: 1  
T/C Hash: 208  
Preparer's Initials: AN

Single Check (Y/N): Y  
Date Entered: 8/1/13  
Entered by: VL

Vendor Name: GABRIEL HERRERA  
Subject: \_\_\_\_\_

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary
01	208	2136.61	GADMINGF	6705	145	HUM011
F. WORTH, TX 9/10-13/13 ASTD'S CONT EDU CRTFICATE						
02						
03						
04						
05						
06						
07						
08						
09						
10						

Prepared by: **JORGE LOPEZ**

Date: 8/1/2013

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

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



**RECEIVED**  
**JUL 24 2013**  
**EL PASO**  
**COUNTY AUDITOR**

**County of El Paso**  
**Travel Expenditure Voucher**

*Request*

Name: Gabriel Herrera Department: Human Resources  
 Date of Trip: Departure 09/10/13 Arrival Date: 09/13/13 Destination: Fort Worth  
 Purpose of Trip: Training  
 Department Index: GADMINGF Sub-Object: 6108

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

*Please Check One (Departure meal rate)*  
 on Date of Departure by After 12:00 P.M. Half Rate \$ 18.00  
 on Date of Departure by Before 12:00 P.M. Full Rate \$ 27.00

*Please Check One (Return meal rate)*  
 on Date of Return by Before 5:00 P.M. Half Rate \$ 18.00  
 on Date of Return by After 5:00 P.M. Full Rate \$ 36.00

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

**Section 2: Travel Expenditure Breakdown**

Airfare	<u>\$280.00</u>
Auto Rental	<u>                    </u>
Mileage (.40 /mile)	<u>                    </u>
Gas	<u>                    </u>
* Meal rate on Departure date	<u>18.00</u>
Meal per diem (\$36.00)	<u>72.00</u>
* Meal rate on Return date	<u>36.00</u>
Lodging	<u>335.61</u>
Other - Registration	<u>1,395.00</u>
Other - Parking/Tolls	<u>                    </u>
Other - Taxi	<u>                    </u>
Other - <i>ok</i>	<u>                    </u>
Other - <i>H</i>	<u>                    </u>
<b>TOTAL</b>	<u><b>\$2,136.61</b></u>

**FOR AUDITOR'S USE ONLY**

Trans. Code:                       
 Index:                       
 Vendor: Emp 01960  
 Subsidiary:                       
 Amount:                       
 Date Entered:                     

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

1114 County Check No.

                     Deposit Warrant No.

SIGNATURE *Betsy Keller*

ADVANCE FROM COUNTY:                     

TOTAL EXPENDITURES: \$2,136.61

DATE: 16-Jul-13

REFUND TO THE EMPLOYEE: (\$2,136.61)

El Paso County Travel Justification Form

Employee: Gabriel Herrera Signature gh Date: 7/10/2013
Dept. Head: Betsy C. Keller Signature Betsy C. Keller Date: 7/10/2013
Dept: Human Resources Job Title: HR Supervisor

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

Purpose: (check one)

Statutorily Required Training to Hold Elective Office

Statue Refrence:
My effective office requires number of training hours annually.
I have already fulfilled of these hours for this time period.
Estimated hours to be obtained from this 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:



Plan Travel | Travel Information | AAdvantage

Find Flights | Choose Flights | Travelers | Trip Options | Review & Pay

2. Choose Flights

Choose Your	SAT Sep 07	SUN Sep 08	MON Sep 09	TUESDAY September 10	WED Sep 11	THU Sep 12	FRI Sep 13
Departure Flight	\$280	\$280	\$280	from \$280	\$280	\$280	\$280

Lowest Fare from \$280

Flights	Departure	Arrival					
2076	04:45 pm ELP	07:25 pm DFW	<input checked="" type="radio"/>	\$280	\$348	\$368	\$588

**CHOICE**

**Selected!** **\$280**

**Round-Trip / Per Person**  
Taxes and fees included

View more information on the new features included in our fares.

**\$280 Round-Trip Value**  
No Change Fee (\$200)  
1 Checked Bag (\$20 Round Trip)  
2 Carry-Ons (\$25 each)  
2 Additional Seats (1st class seats available on select routes)  
Same Day Flight Changes (up to 1 change per flight)  
Same Day Standby (up to 1 standby per flight)  
Premium Economy

Choose a bundle above, or your Return flight below.

Change Flights

Choose Your	TUE Sep 10	WED Sep 11	THU Sep 12	FRIDAY September 13	SAT Sep 14	SUN Sep 15	MON Sep 16
Return Flight	\$280	\$280	\$280	from \$280	\$280	\$280	\$280

Lowest Fare	Returnable	Business / First				
Flights	Departure	Arrival				
Sort Options						
1009	08:18 am DFW	08:55 am ELP	<input type="radio"/> Included	<input type="radio"/> + \$88	<input type="radio"/> + \$88	<input type="radio"/> + \$154
365	10:20 am DFW	11:00 am ELP	<input type="radio"/> Included	<input type="radio"/> + \$68	<input type="radio"/> + \$88	<input type="radio"/> + \$154
1155	12:20 pm DFW	01:05 pm ELP	<input type="radio"/> Included	<input type="radio"/> + \$68	<input type="radio"/> + \$88	<input type="radio"/> + \$154
815	03:20 pm DFW	04:05 pm ELP	<input type="radio"/> Included	<input type="radio"/> + \$68	<input type="radio"/> + \$88	<input type="radio"/> + \$154
1033	05:10 pm DFW	05:55 pm ELP	<input type="radio"/> Included	<input type="radio"/> + \$68	<input type="radio"/> + \$88	<input type="radio"/> + \$154

ELP to DFW  
Tuesday September 10, 2013

Shopping Cart

Round-Trip Fare:  
Traveler 1 x \$280 = \$280

Taxes & Fees Included  
Price and Tax Information

Your Round-Trip Cost  
\$280 (USD)

All prices are in USD.

**ROUND-TRIP**

Take a feature **EARN 30,000 BONUS MILES**.com

up to **\$100 in statement credits** and your first checked bag is free!

Learn More

Flights	Departure	Arrival				
Sort Options						
1027	06:45 pm DFW	07:30 pm ELP	<input checked="" type="radio"/> Included	<input type="radio"/> + \$68	<input type="radio"/> + \$88	<input type="radio"/> + \$154
569	08:10 pm DFW	08:50 pm ELP	<input type="radio"/> Included	<input type="radio"/> + \$68	<input type="radio"/> + \$88	<input type="radio"/> + \$154
375	10:20 pm DFW	10:55 pm ELP	<input type="radio"/> Included	<input type="radio"/> + \$68	<input type="radio"/> + \$88	<input type="radio"/> + \$154

ELP to DFW  
Tuesday September 10, 2013

Shopping Cart

Round-Trip Fare:

Traveler  
1 x \$280 \$280

\*Taxes & Fees Included  
Price and Tax Information

Your Round-Trip Cost  
\$280.00

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- Corporate Responsibility
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- Cargo
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- Gift Cards
- DealFinder
- RSS
- Five Star Service
- Timetables & Downloads
- Last Minute Packages

Customer Service

- Contact American
- FADs
- Refunds
- Agency Reference
- American Travel Centers
- Baggage & Optional Service Charges
- Customer Service Plan & Flight Irregularities
- Privacy Policy
- Legal
- Copyright
- Site Map
- Browser Compatibility

EARN 30,000 BONUS MILES.

up to \$100 in statement credits, and your first checked bag is free!



Learn More



1-800-AMERICAN



11-JUL-2013

a a  
US

Thank you for making your reservation at the Holiday Inn Exp Hotel & Stes DFW Hurst. We have reserved the following accommodations for you:

Arrival Date	Departure Date	Nightly Rate	Room Type
09-10-13	09-13-13	99.00 USD	King Non-Smoking

Your Confirmation Number is 64913689, and you are guaranteed for late arrival.

If you need to cancel your reservation, please do so before 6:00pm on the date of arrival to avoid a charge to your credit card.

Again, thank you for choosing the Holiday Inn Exp Hotel & Stes DFW Hurst. We look forward to having you as our guest.

Best regards,

Reservations Office

$297$  (3 nights)  
 $44.55$  (15% tax)  


---

 $341.55$  TOTAL w/tax

$\$ 111.87$  w/tax  
 @ 3 nights  


---

 $\$ 335.61$

→ verified w/ Robyn  
 @ Holiday Inn (DFW)  
 : 7/16/13

Holiday Inn Express Hotel & Suites DFW Hurst  
 820 Thousand Oaks Drive  
 Hurst, TX 76054  
 Telephone: (817) 427-1818 Fax: (817) 427-1820



10th - 18<sup>th</sup> - 9  
 11th - 27 (breakfast)  
 12th - 27 (breakfast)  
 13th - 36

**820 Thousand Oaks Drive Hurst, TX 76054**  
**Phone: 817-427-1818 | Fax: 817-427-1820**  
**www.hiexpress.com/hursttexas**

**Welcome to the NEW Holiday Inn Express & Suites  
 DFW Airport West – Hurst**

Our new **Holiday Inn Express Hotel & Suites** features 100 rooms, including 37 suites. Each room is equipped with microwave & refrigerator, coffeemaker, spacious guest bathrooms and much, much more! Featured amenities include *Express Start Hot Breakfast Buffet*, Free Wired/Wireless Internet Access, Business Center, Fitness Center, Indoor Heated Pool and Hot Tub.

**Facilities**

- Indoor Heated Pool and Hot Tub
- Fitness Center
- Business Center
- Over 1,800 s.f. of Meeting Space
- Complimentary Parking
- On-Site Self Laundry
- Convenience Store

**Guest Services**

- Complimentary Express Start Hot Breakfast Buffet
- Complimentary Manager's Reception Mon-Thur 5pm-7pm
- Complimentary shuttle to and from DFW airport and within a 5 mile radius of hotel

**Room Amenities**

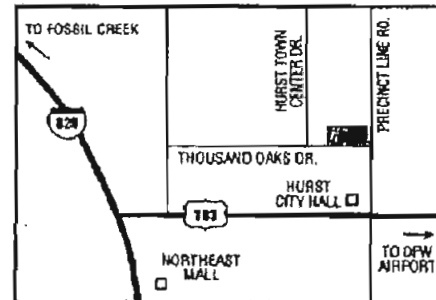
- Coffee/Tea Maker
- Microwave Oven
- Mini Refrigerator
- Hair Dryer
- Alarm Clock Radio
- Free Wired/Wireless Internet Access
- Electronic Key Access
- Iron & Ironing Board
- Cable / Satellite TV
- 32" Flat Screen TV's
- Walk-In showers in all king guest rooms

**Getting Here**

Simply follow these directions:

**From Fort Worth:** Take TX-121 N toward DFW Airport/Dallas/TX-183 E. Take the Precinct Line Rd. exit and turn left. Turn left on Thousand Oaks Dr. Arrive on right.

**From Dallas:** Take TX-183 W towards Irving/DFW Airport, merge onto TX-121 S. Take the Precinct Line Rd. exit and turn right. Turn left on Thousand Oaks Dr. Arrive on right.

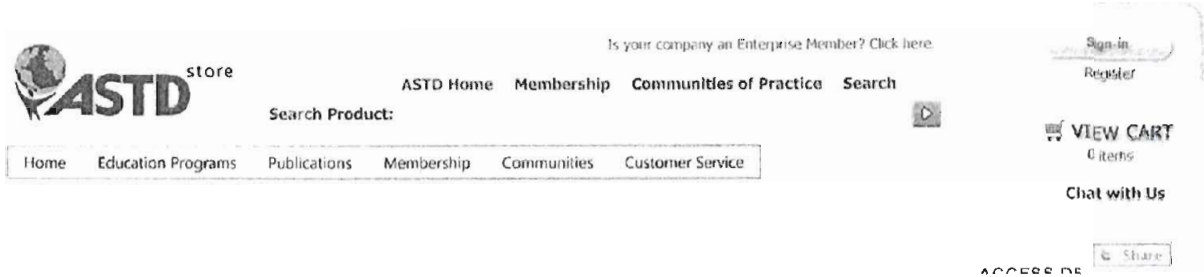


**Entertainment and Attractions**

- Arlington Ballpark 13 mi.
- Cowboy Stadium 13 mi.
- Downtown Dallas 20 mi.
- Downtown Fort Worth 10 mi.
- Iron Horse Golf 5 mi.
- NRH2O Water Park 1 mi.
- NYTEX Sports 2 mi.
- Six Flags 15 mi.
- Texas Motor Speedway 18 mi.

**Area Restaurants**

- Italianni's
- Abuelos
- BJ's Brewhouse
- McAllister's Deli
- Olive Garden
- Outback Steakhouse
- Danny D's BBQ
- Chill's
- Logan's Roadhouse



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### Training Certificate

List Price: \$1,695.00  
Member Price: \$1,395.00

ASTD's Training Certificate is the premier train the trainer workshop providing a practical, how-to overview of the entire training function. It provides new trainers with critical training skills and introduces seasoned practitioners to the latest techniques for delivering powerful training. It also includes an introduction to the ASTD Competency Study, which forms the foundation of this program.

This three-day Training Certificate Program starts Wednesday, September 11, 2013 at the Holiday Inn Express, 820 Thousand Oaks Drive, Hurst, TX 76053. The workshop begins promptly at 8:30 a.m. and ends at 4:30 p.m. each day

#### Hotel Information

To check availability and make reservations contact the Holiday Inn Express at (817) 427-1818. Ask for the "American Society for Training and Development Corporate Rate" discount.

Product Code: TCFW0913

#### Other Dates & Locations...



July 10-12, 2013 (08:30 AM-04:30 PM), Seattle (Kirkland), WA (TCSE0713)



July 23-25, 2013 (08:30 AM-04:30 PM), Bethlehem, PA (TCPA0713)



August 05-07, 2013 (08:30 AM-04:30 PM), Denver, CO (TCDE0813)



August 12-14, 2013 (08:30 AM-04:30 PM), Chicago, IL (TCC0813)



September 16-18, 2013 (08:30 AM-04:30 PM), Philadelphia (King of Prussia), PA (TCPA0913)



September 18-20, 2013 (08:30 AM-04:30 PM), Alexandria, VA (TCA0913)



October 02-04, 2013 (08:30 AM-04:30 PM), Toronto, Ontario (TCT1013)



October 09-11, 2013 (08:30 AM-04:30 PM), Seattle (Kirkland), WA (TCSE1013)



October 16-18, 2013 (08:30 AM-04:30 PM), Atlanta, GA (TCG1013)

November 04-06, 2013 (08:30 AM-04:30 PM), Cleveland (Independence), OH (TCCL1113)



November 06-08, 2013 (08:30 AM-04:30 PM), Boston (Burlington), MA (TCB1113)



November 20-22, 2013 (08:30 AM-04:30 PM), San Francisco, CA (TCSF1113)



December 03-05, 2013 (08:30 AM-04:30 PM), Chicago, IL (TCC1213)



December 04-06, 2013 (08:30 AM-04:30 PM), New York, NY (TCNY1213)

[Click here to view the cancellation policy.](#)

American Society for Training & Development  
[About Us](#) [Contact Us](#) [Terms & Privacy](#)

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Home > Education > ASTD Certificate Programs > Training Certificate

## Training Certificate



### The Premier Train-the-Trainer Program.

This three-day workshop is a practical, how-to overview of the entire training function. It prepares new trainers with critical training skills and introduces seasoned practitioners to the latest techniques for delivering powerful training. This includes being introduced to The ASTD Competency Study™, which forms the foundation of the ASTD Training Certificate.

### Table of Contents

To view the participant table of contents for this program click [here](#).

### ASTD's Continuing Education Units

Earn 2 CEUs upon successfully completing this program. [Learn More](#)

For additional information, or to learn if this program is right for you, contact our customer care department at 800.628.2783 or 703.683.8100.

## AUDIENCE

The program is great for new trainers, experienced trainers who have not had formal education in training, or those needing a refresher to improve their classroom techniques and methods to transfer learning to work situations. Feedback from participants shows high ratings for student engagement, expert facilitation, and immediately applicable tools and techniques. On-site participants report gaining a common foundation and competency in training skills for their department.

## ABOUT THIS PROGRAM

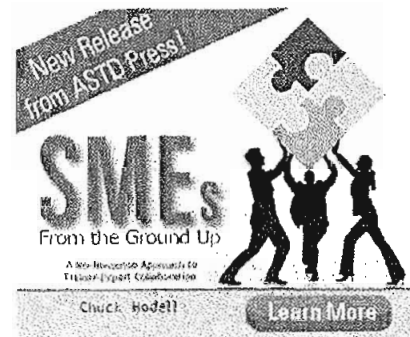
The ASTD Training Certificate content is practical and grounded in the real world, not just academic theory. ASTD uses all of the latest tools and research available to deliver training that delivers results on the job. The ASTD Training Certificate focuses on what happens before, during, and after you deliver training, and what to do if training is not the right solution. Through the hallmark ASTD Competency Study, we gathered input from more than 3,600 learning and development professionals to identify the competencies required by the successful practitioners of tomorrow. The ASTD Competency Study forms the foundation of the ASTD Training Certificate.

This is a certificate program and the ASTD Training Certificate is awarded to participants upon successful completion of the program.

## LEARNING OBJECTIVES

By the end of the program, participants will be able to:

- Identify and determine the need for training: what, who, and how
- Write effective learning objectives
- Apply adult learning concepts, develop supportive climates and customize off-the-shelf materials
- Use training activities and alternatives to lecture, strategies for different learning needs, effective questioning techniques
- Prepare properly for a training session and prepare participants to foster learning
- Manage and encourage participants of all backgrounds and learning styles; understand who is learning and how to address challenging participants
- Present and facilitate a training program, including use of audio visuals and handouts



### ASTD Home

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[ASTD Master Trainer Program](#)

[Human Performance Improvement \(HPI\) Certificate](#)

[Essentials Series Online Workshops](#)

[On-Site and Customized Programs](#)

[CPLP® Preparation](#)

[Conferences and Events](#)

[Testimonials](#)

### Pricing

Member Price: \$1,395

List Price: \$1,695

### What are Certificates?

Practical, skill-building workshops offered face-to-face and online in which participants receive a certificate of completion and Continuing Education Units (CEUs).



Register by clicking below:

### Upcoming Programs

Seattle (Kirkland), WA

Jul 10-12, 2013

[Enroll now](#)

Bethlehem, PA

Jul 23-25, 2013

[Enroll now](#)

Denver, CO

- Evaluate using various methods and at different levels.

Registration      Attendance Policy      Transfer Policy      Cancellation Policy

-  Jul 10-12, 2013 - Seattle (Kirkland), WA
-  Jul 23-25, 2013 - Bethlehem, PA
-  Aug 05-07, 2013 - Denver, CO
-  Aug 12-14, 2013 - Chicago, IL
-  Sep 11-13, 2013 - Ft. Worth (Hurst), TX
-  Sep 16-18, 2013 - Philadelphia (King of Prussia), PA
-  Sep 16-20, 2013 - Alexandria, VA
-  Oct 02-04, 2013 - Toronto, Ontario
-  Oct 09-11, 2013 - Seattle (Kirkland), WA
-  Oct 16-18, 2013 - Atlanta, GA
-  Nov 04-06, 2013 - Cleveland (Independence), OH
-  Nov 06-08, 2013 - Boston (Burlington), MA
-  Nov 20-22, 2013 - San Francisco, CA
-  Dec 03-05, 2013 - Chicago, IL
-  Dec 04-06, 2013 - New York, NY

Member Price: \$1,395  
 List Price: \$1,695

By Mail: Registration Form

By Phone: Phone: 1 800.628.2783 or +1 703.683.8100

## ON-SITE OFFERINGS

ASTD can make arrangements for this program to be offered on-site at your organization. Your attendees participate in the same learning experience offered at our public workshops, but have the convenience of being at your site and the benefit of covering the material with company peers.

Interested in bringing this program on-site to your organization? Please contact Amanda Miller at [amiller@astd.org](mailto:amiller@astd.org) or 703.683.9215, or request information through our online form.

## FACILITATORS

David Smith



David Smith is a skilled facilitator and organization development consultant. He has over 25 years of solid business experience and takes great enjoyment and pride in helping private, public sector, and not-for-profit organizations implement training and development initiatives that produce results.

His passion is the transfer of learning, one of his favorite quotations being "Knowing is not enough we must apply, willing is not enough, we must do!" - Goethe

His ability to craft engaging and interactive training sessions has been his mainstay and his passion for learning is evident in any engagement that he undertakes with his many global clients.

David is a certified virtual classroom facilitator and instructional designer and regularly speaks at global conferences and training events on the subject of live online learning and how organizations can leverage the learning technologies of today. One of his greatest achievements was leading a group of 18 multilingual European facilitators in delivering sales training to a group of 10,000 account managers and 2,500 business managers over a 3-month period using WebEx Training Center.

Aug 05-07, 2013	Enroll now
Chicago, IL	
Aug 12-14, 2013	Enroll now
Ft. Worth (Hurst), TX	
Sep 11-13, 2013	Enroll now
Philadelphia (King of Prussia), PA	
Sep 16-18, 2013	Enroll now
Alexandria, VA	
Sep 16-20, 2013	Enroll now
Toronto, Ontario	
Oct 02-04, 2013	Enroll now
Seattle (Kirkland), WA	
Oct 09-11, 2013	Enroll now
Atlanta, GA	
Oct 16-18, 2013	Enroll now
Cleveland (Independence), OH	
Nov 04-06, 2013	Enroll now
Boston (Burlington), MA	
Nov 06-08, 2013	Enroll now
San Francisco, CA	
Nov 20-22, 2013	Enroll now
Chicago, IL	
Dec 03-05, 2013	Enroll now
New York, NY	
Dec 04-06, 2013	Enroll now

### Listen

Listen to Mimi Banta, an ASTD facilitator, talk about this program.

### Table of Contents

To view the participant table of contents for this program click [here](#).

**IT'S TIME TO  
 RENEW YOUR  
 ASTD  
 MEMBERSHIP**

**Renew Now**

Donna Steffey

Elaine Biech

Julie Patrick

Kathleen M. Edwards

Kathy Reiffenstein

Lorimer Fauntleroy

Marcia Jackson

Maureen Orey

Mimi Banta

Nadine Martin

Peggy C. Hutcheson

Rebecca Grueneberger

Sardek Love

Sharon Wingron

Wei Wang

*I just want to mention how life changing the certificate program was. I don't use those words lightly. I had never attended anything like the ASTD Training Certificate and my eyes were opened to the world of training and development. I was energized to reach new heights with my training. It's not often that something is not only career changing, but life changing.*

Mark, a past participant of the  
Training Certificate Program

*After seventeen years here at the gas company and numerous company-related training sessions as well as many conference / workshops pertaining to my Quality Auditing certification, I must say that your workshop ranks well up there amongst the best I have attended. Thank you for your time, your investment and your commitment towards ensuring we all had a memorable and meaningful training experience. I look forward to including many of the principles I have freshly learned into my training sessions / style here as well as utilizing those principles in combination with another component of learning (one from the future) in order to justify an entirely new method / program of training / learning for my company*

ASTD Past Participant

*Thanks for the recommendations on the courses below. Being a small not-for-profit, we only get one major professional development opportunity per year, and then perhaps a few less expensive ones here and there depending on our budget. I am thrilled that this year I was able to participate in the Training Certificate Program. I got so much out of it, and Lorimer Fauntleroy was fantastic! I have been training for almost 10 years now, but had not had any formal education in the field until this course. I have always loved facilitating, and feel that I am pretty good at it, but for the first time, I truly feel like a certified training professional. I would definitely take courses with ASTD again, and most certainly with Lorimer. Thank you for providing this wonderful training and I hope to take something else next year.*

ASTD Past Participant



VP13 05304

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

Vendor No.: EMP01096  
Voucher Total: \$ 1,836.75  
No. of Lines: 1  
T/C Hash: 208  
Preparer's Initials: AN

Single Check (Y/N): Y  
Date Entered: 8/1/13  
Entered by: VC

Vendor Name: DIANE NAVARRETE  
Subject: \_\_\_\_\_

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary
01	208	1836.75	GADMINGF	6705	145	CD1011
NEW ORLEANS,LA 10/9-12/13 NAWJ 35TH ANNL CONF						
02						
03						
04						
05						
06						
07						
08						
09						
10						

Prepared by: **JORGE LOPEZ** Date: 8/1/2013

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: Diane R. Navarrete Department: Criminal Dist Ct. #1  
 Date of Trip: Departure Date: 10/09/13 Return Date: 10/12/13 Destination: New Orleans, LA  
 \* Event: NAWJ 35th Annual Conference  
 County Related Purpose: Professional training

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

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

#### Section 1: Guidelines for Determining Meal Rates Allowance MOVE ARROW

Please Check One (Departure meal rate)

on Date of Departure by \_\_\_\_\_ After 12:00 P.M. Half Rate \$ 18.00  
 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  
 After 5:00 P.M. Full Rate \$ 36.00

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

#### Section 2: Travel Estimated Breakdown

\* CC CREDIT CARD EXPENSE BREAKDOWN

	* CC	* CC
Airfare	\$395.60	
Auto Rental		
Mileage (.40 /mile)		
Gas		
Meal rate on Departure date	27.00	
Meal per diem (\$36.00)	162.00 0	
Meal rate on Return date	18.00	
Lodging	<del>335.00</del>	
Other - Registration	595.00	
Other - Parking/Tolls		
Other - Taxi		
Other - Shuttle		
Other -		
<b>TOTAL</b>	<b>\$1,836.75</b>	<b>\$0.00</b>

#### FOR AUDITOR'S USE ONLY

Trans. Code: \_\_\_\_\_  
 Index: \_\_\_\_\_  
 Sub-Object: \_\_\_\_\_  
 Vendor: Emp 01096  
 Subsidiary: \_\_\_\_\_  
 Amount: \_\_\_\_\_

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE  Y/N

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

ADVANCE FROM COUNTY	CC	CC
Name: _____	Name: _____	Name: _____
Name: _____	Name: _____	Name: _____
Name: _____	Name: _____	Name: _____
Name: _____	Name: _____	Name: _____
Name: _____	Name: _____	Name: _____

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

EMPLOYEE Diane Navarrete  
 SIGNATURE  
 DEPT. HEADS \_\_\_\_\_  
 SIGNATURE

C.C.O. DATE

DATE: 25-Jul-13

# El Paso County Travel Justification Form

Employee: Diane R. Navarrete Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Dept. Head: Diane R. Navarrete Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Dept: \_\_\_\_\_ Job Title: District Judge

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 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: National Association of Women Judges Annual Conference

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

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

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

# "Judging and All That Jazz"

NAWJ 35<sup>th</sup> Annual Conference – October 9-13, 2013  
Ritz Carlton New Orleans • 921 Canal St. • New Orleans, LA 70112  
Conference Registration Form

## REGISTRATION INFORMATION

Attendee registration fee includes all educational sessions, receptions, meals, transportation to events listed in the program and use of the hospitality suite. Guest registration fee includes all of the above except educational sessions.

## CANCELLATION POLICY

If notice of cancellation is received after September 9, 2013, the registration fee, less a \$50 processing fee, is refundable. Cancellations received within 3 days of the conference are refundable less a \$100 processing fee.

## LODGING

Rooms at the Ritz Carlton New Orleans have been guaranteed at the rate of \$245 plus applicable state and local taxes, single or double occupancy. For reservations call (504) 524-1331 and state that you are with the National Association of Women Judges (NAWJ). Reservations must be made on or before September 20, 2013, to guarantee the conference rate (subject to availability). The group rate is being offered three days pre/post based on availability.

## REGISTRATION (You may register online at [www.NAWJ.org](http://www.NAWJ.org).)

Please print your name and title as you wish them to appear on your name badge.

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

Court/Organization: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Guest if Applicable: \_\_\_\_\_ Title: \_\_\_\_\_

Require vegetarian meals? Self \_\_\_ Guest \_\_\_ Require aids or services? Audio \_\_\_ Visual \_\_\_ Mobile \_\_\_

If you are a First Time Attendee, would you like a mentor? Yes \_\_\_ No \_\_\_

If you are not a First Time Attendee, do you want to be a mentor? Yes \_\_\_ No \_\_\_

## REGISTRATION FEES

\_\_\_\_ First Time NAWJ Member Attendee Rate: \$525

\_\_\_\_ NAWJ Member Attendee Rate: \$595

\_\_\_\_ Non- NAWJ Member Attendee Rate: \$625

\_\_\_\_ Guest Rate: \$575 (Does not include education sessions)

Total: \$ \_\_\_\_\_

*\$735 (3 nights)  
16.15  
\$801.15 total*

## EXCURSIONS

I will attend the excursion to Eden House and the Garden District (Sat, Oct 12, 1-4pm)

I will attend the excursion to the Louisiana Correctional Institute for Women\* (LCIW) (Sat, Oct 12, 10am-4pm)

\*PLEASE NOTE THE LCIW IS LOCATED TWO HOURS FROM NEW ORLEANS.

## METHOD OF PAYMENT (Payment due at time of registration)

Enclosed is a check payable to NAWJ for \$ \_\_\_\_\_ or Credit Card: MasterCard, Visa or AMEX

Account Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ Security Code: \_\_\_\_\_

Signature/Name on card \_\_\_\_\_

SCHEDULE OF EVENTS  
(subject to change)

WEDNESDAY, OCTOBER 9, 2013

**Registration**

Time: 8:00 a.m. to 7:00 p.m.

**2012 - 2013 Board of Directors Lunch Meeting**

Time: 11:30 a.m. to 4:00 p.m.

**International Judges Reception**

(By Invitation only)

Time: 4:30 p.m. to 6:00 p.m.

**First time Attendees and Mentorship Gathering**

Time: 5:00 p.m. to 6:00 p.m.

**Welcome Reception at the Ritz Carlton**

Time: 6:00 p.m. to 7:30 p.m.

THURSDAY, OCTOBER 10, 2013

**JAZZ BREAKFAST AND WELCOME CEREMONIES**

Time: 8:00 a.m. to 9:15 a.m.

**Plenary - The New Politics of Judicial Selection**

Time: 9:15 a.m. to 10:15 a.m.

Panelists:

- Debra Fitzpatrick, The Infinity Project, Director of the Center on Women and Public Policy at the Humphrey Institute of Public Affairs, University of Minnesota
- Sammie Moshenberg, Director of Washington Operations, National Council of Jewish Women.
- Marge Baker, Executive Vice President for Policy and Program: People For the American Way
- Thomas Hilbink, Senior Program Officer, Democracy Fund, U.S. Programs, Open Society Foundation
- Melinda Gann Hall, Professor of Political Science, Michigan State University

**Concurrent Sessions:**

Time: 10:30 a.m. to 11:45 a.m.

- Pre and Post Disaster Planning
- International Roundtables
- Film screening of "The Invisible War" - A documentary on sexual assault in the military. Click [here](#) to reach the film's website.

**Optional Excursion to the Louisiana Correctional Institute for Women**

Approximate Time: 11:30 a.m. to 4:30 p.m.

Visit to the Louisiana Correctional Institute for Women (LCIW). The date for the excursion has been changed to **Thursday, October 10, 2013** from 1:00 pm - 3:00 pm. Participants will tour the Academic Building (upholstery, office occupation, education classes), Administrative Segregation areas (not Death Row), the Infirmary area, one housing area, the Law Library and Chapel if time permits. Transportation will depart the hotel at 11:30am, and will return to the hotel at 4:30pm. Please check the appropriate box on the registration form if you would like to attend. In order for this visit to occur, a minimum of 10 participants.

**KEYNOTE LUNCHEON SPEAKER - Kenneth Feinberg**

Time: 12:00 p.m. to 1:30 p.m.

**Concurrent Sessions:**

Time: 1:45 p.m. to 3:00 p.m.

- Assisted Reproductive Technology: Brave New World?
- Prison Is Not Just for Punishment Anymore
- Sexual Assault in the Military: Panel and Film Discussion with Amy Ziering, producer

**Concurrent Sessions:**

Time: 3:05 p.m. to 4:30 p.m.

- Assisted Reproductive Technology: Just a Little Help From My Friends?
- Incarceration Alternatives & Re-Entry Programs
- Film Screening of the "Girl from Birch Creek" - a biography of Rosalie Wahl, Justice (Retired) Minnesota Supreme Court. Click [here](#) to reach the film's website.

**NAWJ Committee Meetings**

Time: 4:30 p.m. to 5:30 p.m.

**Reception at the Louisiana Supreme Court**

Time: 6:30 p.m. to 8:00 p.m.

Location: 400 Royal Street, New Orleans

Mix and mingle with fellow conference attendees in the beautiful Beau-Arts home of the Louisiana Supreme Court, in the French Quarter. A special exhibit of the History of Louisiana Judges will be on view.



FRIDAY, OCTOBER 11, 2013

**NAWJ District Breakfast Meetings**

Time: 8:00 a.m. to 9:00 a.m.

**Plenary Session - Writing a Woman Judge's Life: Judicial Biography as History**

Time: 9:00 a.m. to 10:15 a.m.

Panelists:

- Jane de Hart, on Hon. Ruth Bader Ginsburg
- Constance Backhouse, on Hon. Claire L'Heureux Dubé
- Mae Quinn, on Hon. Anna Moscovitz Kross
- Barbara Babcock, on Hon. Clara Foltz
- Mariene Trestman, on Hon. Bessie Margolin

**CONCURRENT SESSIONS**

Time: 10:30 a.m. to 11:45 a.m.

- Multi District Litigation- Presented by the federal judges of the Eastern District of Louisiana
- Beyond the Bench: Is There Life after Retirement? Panelist includes former judge Hon. Ellen Rosenblum, now Oregon State Attorney General.
- Film Screening of "Sin by Silence" - A documentary on domestic violence and imprisoned battered women. Click [here](#) to reach the film's website.

**Friends Keynote Luncheon**

Time: 12:15 p.m. to 1:30 p.m.

- Keynote Address by Barbara Arnwine, Esq., Lawyers' Committee for Civil Rights Under Law
- Remarks by U.S. Senator Mary Landrieu

**Plenary - Landrieu Family Panel on Public Service**

Time: 1:45 p.m. to 3:00 p.m.

Panelists:

- U.S. Senator Mary Landrieu
- New Orleans Mayor Mitch Landrieu
- Judge Moon Landrieu (Retired, Fourth Circuit Court of Appeal), Former U.S. Housing and Urban Development Secretary
- Judge Madeline Landrieu, Fourth Circuit Court of Appeal
- Clerk of the Court Cheryl Landrieu, Fifth Circuit Court of Appeal

**CONCURRENT SESSIONS**

Time: 3:15 p.m. to 4:30 p.m.

- At the Intersection of State Courts & Federal Immigration Law
- The Judge as a Public Servant
- Women, Domestic Violence and Mass Incarceration

**NAWJ Resource Board Meeting**

Time: 4:45 p.m. to 5:45 p.m.

**Cuisine in the Quarter**

Time: 6:00 p.m. to 8:00 p.m.

Gather a few fellow conference attendees for dinner and head out to explore the French Quarter's culinary treasures. Whether it's a casual muffuletta or pobo, a Cajun gumbo or jambalaya, or sweet treat beignets or bananas foster, the Quarter has something delectable and delicious for everyone.

**San Diego Annual Conference Hosts a Hospitality Suite**

Time: 8:00 p.m. to 10:00 p.m.

SATURDAY, OCTOBER 12, 2013

**Breakfast - Committee Meetings**

Time: 7:30 a.m. to 9:00 a.m.

**NAWJ Officer Investiture and Annual Business Meeting**

Time: 9:00 a.m. to 10:30 a.m.

**Plenary - Human Trafficking: Aiding Survivors**

Time: 10:45 a.m. to 11:45 a.m.

Panelists:

- Sergeant Michael Geiger, Portland, Oregon Police Bureau
- Linda Smith, Founder and President of Shared Hope International
- Jikara Van de Carr, Founder and Executive Director of Eden House, Former U.S. Diplomat
- John Martin, Director, Immigration and State Courts, Center for Public Policy Studies
- Ronal Serpas, Superintendent, New Orleans Police Department

**Optional Lecture on Creole and Cajun Cuisine by Marcelle Bienvenu, Food Writer**

Time: 10:45 a.m. to 12:45 p.m.

**Optional Excursion to Eden House and Garden District Tour**

Approximate Time: 1:00 p.m. to 4:00 p.m.

Eden House is a two-year residential program for women who have been commercially and sexually exploited. Modeled after Magdalene House in Nashville, Tennessee, Eden House provides six to eight women a safe and supportive home for two years, free of cost. Through Eden House, women receive wrap-around services such as counseling, education, and job training. A twelve-step substance abuse program is also part of the Eden House model. Spend your free afternoon at the conference touring Eden House, meeting survivors of sex trafficking, talking with the Resident Director and the Executive Director, and taking a first-hand look at the effective rehabilitation program Eden House offers. A tour of the Garden District of New Orleans will also be included. Transportation will be provided for this tour, and space may be limited.

Please mark where noted on the registration form, or in the online registration system.

**NAWJ 2013-2014 Board of Directors Meeting**

Time: 1:30 p.m. to 2:30 p.m.

**NAWJ Annual Awards Reception and Banquet**

Time: 6:00 p.m. to 9:30 p.m.

Search Southwest

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Search Flights Select Flights Price Purchase Confirmed

### El Paso, TX to New Orleans, LA

Air

Total Price: **\$395.60**

ITINERARY

<p>DEPART OCT 9 WED</p>	<p><b>10:15 AM</b> Depart <b>El Paso, TX (ELP)</b> on Southwest Airlines</p> <p>Flight #1339 </p>	<p><b>Wednesday, October 9, 2013</b></p>
	<p>12:50 PM Arrive in Dallas (Love Field), TX (DAL)</p> <p>02:00 PM Change  to Southwest Airlines in Dallas (Love Field), TX (DAL)</p> <p>Flight #377 </p> <p>Travel Time 4 h 05 m (1 stop, includes 1 plane change) Wanna Get Away</p>	
	<p><b>03:20 PM</b> Arrive in <b>New Orleans, LA (MSY)</b></p>	
<p>RETURN OCT 12 SAT</p>	<p><b>03:30 PM</b> Depart <b>New Orleans, LA (MSY)</b> on Southwest Airlines</p> <p>Flight #1745 </p>	<p><b>Saturday, October 12, 2013</b></p>
	<p>04:55 PM Arrive in Dallas (Love Field), TX (DAL)</p> <p>05:45 PM Change  to Southwest Airlines in Dallas (Love Field), TX (DAL)</p> <p>Flight #1764 </p> <p>Travel Time 3 h 55 m (1 stop, includes 1 plane change) Wanna Get Away</p>	
	<p><b>06:25 PM</b> Arrive in <b>El Paso, TX (ELP)</b></p>	

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-DAL-MSY	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> <li>• No Change Fees (applicable fare difference applies)</li> <li>• Reusable Funds (nontransferable - no name changes allowed)</li> <li>• Nonrefundable</li> </ul>	1	\$197.80
Return	MSY-DAL-ELP	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> <li>• No Change Fees (applicable fare difference applies)</li> <li>• Reusable Funds (nontransferable - no name changes allowed)</li> <li>• Nonrefundable</li> </ul>	1	\$197.80

Enroll in Rapid Rewards and earn at least 2111 Points per person for this trip. Already a Member? Log In to ensure you are getting the points you deserve.

Subtotal **\$395.60**  
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:**  
**\$395.60**



Get \$100 after first purchase.

Apply Instantly

Purchase your shopping cart...

Modify Trip

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.

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

Air

Modify | Remove

OCT 9	Depart Flt 1339/377	
WED	ELP MSY	
	10:15 AM 3:20 PM	
Adult Air fare per person		
Wanna Get Away fare <b>\$197.80</b>		
OCT 12	Return Flt 1745/1764	
SAT	MSY ELP	
	3:30 PM 6:25 PM	
Adult Air fare per person		
Wanna Get Away fare <b>\$197.80</b>		

**Cost Breakdown**  
Adult \$395.60 x 1 **\$395.60**

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

**Trip Total \$395.60**

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


Save Flight Checkout

Rapid Rewards

Travel Guide

Search for hotels in New Orleans (10/09/2013 - 10/12/2013)

Close To (optional)


Center of destination  within 30 miles

Show Only (optional)


Hotel Chains

 Shop All Hotel Chains

Pickup Date

10/09/2013 

Dropoff Date

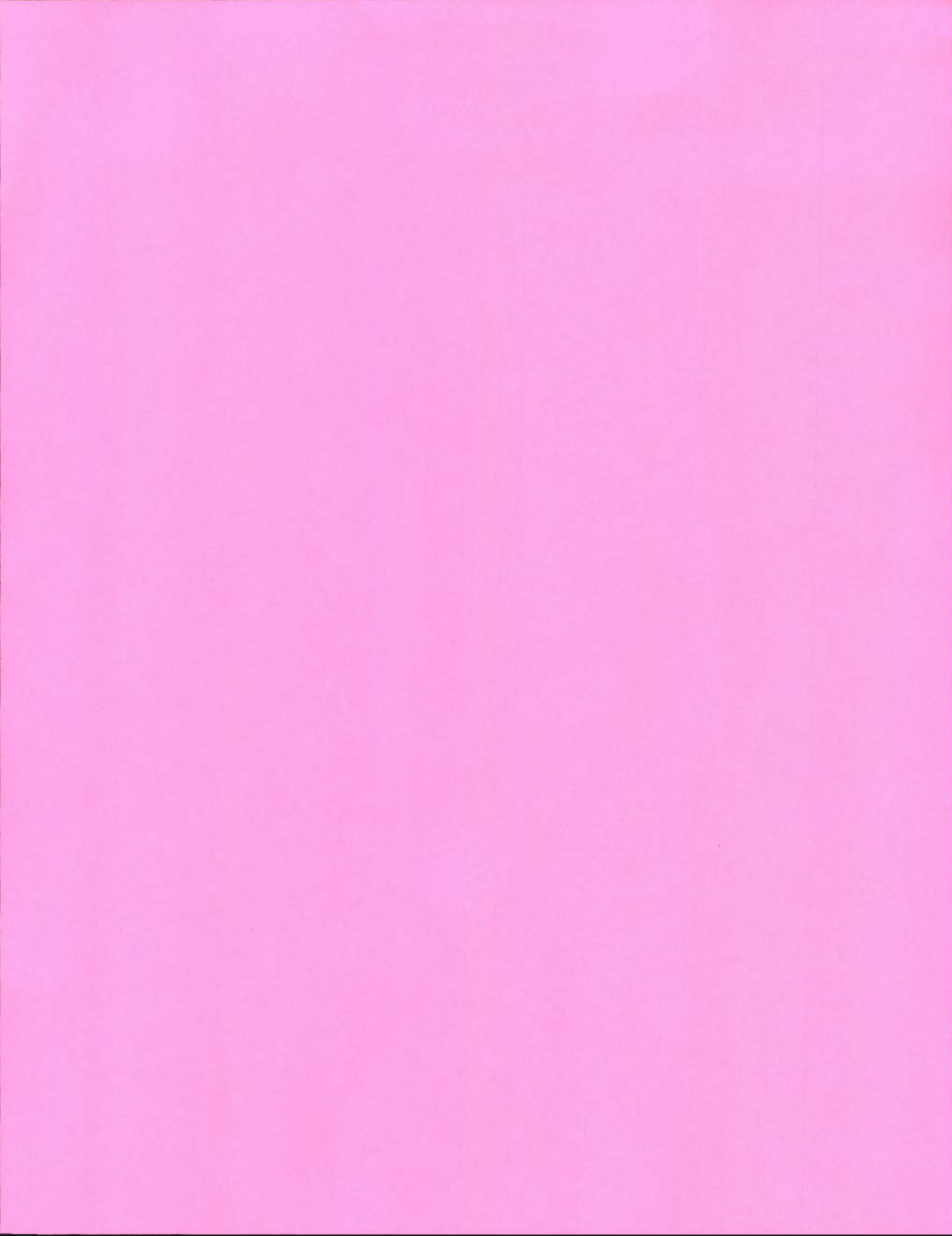
10/12/2013 

Trip Total

**\$395.60**

[Shop All](#)

constitutes acceptance of our Terms and Conditions. Privacy Policy



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

Vendor No.: EMPO0824 01  
 Voucher Total: \$1,536.64  
 No. of Lines: 1  
 T/C Hash: 208

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

Date Entered: 08/01/2013  
 Entered by: AN

Preparer's Initials: AN  
 Amount Spelled: ONE THOUSAND FIVE HUNDRED,  
 THIRTY SIX DOLLARS AND SIXTY FOUR CENTS

Vendor Name: RAQUEL LAURETANO

Street: 2516 MEMPHIS AVE.  
 CNTY PROBATE  
 City, State, Zip: EL PASO TX 79930

Subject: TAMPA, FL 10/12-10/15/13NGA CONFERENCE

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	208	1,536.64	PROBJUDSUP2	6705	145	PR0011		
	Desc:	TAMPA, FL 10/12-10/15/13NGA CONFERENCE						
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: 08/01/2013

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

TJ

**Travel**

Type: **ADVANCE**

Name: RAQUEL LAURETANO Department: PROBATE COURT #2  
 Date of Trip: Departure Date: 10/12/13 Return Date: 10/15/13 Destination: TAMPA, FL  
 \* Event: 2013 NGA CONFERENCE  
 County Related Purpose: \_\_\_\_\_

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

Department Index: PROBJUDSUP2 Sub-Object: 6705  
 COUNTY EMPLOYEE? CIRCLE/MOVE ARROW YES NO

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

Please Check One (Departure meal rate)

on Date of Departure by After 12:00 P.M. Half Rate \$ 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	✓ \$259.60	_____
Auto Rental	✓ <139.40	(County Rate)
Mileage (.40 /mile)	_____	_____
Gas	✓ 50.00	_____
Meal rate on Departure date	✓ 27.00	12 sat
Meal per diem (\$36.00)	✓ 72.00	13-14 Sun-Mon
Meal rate on Return date	✓ 36.00	15 Tue
Lodging	✓ 467.04	_____
Other - Registration	✓ 605.00	_____
Other - Parking/Tolls	_____	_____
Other - Taxi	_____	_____
Other - Shuttle	_____	_____
Other - Airport Parking	✓ 20.00	_____
<b>TOTAL</b>	✓ <b>\$1,676.04</b>	<b>\$0.00</b>

**FOR AUDITOR'S USE ONLY**

Trans. Code: \_\_\_\_\_  
 Index: \_\_\_\_\_  
 Sub-Object: \_\_\_\_\_  
 Vendor: Emp 00824  
 Subsidiary: \_\_\_\_\_  
 Amount: \_\_\_\_\_

✓ \$1536.64 EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE  NO  Y/N

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

ADVANCE FROM COUNTY \$1,676.04 CC \$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 Raquel Lauretano  
 SIGNATURE \_\_\_\_\_  
 DEPT. HEADS \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

CCO DATE

DATE: 23-Jul-13

# El Paso County Travel Justification Form

Employee: Raquel Lauretano Signature  Date: 7/18/2013  
Dept. Head: Eduardo A. Gamboa Signature  Date: 7/18/2013  
Dept: Probate Court #2 Job Title: Case Investigator

Travel Funding Source: X County      Grant      Other       
Will any funds be reimbursed by another entity? NO  
Travel Account No: Probjudsup2-6705 Balance Remaining for FY: \$3,850.24

**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: Updates for elder law & guardianship laws throughout the nation
  
- 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:**



**Thank you for your purchase!**

El Paso, TX - ELP to Tampa, FL - TPA

New Purchases in Trip

**Air**

Confirmation #AAMNS5

El Paso, TX - ELP to Tampa, FL - TPA  
 Saturday, October 12, 2013 - Tuesday,  
 October 15, 2013

**Air Total: \$259.60**

Amount Paid  
**\$259.60**

**Trip Total**  
**\$259.60**

OCT 12  
**SAT 10/12/13 - NGA Conference, Tampa, FL**

**New purchases added to your trip.**

**AIR**

El Paso, TX - ELP to Tampa, FL - TPA  
 10/12/2013 - 10/15/2013

Confirmation #  
**AAMNS5**

**Adult Passenger(s)**

RAQUEL LAURETANO  
 Subscribe to Flight Status Messaging

**Rapid Rewards #**

00001039528140

**DEPART**  
 OCT 12  
**SAT**  
**07:10 AM** Depart **El Paso, TX (ELP)**  
 on Southwest Airlines  
**09:30 AM** Arrive in **San Antonio, TX (SAT)**  
**12:15 PM** Change ✈️ to Southwest  
 Airlines in **San Antonio, TX (SAT)**  
**03:40 PM** Arrive in **Tampa, FL (TPA)**

Flight #57

**Saturday, October 12, 2013**

Travel Time 6 h 30 m  
 (1 stop, includes 1 plane change)  
 Wanna Get Away

Flight #1155

**RETURN**  
 OCT 15  
**TUE**  
**02:45 PM** Depart **Tampa, FL (TPA)** on  
 Southwest Airlines  
**04:30 PM** Arrive in **San Antonio, TX (SAT)**  
**06:40 PM** Change ✈️ to Southwest  
 Airlines in **San Antonio, TX (SAT)**  
**07:10 PM** Arrive in **El Paso, TX (ELP)**

Flight #299

**Tuesday, October 15, 2013**

Travel Time 6 h 25 m  
 (1 stop, includes 1 plane change)  
 Wanna Get Away

Flight #2904

**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-TPA	<b>Wanna Get Away</b> Excellent Value	<ul style="list-style-type: none"> <li>No Change Fees (applicable fare difference applies)</li> <li>Reusable Funds (nontransferable - no name changes allowed)</li> <li>Nonrefundable</li> </ul>	1	\$129.80
Return	TPA-SAT-ELP	<b>Wanna Get Away</b> Excellent Value	<ul style="list-style-type: none"> <li>No Change Fees (applicable fare difference applies)</li> <li>Reusable Funds (nontransferable - no name changes allowed)</li> <li>Nonrefundable</li> </ul>	1	\$129.80

Enroll in Rapid Rewards and earn at least 1296 Points per person for this trip. Already a Member? Log in to ensure you are getting the points you deserve.

**Subtotal** **\$259.60**  
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:**  
**\$259.60**

**Gov't taxes & fees now included**

**Purchaser Name** Raquel Lauretano **Billing Address** 416 Kenyon Joyce Ln  
El Paso, TX US 79902

Form of Payment	Amount Applied
Visa - XXXXXXXXXXXX-1045	<b>\$259.60</b>

**Amount Paid**  
**\$259.60**

**Trip Total**  
**\$259.60**

**Beatrice Castillo**

---

**From:** Joe Lopez  
**Sent:** Tuesday, July 23, 2013 4:38 PM  
**To:** Beatrice Castillo  
**Subject:** FW: Confirmed: Enterprise Rent-A-Car Reservation

Beatrice,

Sorry it took so long, they have me running between capital project and mold. Here's the reservation, let me know if there's any problems, or if I need to make changes. Have a good afternoon.

Joe

-----Original Message-----

**From:** Enterprise Rent-A-Car Reservations [<mailto:onlinereservations@enterprise.com>]  
**Sent:** Tuesday, July 23, 2013 4:35 PM  
**To:** Joe Lopez  
**Subject:** Confirmed: Enterprise Rent-A-Car Reservation

Dear Raquel Lauretano,

Thank you for choosing Enterprise. We look forward to seeing you on Saturday, October 12, 2013 at 3:30 pm. If you didn't print your confirmation when you reserved your car, please print this Email or record your confirmation number. You may need it when you pick up your rental. Your rental information is summarized below.  
P.S. Remember us when you're renting in town. Enterprise is always nearby at more than 6,500 neighborhood locations.

-----  
RESERVATION INFORMATION  
-----

Confirmation Number: 483380257

Name: Lauretano, Raquel

Pick Up Date: Saturday, October 12, 2013 at 3:30 pm

Drop Off Date: Tuesday, October 15, 2013 at 12:30 pm

Pick Up Location Address and Phone Number :  
TAMPA INTL ARPT  
4030 GEORGE J BEAN PKWY  
TAMPA, FL 33607-1459  
Tel.: (813) 396-4000

Pick Up Location Hours for the week of : October 7, 2013

Monday	12:01 am	11:59 pm
Tuesday	12:01 am	11:59 pm
Wednesday	12:01 am	11:59 pm
Thursday	12:01 am	11:59 pm
Friday	12:01 am	11:59 pm
Saturday	12:01 am	11:59 pm
Sunday	12:01 am	11:59 pm

Car and Rate Information for COUNTY OF EL PASO:

Compact

Nissan Versa, Toyota Yaris or similar

103.50 USD (3 Day @ 34.50)

0.00 USD (Drop Charge)

0.00 USD (COLLISION DAMAGE WAIVER FULL)

0.00 USD (SUPPLEMENTAL LIABILITY PROTECTION)

7.50 USD (RENTAL CAR FACILITY FEE 2.50/DAY)

11.09 USD (AIRPORT ACCESS FEE 10.5 PCT)

6.00 USD (FLORIDA SURCHARGE 2.00/DAY)

0.06 USD (TIRE/BATTERY FEE .02/DAY)

2.13 USD (VEHICLE LICENSE FEE .71/DAY)

9.12 USD (STATE TAX)

**Total Charges 139.40 USD**

Additional surcharges, local taxes, etc. may apply.

-----  
 ENTERPRISE PICK-UP POLICY  
 -----

RENTAL OFFICE IS LOCATED BY THE BAGGAGE CLAIM AREA. . 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  
-----

Please click the link below to modify or cancel this reservation. (Note: Modifying your location, date, or time may result in changes to your rates, taxes, surcharges or underage fee).

[https://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=001&confirmnum=483380257&firstname=r  
aquel&lastname=lauretano&cnty=US&language=EN](https://www.enterprise.com/car_rental/deeplinkmap.do?bid=001&confirmnum=483380257&firstname=r<br/>aquel&lastname=lauretano&cnty=US&language=EN)



National Guardianship Association  
 www.guardianship.org  
 877-326-5992  
 info@guardianship.org



# CONFERENCE SCHEDULE AT-A-GLANCE

(Conference Intensives and the Certification Review Course Require Separate Registration)

## Saturday, October 12

7:00 am - 5:00 pm Registration Area Open  
 8:30 am - 4:00 pm Conference Intensive:  
 Legal Review  
 8:30 am - 11:45 am Conference Intensive:  
 Guardianship Clinic  
 10:00 am - 11:40 am Guardianship Scene Investigation  
 1:00 pm - 4:00 pm State Affiliates Meeting  
 1:00 pm - 5:00 pm NGA Certification Review Course  
 2:45 pm - 4:25 pm Guardianship Scene Investigation  
 5:30 pm - 6:30 pm Welcome Reception

## Sunday, October 13

7:00 am - 5:00 pm Registration Area Open  
 7:00 am - 8:30 am New Member Breakfast  
 7:00 am - 8:30 am Continental Breakfast  
 8:30 am - 8:45 am Welcome/Opening Remarks  
 8:45 am - 10:00 am NGA Advocacy and Grassroots  
 Training  
 10:00 am - 10:30 am Break/Visit with Exhibitors  
 10:15 am - 11:55 am Guardianship Scene Investigation  
 10:30 am - 11:45 am Concurrent Breakout Sessions:  
 • Let's Talk About Planning Ahead  
 • UAGPPJA through Advocacy  
 12:00 pm - 1:45 pm Annual Meeting Luncheon  
 2:00 pm - 3:15 pm Concurrent Breakout Sessions:  
 • Restoring Lives: An Integrated  
 Approach to improving quality of  
 life for victims of Elder Financial  
 Abuse  
 • A Path Through the Woods:  
 Navigating the Complex World of  
 Government Benefits  
 3:15 pm - 3:45 Break with Exhibitors  
 3:45 pm - 5:30 pm Guardianship Scene Investigation  
 3:45 pm - 5:00 pm Concurrent Breakout Sessions:  
 • Establishing a Place of Abode: A  
 Person-Centered Approach to  
 Meet the Challenge of the NGA  
 Code of Ethics Rule #3  
 • Making Rational Medical Decisions  
 5:30 pm - 7:00 pm Reception with Exhibitors and  
 Live Auction  
 7:00 pm Dinner on Your Own  
 7:15 pm - 8:30 pm Master Guardian Prep Session

## Monday, October 14

7:00 am - 5:00 pm Registration Area Open  
 7:30 am - 8:30 am Continental Breakfast with  
 Exhibitors  
 8:30 am - 9:30 am Human Rights & Guardianship:  
 Individuals with Developmental  
 Disabilities  
 9:30 am - 10:00 am Coffee Break with Exhibitors  
 10:00 am - 11:00 am Concurrent Breakout Sessions:  
 • Protecting the Guardian from  
 Liability  
 • One of Our Greatest  
 Challenges... Communicating  
 and Coping with Challenging  
 Families  
 10:15 am - 11:55 am Guardianship Scene Investigation  
 11:15 am - 12:30 pm Concurrent Breakout Sessions:  
 • Everything you need to know  
 about the Health Insurance Mar-  
 ketplace for your business and  
 your clients  
 • Federal and State Legislative  
 Developments  
 12:30 pm - 1:00 pm Networking Luncheon  
 1:00 pm - 1:45 pm Dessert with Exhibitors  
 2:00 pm - 3:15 pm Concurrent Breakout Sessions:  
 • Ethics Jeopardy  
 • Behavior Related to Brain Injury  
 "Who is this Person?"  
 3:15 pm - 3:45 pm Break  
 3:45 pm - 5:00 pm Concurrent Breakout Sessions:  
 • Attorneys as Guardians: Ethical  
 Dilemmas and Precautions  
 • Lesbian, Gay, Bisexual and  
 Transgender Issues in Aging  
 Evening on Your Own  
 Open Evening

## Tuesday, October 15

7:00 am - 9:00 am Registration Area Open  
 7:00 am - 8:30 am Continental Breakfast  
 8:30 am - 9:45 am What to Expect from the Court:  
 Key Elements of the Revised  
 National Probate Court Standards  
 9:45 am - 10:00 am Break  
 10:00 am - 11:30 am VA's Fiduciary Program  
 11:30 am Conference Adjourns



### El Paso International Airport

- Home
- Airline & Flight Info
- Flight Info
- Flight Map
- Airlines
- Parking
- Parking Overview
- Parking Lot Map
- Reserve Parking
- Cell Phone Lot
- Green Island Charging Station
- Ground Transportation
- Buses
- Car Rentals
- Shuttles
- Taxis
- Terminal Services
- Maps
- News & Gifts
- Food & Beverage
- Services
- WiFi Internet
- Lost Baggage
- Visiting El Paso
- Hotels
- Area Links
- Business
- Air Cargo
- General Aviation
- Foreign Trade Zone
- Industrial Parks
- About Us
- Director's Message
- Airport History
- Operating Statistics
- Financials
- Media
- News
- Press Releases
- Contact Us

## Parking - Parking Information

### Parking Overview

Short Term parking and Long Term parking are designated by overhead signs on Airport property.

Parking for people with disabilities is available near the Airport terminal in the Short Term Lot and near each Airport Shuttle Bus stop in the Long Term parking lot

Free parking for Disabled Veterans with Texas license plates. Identification may be required, see city ordinance here

[Parking Lot Map](#)

### Airport Parking Rates

All Parking is limited to 60 days. if you need to park for longer than 60 days please call 915 771-7990.

#### Short Term Parking (1,242 spaces)

0-30 min.	No Charge
31 min - 1 hr.	\$1.50
Each additional hour	\$1.00
Max. each 24 hrs.	\$10.00
Lost Ticket (per day)	\$10.00

#### Long Term Parking (4,496 spaces)

0-30 min	No charges
31 min - 1 hr.	\$1.00
Each additional hour	\$ .50
Max. each 24 hrs.	\$5.00
Lost Ticket (per day)	\$5.00
No weekly rate	
Maximum daily rates apply to lost tickets	

Total number of parking spaces: 5,738

### Peak Travel Times

Due to increased traffic during peak travel times, travelers may be directed to other parking options by parking lot attendants.

Shuttle Service, call 915 780-4749 for information

The Airport provides free shuttle bus service to and from the Long Term Parking Lot to the terminal

Shuttle Bus stops are conveniently located throughout the Long Term Parking Area

Shuttle Bus Operators will give a Parking Buddy card to help locate your car when you return.

Please call 915 771-7990 for additional parking information and oversized vehicle parking

We accept these credit cards.



Sorry, we do not accept checks



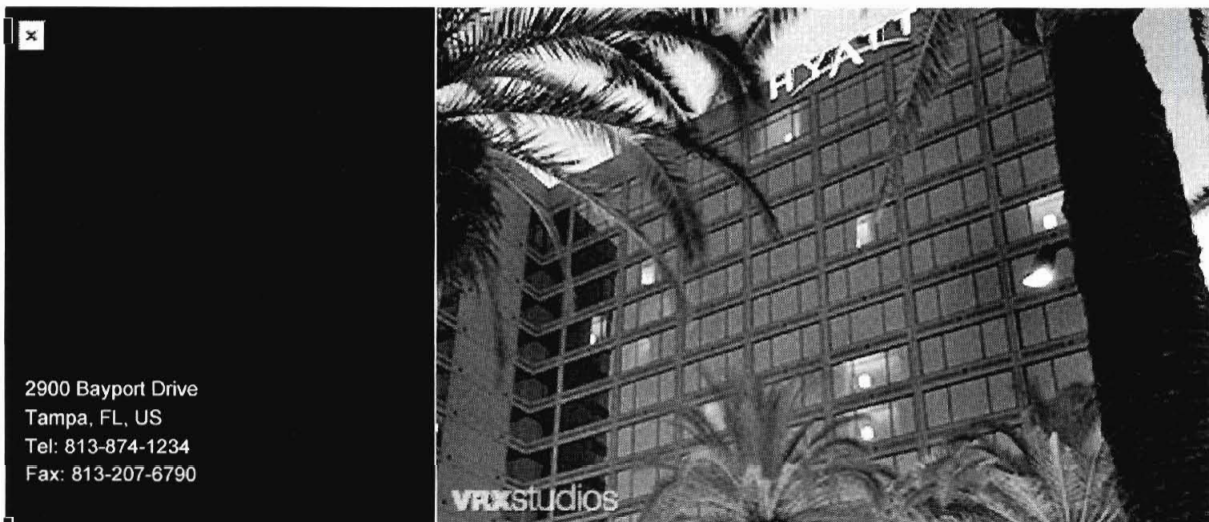
## Beatrice Castillo

---

**From:** Raquel Lauretano  
**Sent:** Wednesday, July 17, 2013 12:03 PM  
**To:** Beatrice Castillo  
**Subject:** FW: Grand Hyatt Tampa Bay Reservation Confirmation

**From:** The Grand Hyatt Tampa Bay [mailto:groupcampaigns@pkghlrss.com]  
**Sent:** Wednesday, July 10, 2013 9:34 AM  
**To:** Raquel Lauretano  
**Subject:** Grand Hyatt Tampa Bay Reservation Confirmation

HYATT



[Visit Group Reservation Website](#)

Greetings from the Grand Hyatt Tampa Bay,

We look forward to your visit to the Grand Hyatt Tampa Bay, arriving on 12-Oct-2013 departing on 15-Oct-2013.

Your confirmation number is 32769B2L. For details about your reservation, please see the information below. To make changes to your reservation electronically, please [click here](#), or within the U.S. call 888-421-1442. International Callers please call 402-592-6464.

We are excited about your upcoming visit and look forward to creating a memorable experience for you. We invite you to contact us to make arrangements in advance for activities such as golf, tennis, spa, dining reservations, children's programs, transportation and more. By making these plans in advance you will ensure that you can take advantage of the many services and amenities that the Grand Hyatt Tampa Bay has to offer! To make arrangements, please call us at 813-874-1234.

We are delighted that you have chosen to stay with us and look forward to your 12-Oct-2013 arrival.

Warm regards,



Paul Joseph  
General Manager  
Grand Hyatt Tampa Bay

#### REQUEST A SERVICE



Golf



Activities



Dining



Tennis



Transportation



Baby  
Services

#### RESERVATION DETAILS

**Confirmation Number:** 32769B2L  
**Guest Name:** RAQUEL LAURETANO

**Grand Hyatt Tampa Bay**  
2900 Bayport Drive  
Tampa, FL 33607 US  
Hotel Phone Number: 813-874-1234  
Hotel FAX Number: 813-207-6790

**Check In Date:**  
12-Oct-2013

**Check Out Date:**  
15-Oct-2013

**Number of Adults:** 1  
**Number of Children:** 0  
**Number of Rooms:** 1

**Hotel Check-In Time:** 15:00  
**Hotel Check-Out Time:** 12:00

**Room(s) Booked:** Guestroom King

#### Additional Tax & Service Charges

Total Room Charges include 12% room tax per night (subject to change).



Changes to the dates of stay, number of guests per room or number of rooms confirmed will be subject to current pricing which may be different than previously confirmed rates.

#### Nightly Rate per Room

Date	Guest(s)	Status	Rate
12-Oct-2013	1	Confirmed	139.00
13-Oct-2013	1	Confirmed	139.00
14-Oct-2013	1	Confirmed	139.00

Total: \$ 467.<sup>04</sup>

Additional Guest	Rate
Second Guest	0.00
Third Guest	0.00
Fourth Guest	0.00
Fifth Guest	0.00

**Guaranteed by:** Credit card  
**Cancellation Policy:**

**Cancel by 3pm EST 24 hours prior to arrival to avoid a one night's room and tax penalty.**

**Preferences:**

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

We respect your privacy and will only use your information in accordance with our Global Privacy Policy for Guests, available at [privacy.Hyatt.com](http://privacy.Hyatt.com). If you have questions or comments regarding this email, please contact us at [consumeraffairs@hyatt.com](mailto:consumeraffairs@hyatt.com). You have a right to access, to rectify and to object for legitimate reasons to the processing of your data in accordance with our Global Privacy Policy for Guests.

# NGA Registration Form: 2013 National Conference on Guardianship

Register each person using a separate form, but total payment can be made with one check or credit card.

Registration must be received on or before September 6 for the early discount.  
Click [here](#) to visit the Conference website and register online.

Raquel Lauretano

Complete Name, include any designations (please print clearly)

Raquel Lauretano, LCSW

Name as you want it to appear on your name badge

El Paso County Statutory Probate Court No. 2

Agency/Organization/Company

500 E. San Antonio, Rm. 422

Mailing Address

El Paso TX 79901

City

State

Zip

915-546-8127

915-875-8530

Phone

Fax

rlauretano@epcounty.com

Email (Confirmations are only sent by email.)

I am a family guardian.

I have a special dietary or accessibility need and will require accommodations in order to fully participate in this meeting. Please contact me.

To add more people, this form may be photocopied and total fee paid with one check or credit card.

### Information About Conference Fees:

Registration for the Saturday Conference Intensives: Legal Review or Guardianship Clinic requires an additional fee. Payment covers one of these sessions. Registrants may only attend/receive the materials for the session for which they pay. Conference flash drive not included in this fee.

The full conference registration fee includes entrance to all education sessions on Sunday, Monday and Tuesday; Welcome Reception and Exhibitor Reception; group lunches on Sunday and Monday; breakfast each session day; all breaks and the Conference flash drive.

One-day registration covers only the day of your choice with the breakfast, lunch and breaks that day and the Conference flash drive. Sunday's fee includes the reception that evening.

## Registration Payment (Federal ID # 36-3591860)

Please email me a receipt for my records.

Online: Have credit card available and go to [www.guardianship.org](http://www.guardianship.org)

Mail: Send form and check (payable to NGA) to  
NGA, 174 Crestview Dr., Bellefonte, PA 16823-8516

Fax: Provide credit card information and fax to 814-355-2452

Credit Card:  Visa  MasterCard

Name on Card (print) Raquel Lauretano

Account Number

Exp. Date Security Code:

Signature

\$ 555.00 TOTAL FOR REGISTRATION FEES + \$ 50.00 FOR CERTIFICATE = \$ 605.00

No refunds will be issued after Monday, October 7. Cancellations after October 7 will receive a copy of materials from the Conference. Changes or cancellations must be made in writing to Terri Breon at [info@guardianship.org](mailto:info@guardianship.org). Substitutions may be made in advance.

## 2013 Conference Registration

### Discount if received before September 6.

NGA Member Fees:

Full Conference @ \$385

Sunday or Monday only @ \$180

Tuesday only @ \$80

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Non-Member Fees:

Full Conference @ \$555

Sunday or Monday only @ \$255

Tuesday only @ \$95

\$ 555.00  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Family Guardian Single-Day Fee:

Single Day @ \$50 (Sunday or Monday, includes sessions, exhibits and all food functions up to 5:00 pm)

\$ \_\_\_\_\_

### If registering AFTER September 6.

NGA Member Fees:

Full Conference @ \$425

Sunday or Monday only @ \$195

Tuesday only @ \$95

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Non-Member Fees:

Full Conference @ \$600

Sunday or Monday only @ \$270

Tuesday only @ \$120

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Family Guardian Single-Day Fee:

Single Day @ \$50 (Sunday or Monday, includes sessions, exhibits and all food functions up to 5:00 pm)

\$ \_\_\_\_\_

Total for Conference Registration

\$ \_\_\_\_\_

Not an NGA Member? Join Now and Save on Your Registration!

Individual Membership @ \$180

\$ \_\_\_\_\_

Organization Membership @ \$260

(plus \$110 for each additional organization member)

\$ \_\_\_\_\_

Family, Volunteer or Retired Membership @ \$60

\$ \_\_\_\_\_

## Register Here for Conference Intensives

Legal Review

Discount if received before September 6.

NGA Member Fee @ \$130

Non-Member Fee @ \$155

\$ \_\_\_\_\_  
\$ \_\_\_\_\_

If registering after September 6.

NGA Member Fee @ \$155

Non-Member Fee @ \$180

\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Guardianship Clinic

Discount if received before September 6.

NGA Member Fee @ \$80

Non-Member Fee @ \$105

\$ \_\_\_\_\_  
\$ \_\_\_\_\_

If registering after September 6.

NGA Member Fee @ \$105

Non-Member Fee @ \$130

\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Total Conference Intensives:

\$ \_\_\_\_\_

Use the separate form to order a Certificate of Attendance prior to the Conference

Total: \$ 605.00



# CERTIFICATE OF ATTENDANCE ORDER FORM

National Guardianship Association

2013 Conference on Guardianship

Tampa, Florida

October 12-15, 2013

Any person needing a Certificate of Attendance for the Center for Guardianship Certification, California Fiduciary Bureau, or Texas Guardianship Certification WILL NOT need to purchase a certificate. A Verified Certificate of Attendance will be provided following the conference for every attendee who submits the Attendance Verification sheets. (Please allow 45 days following the event for receipt of certificate.) Those areas listed below do require additional effort on the part of the NGA staff to pre-approve the continuing education credits, therefore additional fees are required.

<input type="checkbox"/>	Certificate Type	Certificate Use	Fee for Certificate
	Guardianship	Florida or Washington	\$25.00
	Legal	Used for FL (unless your state accepts the FL approval)	\$50.00
<input checked="" type="checkbox"/>	Social Work	Certificate may be used for all states	\$50.00

### Fill out Clearly and Completely Information as you would like it to appear on your Certificate

State Requesting Certificate for: \_\_\_\_\_ License/Bar/Guardian # if applicable \_\_\_\_\_

Name Raguel lauretano

Email rlauretano@epcounty.com

Company Probate Court #2

Address 500 E. San Antonio Rm 422

City El Paso State TX

Zip Code 79901 Phone (915) 546-8183 Fax (915) 875-8530

Total Payment for Order \$ 50.<sup>00</sup> Please email me a receipt \_\_\_\_\_

**TO MAIL FORM:** Enclose Check Or Money Order, Payable To NGA and Address To:  
**NGA ♦ 174 Crestview Drive ♦ Bellefonte, PA 16823-8516**

**TO FAX FORM:** Provide Credit Card Information and Fax To  
**814-355-2452**

\_\_\_\_\_ VISA \_\_\_\_\_ MasterCard

Card # \_\_\_\_\_ Sec. Code \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_



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

Vendor No.: EMPO2074 01  
 Voucher Total: \$547.42  
 No. of Lines: 1  
 T/C Hash: 208

Single Check (Y/N): \_\_\_\_\_  
 Date Entered: 08/01/2013  
 Entered by: AN

Preparer's Initials: AN  
 Amount Spelled: FIVE HUNDRED,  
 FORTY SEVEN DOLLARS AND FORTY TWO CENTS

Vendor Name: GLORIA LOPEZ  
 Street: PROBATE1  
 500 E. SAN ANTONIO  
 City, State, Zip: EL PASO TX 79901

Subject: SANTONIO, TX9/04-9/06/13TX CLLG PRB JDG ANNL MEET

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	208	547.42	PROBJUDSUP1	6705	145	PR0011		
	Desc:	SANTONIO, TX9/04-9/06/13TX CLLG PRB JDG ANNL MEET						
02								
	Desc:							
03								
	Desc:							
04								
	Desc:							
05								
	Desc:							
06								
	Desc:							
07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

Prepared by: JORGE LOPEZ TCAUD20-AUDITORS Date: 08/01/2013

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

25

Travel

Type: ADVANCE

Name: Gloria Lopez Department: Probate Court No. 1  
 Date of Trip: Departure Date: 09/04/13 Return Date: # 09/06/13 Destination: San Antonio, Texas  
 \* Event: Texas College of Probate Judges / Annual Meeting  
 County Related Purpose: \_\_\_\_\_

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

Department Index: PROBJUDSUP1 6705  
 COUNTY EMPLOYEE? CIRCLE/MOVE ARROW YES NO

### Section 1: Guidelines for Determining Meal Rates Allowance MOVE ARROW

*Please Check One (Departure meal rate)*

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

*Please Check One (Return meal rate)*

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

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

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

### Section 2: Travel Estimated Breakdown

\* CC CREDIT CARD EXPENSE BREAKDOWN

		* CC
Airfare	<u>\$267.60</u>	_____
Auto Rental	_____	_____
Mileage (.40 /mile)	_____	_____
Gas	_____	_____
Meal rate on Departure date	<u>18.00</u>	<u>4</u>
Meal per diem (\$36.00 - 9 lunch)	<u>27.00</u>	<u>5</u>
Meal rate on Return date (36-9 lunch)	<u>27.00</u>	<u>6</u>
Lodging	<u>207.82</u>	_____
Other - Registration (375.00 ea.)	_____	_____
Other - Parking/Tolls	_____	_____
Other - Taxi	_____	_____
Other - Shuttle	_____	_____
Other -	_____	_____
<b>TOTAL</b>	<u>\$547.42</u>	<u>\$0.00</u>

### FOR AUDITOR'S USE ONLY

Trans. Code: \_\_\_\_\_  
 Index: \_\_\_\_\_  
 Sub-Object: \_\_\_\_\_  
 Vendor: Emp 02074  
 Subsidiary: \_\_\_\_\_  
 Amount: \_\_\_\_\_

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE  Y/N

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

CC

ADVANCE FROM COUNTY \$547.42 \$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 Gloria Lopez  
 SIGNATURE \_\_\_\_\_  
 DEPT. HEADS \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

C.C.O. DATE

DATE: 12/12/13

**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: Gloria Lopez  
Dept. Head: Joseph F. Strelitz  
Dept: Probate Court No. 1

Signature Gloria Lopez Date: 7/25/2013  
Signature JFS Date: 7/25/2013  
Job Title: Probate Master

Travel Funding Source: x County      Grant      Other       
Will any funds be reimbursed by another entity? No  
Travel Account No: PROBJUDSUP1-6705 Bal. Remaining for FY: \$10,000.00

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 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: Texas College of Probate Judges Annual Meeting

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

Other:

[Search Southwest](#)

[southwestgiftcard®](#)

[Sign Up 'n Save](#) | [Help](#) | [Español](#)

[Search Flights](#)   [Select Flights](#)   [Price](#)   [Purchase](#)   [Confirmed](#)

## El Paso, TX to San Antonio, TX

**Air**

Total Price: **\$267.60**

**ITINERARY**

DEPART SEP 4 <b>WED</b>	<b>01:25 PM</b> Depart <b>El Paso, TX (ELP)</b> on Southwest Airlines	Flight #280	<b>Wednesday, September 4, 2013</b>
	04:00 PM Arrive in Dallas (Love Field), TX (DAL)		
	05:25 PM Change ✕ to Southwest Airlines in Dallas (Love Field), TX (DAL)	Flight #4097	
	<b>06:20 PM</b> Arrive in <b>San Antonio, TX (SAT)</b>		
RETURN SEP 6 <b>FRI</b>	<b>02:40 PM</b> Depart <b>San Antonio, TX (SAT)</b> on Southwest Airlines	Flight #548	<b>Friday, September 6, 2013</b>
	03:40 PM Arrive in Dallas (Love Field), TX (DAL)		
	05:15 PM Change ✕ to Southwest Airlines in Dallas (Love Field), TX (DAL)	Flight #4921	
	<b>05:50 PM</b> Arrive in <b>El Paso, TX (ELP)</b>		

**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](#)

**Air**

[Modify](#) | [Remove](#)

SEP 4	Depart Flt 280/4097	
<b>WED</b>	<b>ELP SAT</b>	
	1:25 PM	6:20 PM
Adult Air fare per person		
Wanna Get Away fare		<b>\$133.80</b>
SEP 6	Return Flt 548/4921	
<b>FRI</b>	<b>SAT ELP</b>	
	2:40 PM	5:50 PM
Adult Air fare per person		
Wanna Get Away fare		<b>\$133.80</b>
<b>Cost Breakdown</b>		
Adult \$267.60 x 1		<b>\$267.60</b>
Govt. Taxes & Fees		
We'll reserve the flight upon purchase completion.		
<b>Trip Total</b>		<b>\$267.60</b>

Not ready to book yet? [Save this trip and book later.](#)

[Save Flight](#)   [Checkout](#)

**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-DAL-SAT	<b>Wanna Get Away</b> Excellent Value	<ul style="list-style-type: none"> <li>No Change Fees (applicable fare difference applies)</li> <li>Reusable Funds (nontransferable - no name changes allowed)</li> <li>Nonrefundable</li> </ul>	1	\$133.80
Return	SAT-DAL-ELP	<b>Wanna Get Away</b> Excellent Value	<ul style="list-style-type: none"> <li>No Change Fees (applicable fare difference applies)</li> <li>Reusable Funds (nontransferable - no name changes allowed)</li> <li>Nonrefundable</li> </ul>	1	\$133.80

Enroll in Rapid Rewards and earn at least 1344 Points per person for this trip. Already a Member? Log in to ensure you are getting the points you deserve.

Subtotal **\$267.60**  
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:**  
**\$267.60**



**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.



## Reservation Confirmation

07-24-13

Thank you for choosing the **The St Anthony Riverwalk Wyndham Hotel** for your upcoming visit. We are pleased to confirm the following guest reservation for: **Gloria Lopez**

### Reservation Information:

**Wyndham Rewards Number:** [Follow this link to join Wyndham Rewards](#)

**Confirmation No.** 81499912

**Arrival Date:** 09-04-13

**Departure Date:** 09-06-13

**Adults/Children:** 1 / 0

**No. of Rooms:** 1

**Rate Plan / Group:** Texas College of Probate Judges

**Room Description:** With a four poster bed, this 1 king bed room offers a view of Travis Park, as well as wireless high speed internet access with a Wyndham Rewards sign up. Guests of this room sleep on a European Serta pillow top mattress and have an in room coffee maker.



**Wyndham Rewards**

**Arrival Room Rate and Daily Room Rate (if applicable) information in USD :**

89.00

**Total cost for accommodations, including taxes (and resort fees if applicable):**

207.82

**Wyndham Garden** hotels are perfectly situated in key business, airport and suburban locations. We offer tasteful, intimate hotels with comfortable guest rooms that offer a wealth of thoughtful amenities. Every hotel provides casual dining options, inviting lobbies and cozy library lounges for reading or socializing. And of course, flexible meeting space that can accommodate a wide range of functions.

**Wyndham Hotels and Resorts** are upscale, full-service properties located in key business destinations across the world. Each offers the comfort and amenities you would expect in a world-class hotel, including beautifully appointed public areas, thoughtfully detailed guest rooms and distinct dining options. Business locations feature meeting space flexible for large and small meetings, as well as business centers and fitness centers. Many resorts offer golf, tennis, beautiful beaches, spas and more.

Situated in key destinations around the world, each **Wyndham Grand Collection** hotel and resort is a one-of-a-kind experience with a compelling local flavor. Here you will find attentive service, relaxing surroundings and thoughtful touches you expect from Wyndham on a grand scale. Guest rooms are comfortable and refined... dining experiences are crafted by expert chefs... and artfully appointed lounges and public areas invite you to linger. Wyndham Grand properties are also ideal for large-scale social engagements and business events. Flexible meeting spaces, elegant halls and sophisticated entertainment and presentation capabilities ensure a successful event.

### Guest Registration Information:

Photo identification and a valid credit card are requested upon registration. Early departure penalties may apply; please inquire directly upon arrival regarding this specific reservation. Luggage storage is available at most hotels and resorts for early arrival and late departure.

### Cancellation / Deposit Information:

**Guaranteed with:** Visa

**Cancellation Information/Policy:** Reservation must be cancelled by 6PM (hotel local time) 09/03/13

to avoid a penalty of 103.91.

### Experience Wyndham on-line:

Thank you again for reserving accommodations with the **The St Anthony Riverwalk Wyndham Hotel!**



[Wyndham Hotels & Resorts](#)



[Wyndham Grand Collection](#)



[Wyndham Garden](#)



[Redeem Rewards](#)

**The St Anthony Riverwalk Wyndham Hotel**

300 EAST TRAVIS, SAN ANTONIO, TX, 78205 Philippines

Tel: (210) 227-4392 | Fax: (210) 227-0915 | Reservations: 800-996-3426

[www.wyndham.com/hotels/SATST](http://www.wyndham.com/hotels/SATST)

# TEXAS COLLEGE OF PROBATE JUDGES

P.O. Box 2025 ★ Austin, Texas 78768 ★ (512) 480-0600 ★ [tcpj@austin.rr.com](mailto:tcpj@austin.rr.com) ★ [www.tcpj.org](http://www.tcpj.org)



June 25, 2013

## Texas College of Probate Judges

**3-Day Annual Meeting: 15 hours**

**September 5-7, 2013**

Conference check-in beginning September 4, 2013

**San Antonio, Texas  
The St. Anthony Hotel**

The Hon. Guy Herman  
President  
Probate Court No. 1  
Travis County

Dear Judges, Clerks, and Court and Clerk Staff:

The Texas College of Probate Judges is proud to sponsor the September 2013 Annual Meeting in San Antonio, Texas. A copy of the agenda is enclosed for your review. Below is a brief synopsis:

Board of Directors

The Hon. Joe Ashmore, Ret.  
Attorney at Law  
Dallas County

The Hon. Max Higgs  
Senior Statutory Probate Judge  
El Paso County

The Hon. Gladys Burwell  
Senior Statutory Probate Judge  
Galveston County

David Hodges  
Judicial Projects Director  
Texas Association of Counties

*The San Antonio Annual Meeting features a 15-hour educational program covering various aspects of the probate system, including citation and notice under the Probate Code, guardianship law, dependent and independent administration procedures, heirship procedures, the monitoring of administrations and guardianships, responsibilities of the probate clerk, and Texas mental health law.*

*The annual meeting also includes a review of recent cases in the areas of probate administration, guardianship, trust, and mental health law; Saturday break-out sessions in smaller groups – and legislative updates plus a look ahead to the new Estates Code that goes into effect on January 1, 2014.*

*The conference will be held at The St. Anthony Hotel, a Wyndham Historic Hotel close to the Riverwalk and overlooking Travis Park. This National Historic Landmark was completed in 1909 and much of the period detail has been preserved following an \$8 million restoration. In the heart of downtown San Antonio, The St. Anthony is within walking distance of the Convention Center, Paseo del Rio Riverwalk, Rivercenter Mall, the Alamo, and La Villita.*

The Texas College of Probate Judges is a private nonprofit educational organization dedicated to the education of judges and clerks. Our seminars provide continuing education in all aspects of probate law and are designed to benefit both new and longstanding judges and court employees. Probate judges, probate assistants, probate clerks, court administrators, and other court and clerk personnel are all encouraged to attend our informative and entertaining programs.

Judges and Clerks receive credit towards their annual educational requirement for each classroom hour attended; a maximum of 15 hours can be obtained at this Annual Meeting. All participants will receive a certificate of completion.

This is our last program in 2013. We'll send out our year-end letter with information about our 2014 programs in mid-November.

## Registration for San Antonio Annual Meeting

The registration fee for the San Antonio Annual Meeting is \$400.00 per person, which includes written materials, catered lunches on Thursday and Friday, and morning coffee and rolls each day.

Each person attending the Annual Meeting should complete a copy of the enclosed registration form and return it with the \$400.00 registration fee to the address on the form no later than Friday, August 23, 2013.

- The cost for registrations received after August 23 will be \$450.00 per person.
- Cancellation policies:
  - Cancellations made by Monday, August 26, 2013 can get a full refund of the registration fee or can apply the registration fee to a future conference.
  - Cancellations after August 26 but before 5:00 p.m. on Friday, August 30 will be subject to a \$100.00 administration fee.
  - No refunds will be made for cancellations after 5:00 p.m. Friday, August 30.

## Hotel for San Antonio Annual Meeting

The conference will be held at The St. Anthony Hotel. If you intend to stay there, you must reserve no later than noon on Sunday, August 4. NOTE: there are a limited number of rooms available at the group rate.

- **Hotel** –The St. Anthony, 300 East Travis St., San Antonio, [www.thestanthonyhotel.com](http://www.thestanthonyhotel.com)
- **Room rates** – \$89.00 per night single, double, or triple, plus customary tax
- **Hotel Reservations** – 1-800-996-3426 or 1-210-227-4392 – indicate group name when making the reservations (Texas College of Probate Judges)
- Parking is \$10.00/day for self-park, plus tax; valet parking also available (prices subject to change)

---

The Texas College of Probate Judges strives to present informative seminars offering practical tools for all attendees to take back to their home county. We hope to see you in San Antonio at the Annual Meeting.

Sincerely,



Guy Herman, President, Texas College of Probate Judges

# Texas College of Probate Judges

## Texas College of Probate Judges 3-Day Annual Meeting San Antonio, Texas

Wednesday, September 4, 2013

4:00 PM TO 6:00 PM      **Registration**

Thursday, September 5, 2013

7:45 AM TO 8:25 AM      **Registration: Coffee and Rolls**

8:25 AM TO 8:30 AM      **Welcoming Remarks**  
Guy Herman, TCPJ President

8:30 AM TO 8:50 AM      **An Introductory Look at 2013 Legislative Updates  
and the New Estates Code**  
The Hon. Guy Herman  
Travis County Probate Court No.1

8:50 AM TO 10:20 AM      **Mental Health Law**  
The Hon. Guy Herman  
Travis County Probate Court No.1

10:20 AM TO 10:35 AM      **Coffee Break**

10:35 AM TO 11:10 AM      **Overview of Probate & Probating a Will**  
Craig Hopper  
Hopper Mikeska, PLLC, Austin, Texas

11:10 AM TO NOON      **Dependent Administration**  
David Stanush  
Strasburger Price Oppenheimer Blend, San Antonio, Texas

NOON TO 1:00 PM      **Lunch**

1:00 PM TO 1:30 PM      **Independent Administration**  
Craig Hopper  
Hopper Mikeska, PLLC, Austin, Texas

1:30 PM TO 2:15 PM      **Heirship Proceedings & Small Estate Affidavits**  
Clint Alexander  
Barnes Lipscomb & Stewart PLLC, Austin

2:15 PM TO 2:30 PM      **Stretch Break**

2:30 PM TO 3:45 PM      **Practical Aspects of Guardianship Law**  
The Hon. Chris Wilmoth  
Dallas County Probate Court No. 2

3:45 PM TO 4:30 PM      **The Role of the Ad Litem**  
The Hon. Steve King  
Tarrant County Probate Court No.1

# Texas College of Probate Judges

## Friday, September 6, 2013

- 8:00 AM TO 8:30 AM      **Coffee and Rolls**
- 8:30 AM TO 9:00 AM      **Mandatory E-Filing: A Look Ahead**  
The Hon. Steve King  
Tarrant County Probate Court No.1
- 9:00 AM TO 9:45 AM      **Responsibilities of the Probate Clerk**  
The Hon. Gladys Burwell  
Senior Judge – Galveston County
- 9:45 AM TO 10:00 AM      **Coffee Break**
- 10:00 AM TO 11:00 AM      **Bonds, Inventories, and Accountings**  
The Hon. Guy Herman  
Travis County Probate Court No.1
- 11:00 AM TO NOON      **Recent Cases pt. 1: Probate, Trust, & Mental Illness**  
The Hon. Steve King  
Tarrant County Probate Court No.1
- NOON TO 1:00 PM      **Lunch**
- 1:00 PM TO 2:15 PM      **Capacity Issues in Guardianship**  
Russel (Trey) Thompson, PhD, San Antonio, Texas  
Jason E. Schillerstrom, MD, San Antonio, Texas
- 2:15 PM TO 2:30 PM      **Stretch Break**
- 2:30 PM TO 3:15 PM      **Notice and Citation in Probate Court**  
The Hon. Beth Rothermel  
Washington County Clerk
- 3:15 PM TO 4:00 PM      **Recent Cases pt. 2: Probate, Trust, & Mental Illness**  
The Hon. Steve King  
Tarrant County Probate Court No.1

## Saturday, September 7, 2013

- 7:30 AM TO 8:00 AM      **Coffee and Rolls**
- 8:00 AM TO 9:15 AM      **Concurrent Workshops:\***  
*break to switch rooms  
from 9:15-9:25 AM*
- 9:25 AM TO 10:40 AM       Probate & Guardianship Roundtable Q&A (*only at 8:00-9:15*)  
 Monitoring guardianships . . . no matter how much staff you have (or don't have) (*repeated during both time slots*)  
 Mental health paperwork and Q&A (*repeated during both time slots*)



TA1300287

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

Vendor No.: EMPO2500 01  
 Voucher Total: \$650.00  
 No. of Lines: 2  
 T/C Hash : 416

Single Check (Y/N): \_\_\_\_\_  
 Date Entered: 08/01/2013  
 Entered by: AN

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

Vendor Name: PATRICIA B. CHEW  
PROBATE CRT 1  
 Street: 500 EAST SAN ANTONIO

City, State, Zip: EL PASO TX 79901

Subject: SANTONIO, TX9/03-9/04/13T CNTR JUD CONF

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	208	325.00	PROBJUDSUP1	6705	145	PR0011		
	Desc:	SANTONIO, TX9/03-9/04/13T CNTR JUD CONF						
02	208	325.00	PROBJUDSUP1	6705	145	PR0011		
	Desc:	SANTONIO, TX9/05-9/06/13TX CLLG PRB JDG						
03								
	Desc:							
04								
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06								
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07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

Prepared by: JORGE LOPEZ TCAUD20-AUDITORS Date: 08/01/2013

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: Judge Patricia Chew Department: Probate Court No. 1  
 Date of Trip: Departure Date: 09/03/13 Return Date: # 09/06/13 Destination: San Antonio, Texas  
 \* Event: Texas College of Probate Judges / Annual Meeting & 2013 Judicial Education Conference  
 County Related Purpose: (1) (2)  
 \* Use of **GADMINGF** Funds requires legislative impact explanation  
 Department Index: PROBJUDSUP1 6705  
 COUNTY EMPLOYEE? CIRCLE/MOVE ARROW YES NO

#### Section 1: Guidelines for Determining Meal Rates Allowance MOVE ARROW

Please Check One (Departure meal rate)

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

Please Check One (Return meal rate)

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

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

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

#### Section 2: Travel Estimated Breakdown

\* CC CREDIT CARD EXPENSE BREAKDOWN

		* CC
Airfare	\$578.00	
Auto Rental		
Mileage (.40 /mile)		
Gas		
Meal rate on Departure date	18.00	
Meal per diem (\$36.00 - 9 lunch)	27.00	
Meal rate on Return date (36-9 lunch)	27.00	
Lodging		
Other - Registration (375.00 ea.)		
Other - Parking/Tolls		
Other - Taxi		
Other - Shuttle		
Other -		
<b>TOTAL</b>	<b>\$650.00</b>	<b>\$0.00</b>

#### FOR AUDITOR'S USE ONLY

Trans. Code: \_\_\_\_\_  
 Index: \_\_\_\_\_  
 Sub-Object: \_\_\_\_\_  
 Vendor: Emp 02500  
 Subsidiary: \_\_\_\_\_  
 Amount: \_\_\_\_\_

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE  Y/N

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

ADVANCE FROM COUNTY \$650.00 \$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 [Signature]  
 DATE: 17-Aug-12

C.C.O. 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, ct 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



SOUTHWEST.COM

# Select Departing Flight:

## El Paso, TX to San Antonio, TX

Modify Search

Round Trip  One-Way

Additional Search Options

From:

El Paso, TX - ELP

To:

San Antonio, TX - SAT

Add another flight

First 2 Bags Fly Free<sup>®</sup>. Weight, size & excess limits apply.

Gov't taxes & fees now included

AUG 29	AUG 30	AUG 31	SEP 1	SEP 2	<b>SEP 3</b>	SEP 4	SEP 5	SEP 6	SEP 7	SEP 8	Try our Low Fare Calendar Quickly find our lowest fares
THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	

All fares are rounded up to the nearest dollar.

Depart	Arrive	Flight #	Routing	Travel Time	Business Select \$305 - \$316	Anytime \$289 - \$300	Wanna Get Away \$100 - \$263
7:05 AM	9:25 AM	4194	Nonstop	1h 20m	<input type="radio"/> \$305	<input type="radio"/> \$289	<input type="radio"/> \$100
7:15 AM	11:40 AM	1995 851	1 stop Change Planes DAL	3h 25m	<input type="radio"/> \$316	<input type="radio"/> \$300	<input type="radio"/> \$111
7:45 AM	2:00 PM	488 654	1 stop Change Planes LAS	5h 15m	<input type="radio"/> \$316	<input type="radio"/> \$300	<input type="radio"/> \$151
10:00 AM	2:15 PM	27 2800	1 stop Change Planes DAL	3h 15m	<input type="radio"/> \$316	<input type="radio"/> \$300	<input type="radio"/> \$111
10:00 AM	3:05 PM	27 715	1 stop Change Planes DAL	4h 05m	<input type="radio"/> \$316	<input type="radio"/> \$300	<input type="radio"/> \$111
11:05 AM	4:30 PM	549 228	1 stop Change Planes HOU	4h 25m	<input type="radio"/> \$315	<input type="radio"/> \$299	<input type="radio"/> \$191
11:05 AM	4:10 PM	19 2801	1 stop Change Planes PHX	4h 05m	<input type="radio"/> \$316	<input type="radio"/> \$300	<input type="radio"/> \$263
11:05 AM	3:05 PM	197 715	1 stop Change Planes DAL	3h 00m	<input type="radio"/> \$316	<input type="radio"/> \$300	<input type="radio"/> \$111
12:30 PM	2:55 PM	1006	Nonstop	1h 25m	<input type="radio"/> \$305	<input checked="" type="radio"/> \$289	<input type="radio"/> \$123
1:25 PM	6:20 PM	280 4037	1 stop Change Planes DAL	5h 55m	<input type="radio"/> \$316	<input type="radio"/> \$300	<input type="radio"/> \$217
1:25 PM	5:35 PM	290 35	1 stop Change Planes DAL	3h 10m	<input type="radio"/> \$316	<input type="radio"/> \$300	<input type="radio"/> \$217
3:20 PM	7:15 PM	454 2590	2 stop Change Planes DAL	2h 55m	<input type="radio"/> \$316	<input type="radio"/> \$300	<input type="radio"/> \$263
3:20 PM	8:25 PM	454 46	3 stop Change Planes DAL	4h 05m	<input type="radio"/> \$316	<input type="radio"/> \$300	<input type="radio"/> \$263
5:00 PM	9:50 PM	1002 3227	1 stop Change Planes HOU	3h 50m	<input type="radio"/> \$315	<input type="radio"/> \$299	<input type="radio"/> \$110
7:55 PM	10:15 PM	427	Nonstop	1h 20m	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\$305     \$289     \$100

## Select Returning Flight: San Antonio, TX to El Paso, TX

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

SEP 1 SUN   
  SEP 2 MON   
  SEP 3 TUE   
  SEP 4 WED   
  SEP 5 THU   
  SEP 6 FRI   
  SEP 7 SAT   
  SEP 8 SUN   
  SEP 9 MON   
  SEP 10 TUE   
  SEP 11 WED

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 \$305 - \$316	Anytime \$289 - \$300	Wanna Get Away \$109 - \$192
7:25 AM	10:45 AM	2789 546	1 stop Change Planes PHX	4h 20m	<input type="radio"/> \$316	<input type="radio"/> \$300	<input type="radio"/> \$120
7:25 AM	7:50 AM	1166	Nonstop	1h 25m	<input type="radio"/> \$305	<input type="radio"/> \$289	<input type="radio"/> \$109
8:00 AM	10:30 AM	15 19	1 stop Change Planes DAL	3h 30m	<input type="radio"/> \$316	<input type="radio"/> \$300	<input type="radio"/> \$120
8:40 AM	10:45 AM	563 236	1 stop Change Planes HOU	3h 05m	<input type="radio"/> \$315	<input type="radio"/> \$299	<input type="radio"/> \$119
10:05 AM	12:50 PM	530 20	1 stop Change Planes DAL	3h 45m	<input type="radio"/> \$316	<input type="radio"/> \$300	<input type="radio"/> \$120
11:05 AM	2:35 PM	535 26	1 stop Change Planes DAL	4h 30m	<input type="radio"/> \$316	<input type="radio"/> \$300	<input type="radio"/> \$120
12:10 PM	2:35 PM	330 25	1 stop Change Planes DAL	3h 25m	<input type="radio"/> \$316	<input type="radio"/> \$300	<input type="radio"/> \$120
12:15 PM	12:45 PM	631	Nonstop	1h 30m	<input type="radio"/> \$305	<input type="radio"/> \$289	<input type="radio"/> \$109
1:25 PM	4:40 PM	1615 410	1 stop Change Planes HOU	4h 15m	<input type="radio"/> \$315	<input type="radio"/> \$299	<input type="radio"/> \$119
2:40 PM	5:50 PM	545 4921	1 stop Change Planes DAL	4h 10m	<input type="radio"/> \$316	<input type="radio"/> \$300	<input type="radio"/> \$120
3:30 PM	5:50 PM	902 4921	1 stop Change Planes DAL	3h 20m	<input type="radio"/> \$316	<input type="radio"/> \$300	<input type="radio"/> \$120
4:45 PM	7:15 PM	2501 4304	1 stop Change Planes DAL	3h 30m	<input type="radio"/> \$316	<input type="radio"/> \$300	<input type="radio"/> \$192
6:15 PM	9:55 PM	2696 4105	1 stop Change Planes HOU	4h 40m	<input type="radio"/> \$315	<input type="radio"/> \$299	<input type="radio"/> \$119
7:50 PM	8:15 PM	2590	Nonstop	1h 25m	<input type="radio"/> \$305	<input checked="" type="radio"/> \$289	<input type="radio"/> \$109

Price selected flight(s)



El Paso County Travel Justification Form

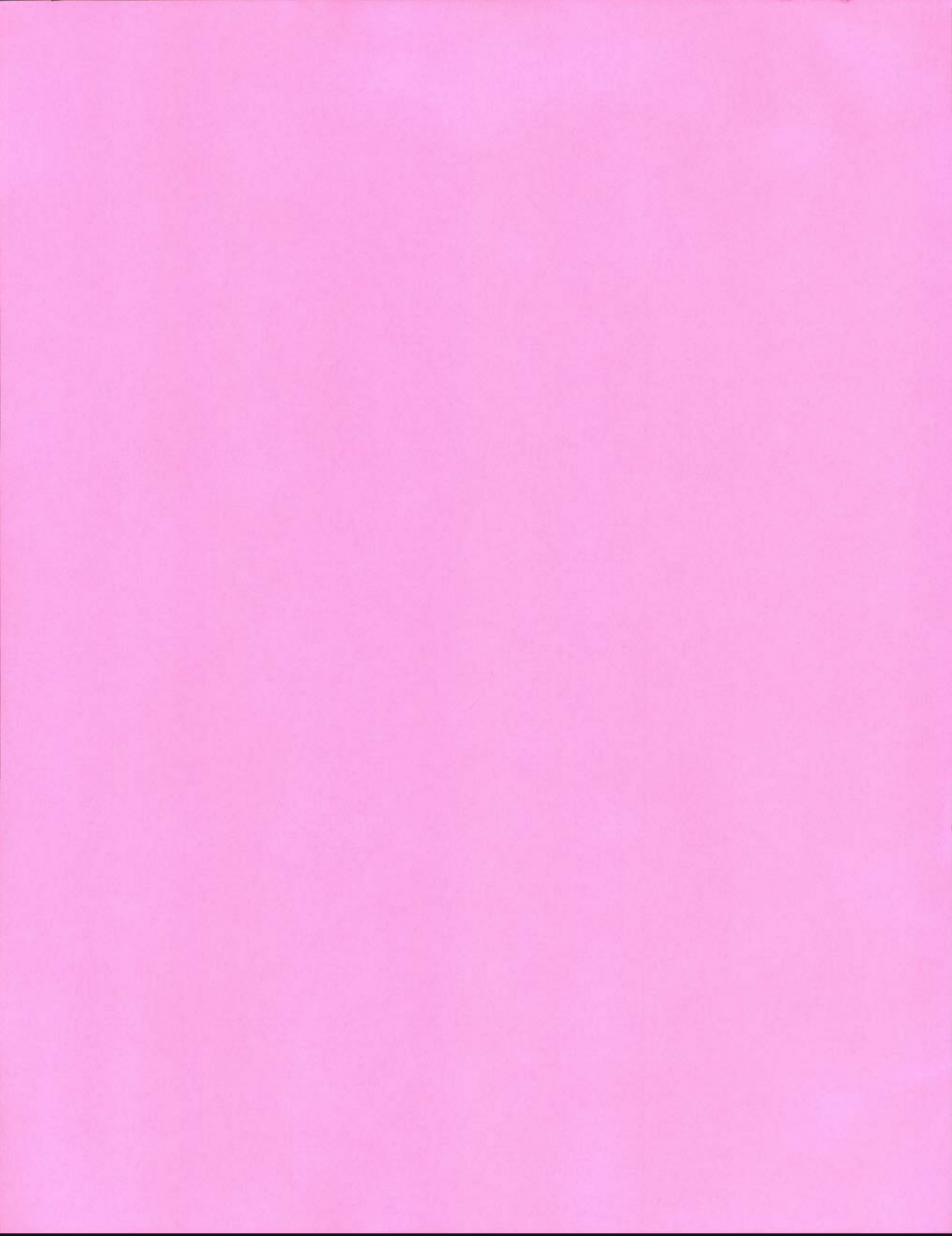
Employee: Judge Patricia Chew
Dept. Head: Gloria Lopez
Dept: Probate Court No. 1

Signature: [Handwritten Signature] Date: 7/25/2013
Signature: [Handwritten Signature] Date: 7/25/2013
Job Title: Adm./Auditor

Travel Funding Source: x County Grant Other
Will any funds be reimbursed by another entity? No
Travel Account No: PROBJUDSUP1-6705 Balance Remaining for FY: \$10,000.00

Purpose: (check one)

- Statutorily Required Training to Hold Elective Office
Professional or Technical Training to Maintain License/Certification
Additional Professional or Technical Training NOT Required to Maintain License/Certification
Travel for Lobbying/Advocating Before Federal/State Legislature, Federal/State Legislature, Federal/State Agency, or Other Regulatory Body, Including Grant Application Advocacy
Travel for Program Revenue Enhancement/Sales Opportunity
Program Development Training
x Travel to Professional, County, or Elected Officials' Organization Meeting/Convention
Human Resources/Management/Personal Development Training
Other:



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

Vendor No.: V000679 01  
 Voucher Total: \$250.00  
 No. of Lines: 1  
 T/C Hash : 238

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

Date Entered: 08/01/2013  
 Entered by: AN

Preparer's Initials: AN  
 Amount Spelled: TWO HUNDRED FIFTY DOLLARS AND NO CENTS

Vendor Name: TEXAS CENTER FOR THE JUDICIARY, INC.

Street: 1210 SAN ANTONIO, SUITE 800  
 CONFERENCE FUNDS  
 City, State, Zip: AUSTIN TX 78701

Subject: RG PAT CHEW SANTONIO, TX9/03-9/06/13T CNTR JUD CON

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	238	250.00	PROBJUDSUP1	6705				
	Desc: RG PAT CHEW SANTONIO, TX9/03-9/06/13T CNTR JUD CON							
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: 08/01/2013

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



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

### County of El Paso Travel Request Form

*Judge will have overlap*

Travel  
Type: **REGISTRATION**

Company Name: Texas Center for the Judiciary Department: Probate Court No. 1  
 Date of Trip: Departure Date: 09/03/13 Return Date: # 09/06/13 Destination: San Antonio, Texas  
 \* Event: 2013 Texas Center for Judiciary Annual Conference  
 County Related Purpose: \_\_\_\_\_  
 \* Use of **GADMINGF** Funds requires legislative impact explanation  
 Department Index: PROBJUDSUP1 6705

*Conf. date both will miss some to attend the other one.*

#### Section 1: Guidelines for Determining Meal Rates Allowance MOVE ARROW

*Please Check One (Departure meal rate)*

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

*Please Check One (Return meal rate)*

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

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

#### Section 2: Travel Estimated Breakdown

\* CC CREDIT CARD EXPENSE BREAKDOWN

	* CC	* CC
Airfare	_____	_____
Auto Rental	_____	_____
Mileage (.40 /mile)	_____	_____
Gas	_____	_____
Meal rate on Departure date	_____	_____
Meal per diem (\$36.00)	_____	_____
Meal rate on Return date	_____	_____
Lodging	_____	_____
Other - Registration	250.00	_____
Other - Parking/Tolls	_____	_____
Other - Taxi	_____	_____
Other - Shuttle	_____	_____
Other -	_____	_____
<b>TOTAL</b>	<u>\$250.00</u>	<u>\$0.00</u>

#### FOR AUDITOR'S USE ONLY

Trans. Code: \_\_\_\_\_  
 Index: \_\_\_\_\_  
 Sub-Object: \_\_\_\_\_  
 Vendor: V0000679  
 Subsidiary: \_\_\_\_\_  
 Amount: \_\_\_\_\_

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE  Y/N

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

CC

REGISTRATION AMOUNT: \$250.00 \$0.00  
 Name: Judge Patricia B. Chew 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: J. Williams  
 DATE: 25-Jul-13

C.C.O. 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

## Patricia Chew

---

**From:** Texas Center [texascenter@yourhonor.com]  
**Sent:** Friday, July 12, 2013 3:08 PM  
**To:** Patricia Chew  
**Subject:** Registration: 2013 Annual Judicial Education Conference



TEXAS CENTER  
FOR THE JUDICIARY

---

This email confirms your registration for the Annual Judicial Education Conference on September 3-6 at the JW Marriott San Antonio Hill Country.

Registration will be held Tuesday, September 3 from 3:00 p.m to 5:00 pm. There will be an opening reception Tuesday evening starting at 5:30 p.m. generously sponsored by the San Antonio Bar Association. The conference will begin promptly at 8:30 a.m. on Wednesday, September 4.

**For driving directions, schedules, and course materials please visit our website at <http://www.yourhonor.com/conference/Annual2013>.**

Please remember that cancellations must be received in writing no later than August 27 to be eligible for a refund. Hotel reservations must be cancelled by Friday, August 30 or you will be charged a cancellation fee equal to one night's lodging.

We look forward to seeing you in San Antonio!

Sincerely,

The Texas Center for the Judiciary  
phone (512) 482-8986  
toll free (888) 785-8986

---

### Registration Summary

**Participant:**

Hon. Patricia Chew

Judge

**Hotel Information:**

All hotel reservations will be made by the Texas Center for the Judiciary. Please DO NOT call the hotel directly. If you need to make changes to your reservation please contact Jennifer Morales, Registrar, at [jenniferm@yourhonor.com](mailto:jenniferm@yourhonor.com). Hotel confirmation numbers will be sent via email two weeks prior to the conference.

Please verify your check in and check out dates below.

Arrival Date: 09-03-2013

Departure Date: 09-06-2013

**Breakout session selections:**

**Thursday**

1:30 p.m. - 2:30 p.m.: TRCP 169 Discussion Panel

2:45 p.m. - 3:45 p.m.: "Other" Protective Orders

4:00 p.m. - 5:00 p.m.: iJudging: The Top iPad Apps for Your Judicial Toolbox (Repeat)

**Payment Information:**

\$250.00 Registration Fee

\$160 Raffle (\$40.00 x 4)

**Payment Type: Check**

**Payment Received: \$0.00**

**Total Due: \$250.00**

Please make checks payable to "Conference Fund" and send to:

Texas Center for the Judiciary

1210 San Antonio, Ste 800

Austin, TX 78701

# El Paso County Travel Justification Form

Employee: Judge Patricia Chew Signature: [Signature] Date: 7/25/2013  
Dept. Head: Gloria Lopez Signature: [Signature] Date: 7/25/2013  
Dept: Probate Court No. 1 Job Title: Adm./Auditor

Travel Funding Source:  County  Grant  Other  
Will any funds be reimbursed by another entity? No  
Travel Account No: PROBJUDSUP1-6705 Balance Remaining for FY: \$10,000.00

**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 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: Texas Center for Judiciary 2013 Annual Conference
  
- Human Resources/Management/Personal Development Training**  
("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
  
- Other:** \_\_\_\_\_

2013 ANNUAL JUDICIAL EDUCATION CONFERENCE



40<sup>th</sup> ANNIVERSARY

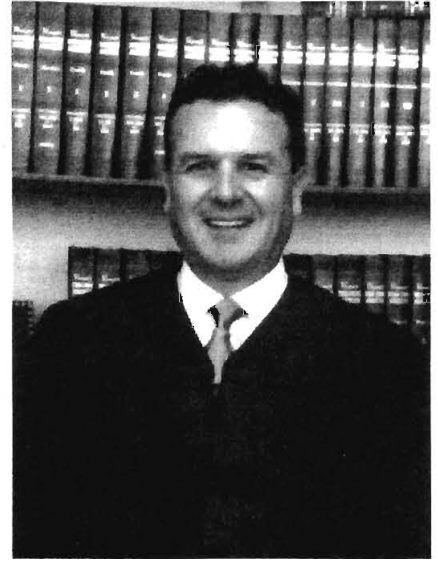


SEPTEMBER 3-6, 2013  
JW MARRIOTT, SAN ANTONIO, TX

# 40<sup>th</sup> ANNIVERSARY

Dear Judge,

The 2013 Annual Judicial Education Conference is quickly approaching. Please join us September 3-6, at the JW Marriott Hill Country in San Antonio. Once again the Curriculum Committee, officers of the Judicial Section, and Texas Center staff have worked together to build an educational and engaging program. We are so excited that this year will be the 40th Anniversary of the Texas Center for the Judiciary and hope you will join us in celebrating this momentous occasion.



Among the highlights are:

- 12 hours of Continuing Judicial Education (CJE) credits; up to 1.5 hours of Family Violence (FV) credits; and up to 1 hour of Ethics credits
- Pre-Conference Golf Tournament
- Opening reception generously hosted by the San Antonio Bar Association
- A raffle drawing for two possible prizes of Apple products (iPad, MacBook Pro, etc.)
- Texas Bar Foundation Luncheon
- 40th Anniversary Celebration on Thursday evening

You may register for the conference at [www.yourhonor.com/Annual2013](http://www.yourhonor.com/Annual2013), or by completing the registration form on the back page of this brochure and returning it to the Texas Center for the Judiciary. Your check should be made payable to "Conference Fund."

Early registration ends on August 12. The hotel reservation deadline is August 12. No refunds will be given after August 27. Judges who register after August 12 will be charged a late fee of \$50.

Reminders:

- Proposed Texas Center for the Judiciary resolutions should be submitted in writing no later than Friday, August 9, 2013 to: Judge Jay Bender, County Court at Law No. 6, 1800 N Graves, Ste 155, McKinney, TX 75069-3659.
- Proposed Texas Center for the Judiciary bylaw amendments must be submitted in writing by Friday, August 9, 2013 to: Judge D'Metria Benson, County Court at Law No. 1, 600 Commerce St, Ste 550, Dallas, TX 75202.

The Texas Center's Bylaws can be viewed at <http://www.yourhonor.com/about/bylaws>.

- Proposed Judicial Section Resolutions should be submitted in writing no later than Friday, August 9, 2013 to: Justice Evelyn Keys, Chair, Judicial Section Bylaws Committee. Address: 1st Court of Appeals 301 Fannin, Houston, TX 77002.
- Proposed Judicial Section Bylaws Amendments must be submitted in writing by Friday, August 9, 2013 to: Justice Pat Pirtle, Chair, Judicial Section Resolutions Committee. Address: 7th Court of Appeals 501 S. Fillmore #2A, Amarillo, TX 79101.

We hope to see you in San Antonio this September.

Best regards,



# TEXAS CENTER FOR THE JUDICIARY

## WEDNESDAY BUSINESS MEETING

September 4, 2013 beginning at 1:30 p.m. Attendance at the business meeting is open to all judges and judicial officers of the State of Texas, justices of the Supreme Court and judges of the Court of Criminal Appeals, justices of the intermediate court of appeals, district judges, judges of county court at law, statutory probate judges, and retired & former judges who have elected to accept assignment as visiting judges. Membership in the Judicial Section is not required to attend the Texas Center for the Judiciary's annual business meeting.

## 2013-2014 LEADERSHIP NOMINATIONS

The bylaws of the Texas Center for the Judiciary (Article IX, Section 2) require the list of nominees made by the nominating committee be made known at the time of the call of the annual meeting, together with the information that additional nominations may be made from the floor at the annual meeting. The opening remarks by Judge Linda Chew on the opposite side of this page serve as the official call of the annual meeting. Nominees are as follows:

Chair-Elect: Hon. Randy Clapp, 329th District Court, Wharton Place 6: Hon. Sam Medrano, 409th District Court, El Paso  
Place 2: Hon. Bill Boyce, 14th Court of Appeals, Houston Place 9: Hon. Amanda Putman, County Court at Law, Corsicana

## JUDICIAL SECTION



## WEDNESDAY BUSINESS MEETING

You must be a member of the Judicial Section of the State Bar of Texas to attend the Annual Business meeting. To join the section, you must meet the section's eligibility criteria as a sitting or visiting Texas Judge (visit the Judicial Section website for more information) and pay the \$30 annual dues. Section membership is from June 1, 2013 to May 31, 2014.

### HOW TO JOIN:

Visit the SBOT Judicial Section booth at the conference! Or you can download an official membership application from the State Bar of Texas Judicial Section website at <http://judicialsection.com/join.php>. You can also join online via your MyBarPage on TexasBar.com. Checks should be made payable to the 'State Bar Judicial Section' and mailed to the address on the application. PLEASE DO NOT send membership dues with your registration fee.

## 2013 - 2014 JUDICIAL SECTION BOARD NOMINATIONS

Chair-elect: David Evans, 48th District Court, Fort Worth Place 9: Amanda Matzke, County Court at Law No. 1, Bryan  
Place 3: Kerry Russell, 7th District Court, Tyler Place 11: Paul Green, Supreme Court of Texas, Austin  
Place 7: Maria Salas Mendoza, 120th District Court, El Paso Place 12: Michael Keasler, Texas Court of Criminal Appeals, Austin

Above are the nominees recommended by the nominations committee for open 2013-2014 Board positions. These positions will be filled at an election to be held during the annual business meeting of the judicial section. Nominations will also be accepted from the floor. The Chair-elect position is a one year term and this position will automatically ascend to Chair next year. The remaining board positions are three year terms that will expire in 2016. The secretary/treasurer position on the judicial section board is appointed by the Chair of the Judicial Section. You must be a member of the judicial section to vote in this election.



# 40<sup>th</sup> ANNIVERSARY

## CONFERENCE SCHEDULE

### TUESDAY, SEPTEMBER 3

3:30 p.m. – 5:00 p.m., Registration

5:30 p.m. – 7:00 p.m., Opening Reception  
Sponsored by the San Antonio Bar Association at the Canyon Springs Golf Club. Transportation will be provided.

### WEDNESDAY, SEPTEMBER 4

TEXAS BAR FOUNDATION DAY

7:00 a.m. – 8:00 a.m., Law School  
Alumni Breakfast

Participating Schools:

Baylor, SMU Dedman School of Law, St. Mary's, Texas Tech, Thurgood Marshall, Texas Wesleyan and University of Texas



8:30 a.m. – 10:00 a.m., U.S. Supreme Court Update and Trends

Faculty: Prof. Erwin Chemerinsky

10:00 a.m. – 10:15 a.m., Break

10:15 a.m. – 11:00 a.m., Inside the U.S. Supreme Court: Lessons for Judicial Decision-Making

Faculty: Hon. Brett Busby and Prof. Erin Busby

11:00 a.m. – 11:15 a.m., Break

11:15 a.m. – 12:00 noon, The State of the Judiciary

Faculty: Hon. Wallace Jefferson

12:00 Noon – 1:30 p.m., Texas Bar Foundation Luncheon

1:30 p.m. – 2:15 p.m., Texas Center Annual Business Meeting

2:15 p.m. – 3:00 p.m., Judicial Section Annual Business Meeting

3:00 p.m. – 4:00 p.m., Judicial Administrative Regional Meetings

4:00 p.m. – 5:00 p.m., Business Meetings

- Appellate Judges
- County Court at Law Judges
- District Court Judges
- Former & Retired Judges

### THURSDAY, SEPTEMBER 5

8:30 a.m. – 10:00 a.m., Legislative Updates

Family Law – Faculty: Hon. Judy Warne

Juvenile Law – Faculty: Hon. Laura Parker

Civil Law – Faculty: Hon. Bonnie Sudderth

Criminal Law – Faculty: Hon. Alfonso Charles

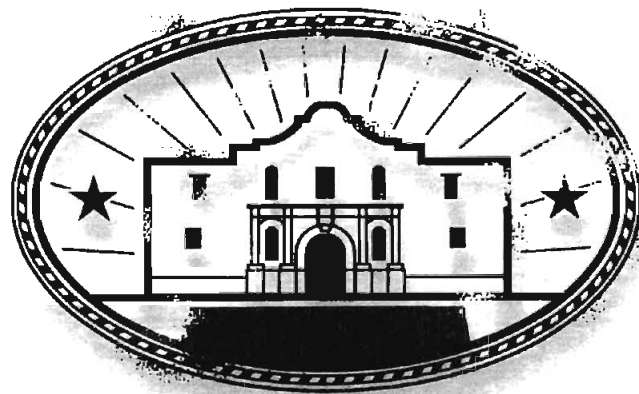
10:00 a.m. – 10:30 a.m., Break

10:30 a.m. – 12:00 noon, E-Filing and Technology in the Courtroom: Today and the Future  
Moderator: Mr. David Slayton

6:30 p.m. – 9:30 p.m., 40th Anniversary Celebration

### BREAKOUT SESSIONS

SEE THE FOLLOWING PAGE FOR MORE INFO ON THURSDAY AFTERNOON BREAKOUT SESSIONS



### FRIDAY, SEPTEMBER 6

8:30 a.m. – 9:30 a.m., Criminal Case Law Update  
Faculty: Hon. Cathy Cochran

9:30 a.m. – 9:45 a.m., Break

9:45 a.m. – 10:45 a.m., Civil Case Law Update  
Faculty: Ms. Courtney Barksdale-Perez

10:45 a.m. – 11:00 a.m., Break

11:00 a.m. – 12:00 noon, Family Case Law Update, 0.5 FV  
Faculty: Mr. Richard Orsinger

# THURSDAY AFTERNOON BREAKOUT SESSIONS



1:30 p.m. – 5:00 p.m.

Law and Literature  
Faculty: Hon. Steve Ables  
Class size is limited to 25  
1.0 Ethics 1.0 FV

1:30 p.m. – 2:30 p.m.

iJudging: The Top iPad Apps  
for Your Judicial Toolbox—and  
How to Use Them  
Faculty: Hon. Dan Hinde

TRCP 169 Discussion Panel  
Moderator: Ms. Kelly Ann F. Clark  
Panelists: Hon. Amy Clark  
Meachum, Hon. Rose Guerra  
Reyna, Hon. Carlos Villa

Jury Selection and Voir Dire in  
Capital Murder Cases  
Faculty: Hon. Cynthia Kent

Juvenile Brain Science  
Faculty: Mr. Michael Nerney

DWI Legislative Update  
Faculty: Hon. Elsa Alcalá

2:45 p.m. – 3:45 p.m.

*APPELLATE  
TRACK*  
Navigating a  
Digital World  
Faculty: Hon.  
Tracy Christopher  
and Mr. Chris Prine

TRCP 169 Discussion  
Panel (repeat)  
Moderator: Ms. Kelly Ann F.  
Clark  
Panelists: Hon. Amy Clark  
Meachum, Hon. Rose Guerra  
Reyna, Hon. Carlos Villa

Learning to Think Like  
a Non-Lawyer (or at  
least to anticipate what  
non-lawyers will think  
about facts and judicial  
decisions)  
Faculty: Prof. Dan Kahan

'Other'  
Protective  
Orders  
Faculty: Ms.  
Dana Nelson  
1.0 FV

DWI Track  
Faculty:  
TBD

4:00 p.m. – 5:00 p.m.

Juvenile Brain  
Science (repeat)  
Faculty: Mr.  
Michael Nerney

iJudging: The Top iPad  
Apps for Your Judicial  
Toolbox—and How to Use  
Them (repeat)  
Faculty: Hon. Dan Hinde

Jury Selection and Voir  
Dire in Capital Murder  
Cases (repeat)  
Faculty: Hon. Cynthia  
Kent

*APPELLATE  
TRACK*  
TBD  
Faculty:  
TBD

DWI Track  
Faculty:  
TBD

## COURSE DESCRIPTIONS

### WEDNESDAY, SEPTEMBER 4

8:30 a.m. – 10:00 a.m.

U.S. Supreme Court Update and Trends

Does the name Erwin Chemerinsky sound familiar? Perhaps it is because his casebook, *Constitutional Law*, is one of the most widely read law textbooks in the country and he is a renowned expert when it comes to the United States Supreme Court. We are honored to have him open the conference with his insights on recent Supreme Court decisions and trends we are likely to see in the future.

Faculty: Prof. Erwin Chemerinsky

10:15 a.m. – 11:00 a.m.

Inside the U.S. Supreme Court: Lessons for Judicial Decision-Making

Do you ever wonder what really happens behind the scenes at the U.S. Supreme Court? Justice Brett Busby and his wife,



Professor Erin Busby, met while serving as law clerks at the Supreme Court. They will offer us a back-stage perspective on the work of the highest court and apply lessons they learned to the decisions that all judges make.

Faculty: Hon. Brett Busby & Prof. Erin Busby

11:15 a.m. – 12:00 noon

The State of the Judiciary

In his *State of the Judiciary* given March 6th, Chief Justice Jefferson said "Courts exist not to perpetuate the judicial branch for its own sake, but to ensure that the conflicts human beings encounter, whether criminal or civil, are adjudicated in a neutral forum, at an efficient price, producing fair outcomes." He will take the last part of the morning to discuss the challenges and opportunities that lie ahead for the Texas judiciary.

Faculty: Hon. Wallace Jefferson

### THURSDAY, SEPTEMBER 5

8:30 a.m. – 10:00 a.m.

Legislative Updates

It was a busy 140 days for the Texas legislature this year.

Find out which bills passed and what effect they could have on your court.

- Family Law, Faculty: Hon. Judy Warne
- Juvenile Law, Faculty: Hon. Laura Parker
- Civil Law, Faculty: Hon. Bonnie Sudderth
- Criminal Law, Faculty: Hon. Alfonso Charles

10:30 a.m. – 12:00 noon

E-Filing and Technology in the Courtroom: Today and the Future

Beginning in 2014, e-filing will be coming to a court near you based upon the mandate by the Supreme Court requiring attorneys to e-file documents in civil, family and probate cases in the appellate, district and county courts. In an effort to alleviate concerns and provide practical tools for implementing e-filing practices, we have brought together a panel of experts from

across Texas. Come ready to ask any questions you have about the future of e-filing!

Moderator: Mr. David Slayton

## BREAKOUT SESSIONS

1:30 p.m. – 5:00 p.m.

Law and Literature, 1.0 Ethics and 1.0 FV §22.110(d)(4), (6)-(7)

Through the use of great literary works, this seminar will seek to provide participants with a deeper understanding of their roles, the power they exercise and the challenges and pressures they face. Such diverse issues as cultural diversity, gender bias, family violence and interpersonal relationships are used to stimulate discussions about the complex social, moral and ethical issues judges face in their public and private lives. Of prime importance are the themes of judgment, ethical conflict,

human choice, risk-taking, team-building and leadership and how they affect the decision-making process. The course's format is conducive to full participation by all. (Limited to 25 participants.)

Moderator: Hon. Steve Ables

1:30 p.m. - 2:30 p.m. & 4:00 p.m. - 5:00 p.m.

iJudging: The Top iPad Apps for Your Judicial Toolbox—and How to Use Them

Last year, Judge Hinde co-presented the whirlwind course, "60 Apps In 60 Minutes." This year, he will slow it down a bit and provide a more in-depth presentation on a handful of the most essential apps for judges, demonstrating step-by-step how each app works and how judges can use them in their work. Judges from every type of jurisdiction should find this session useful.

Faculty: Hon. Dan Hinde

1:30 p.m. - 2:30 p.m. & 2:45 p.m. - 3:45 p.m.

TRCP 169 Discussion Panel

The Supreme Court added Rule 169 to the Texas Rules of Civil Procedure in an effort to allow relatively small cases to be resolved more efficiently and cost-effectively. Now that TRCP 169 has been in effect since March, how is it affecting Texas courtrooms? Are cases moving more efficiently? Have there been any procedural obstacles? Have attorneys been utilizing Rule 169? The purpose of this session is to bring together judges from across Texas to see what effect Rule 169 has had on their courtroom procedures and caseloads, and what you can expect in the future.

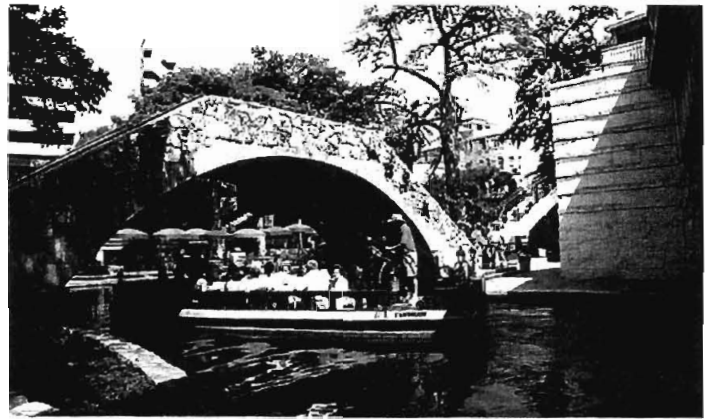
Moderator: Ms. Kelly Ann F. Clark

Panelists: Hon. Amy Clark Meachum, Hon. Rose Guerra Reyna, and Hon. Carlos Villa

2:45 p.m. - 3:45 p.m.

Learning to Think Like a Non-Lawyer (or at least to anticipate what non-lawyers will think about facts and judicial decisions)

Anticipating how members of the public will think is one of the many forms of expertise essential to the craft of judging. Predicting how people of diverse backgrounds and experiences will understand evidence is critical to ruling on motions for summary



judgment, overseeing jury selection, and making decisions on evidentiary objections, among other tasks. But it is also critical when judges publicly explain their decisions—either in written opinion or in open court. Professor Kahan will review empirical research findings that can help judges to anticipate "who will see what and why"—and to make rulings that enhance both the accuracy of jury fact-finding and the confidence of the public that judicial outcomes are accurate and fair.

Faculty: Prof. Dan Kahan

1:30 p.m. - 2:30 p.m. & 4:00 p.m. - 5:00 p.m.

Jury Selection and Voir Dire in Capital Murder Cases

The trial of a capital case begins with different demands, procedures, and judicial concerns. It is critical that a judge constantly review new case law to provide a fair trial to the State of Texas and the defendant beginning long before opening statements. Judge Cynthia Stevens Kent will review some of the concerns in jury selection for a capital murder case and outline the applicable standards in this area.

Faculty: Hon. Cynthia Kent

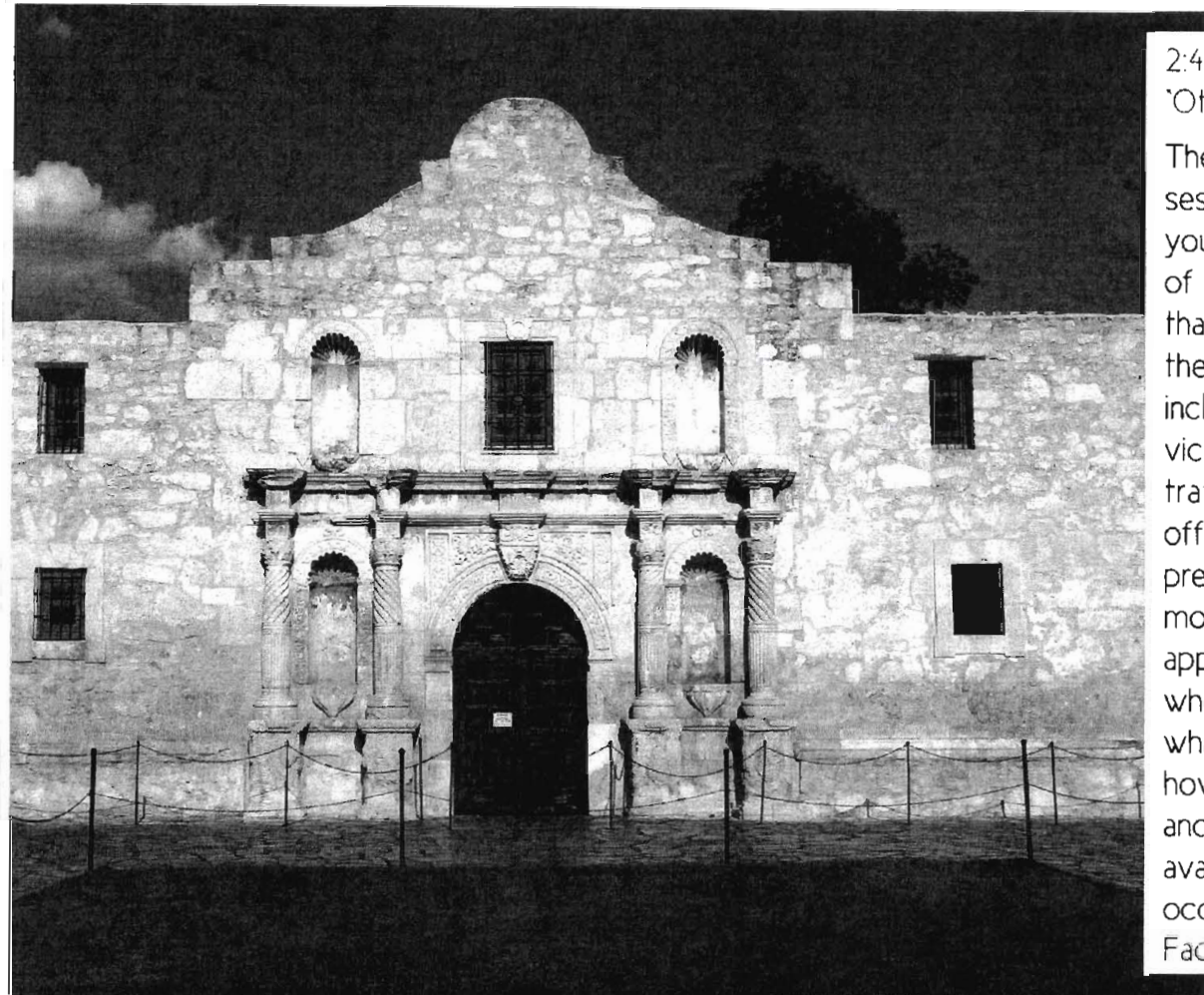
1:30 p.m. - 2:30 p.m. & 4:00 p.m. - 5:00 p.m.

Juvenile Brain Science

Did you know the human brain is not fully developed until between the ages of 21-25? Come find out why risk-taking is hard-wired into the teen brain and the best ways to communicate with juveniles in your court as Michael Nerney leads a discussion on issues regarding substance abuse, juvenile justice and adolescent brain development.

Faculty: Mr. Michael Nerney

# 40<sup>th</sup> ANNIVERSARY



2:45 p.m. – 3:45 p.m.

## 'Other' Protective Orders

The purpose of this session is to enlighten you about the other kinds of protective orders that are not found in the Texas Family Code, including those for victims of stalking, human trafficking, sexual assault, offense involving bias or prejudice, the MOEP, and more. Find out who can apply for these orders, who the respondents are, what they can prohibit, how long they can last, and what sanctions are available when a violation occurs.

Faculty: Ms. Dana Nelson

2:45 p.m. – 3:45 p.m.

## APPELLATE TRACK: Navigating a Digital World

Still attempting to navigate the murky waters of the latest and greatest technology? Have no fear – this session will provide tips for using iPads, researching, reading briefs and records online, creating and editing opinions, and using TAMES.

Faculty: Hon. Tracy Christopher and Mr. Chris Prine

## FRIDAY, SEPTEMBER 6

Have you missed the Texas Center's Opinion Alerts? If so, here is an opportunity to catch up on the most recent cases impacting your court.

- Criminal Case Law Update, Hon. Cathy Cochran, 8:30 a.m. – 9:30 a.m.
- Civil Case Law Update, Ms. Courtney Barksdale Perez, 9:45 a.m. – 10:45 a.m.
- Family Case Law Update, Mr. Richard Orsinger, 11:00 a.m. – 12:00 noon

## SOCIAL ACTIVITIES

### PRE-CONFERENCE GOLF TOURNAMENT

Tuesday, September 3, 2013

Start Time: 8:00 a.m. End Time: 2:00 p.m.

Join your colleagues for golf at the AT&T Canyons Golf Course located adjacent to the JW Marriott Hill Country. Shotgun start will be at 8:00 a.m. The \$150 fee includes: Green and cart fees, practice balls, and lunch.

Due to the differing topography, the Pete Dye-designed AT&T Canyons Course, paired with Norman's AT&T Oaks Course complement one another with each having a unique look, feel and playing experience for Members and guests. While very different from the traditional, tree-lined Oaks Course, the Canyons Course stands on its own as a tournament venue in terms of design, strategy and beauty. The course plays host to the Champions Tour's AT&T Championship.

Cost: \$150.00

### OPENING RECEPTION

Tuesday, September 3, 2013

Start Time: 5:30 p.m. End Time: 7:00 p.m.

Join us as we kick off the conference at the opening reception, generously sponsored by the San Antonio Bar Association.

There is no cost to attend the reception.

### DANCE THE AFTERNOON AWAY –

GUEST ACTIVITY

Wednesday, September 4, 2013

Start Time: 2:00 p.m. End Time: 4:00 p.m.

Dancers and non-dancers alike are invited to dance the afternoon away with other spouses and guests at the Annual Judicial Education Conference. Instructors will teach the basics of salsa dancing, a dance with origins from the Afro-Cuban Rumba. There will be plenty of easy to follow moves and participants do not need to have any dance knowledge to participate. Plus, participants will learn new moves to show off on Thursday night at the 40th Anniversary Celebration. Minimum of 30 participants. Maximum of 50.

Cost: \$40.00

### 40TH ANNIVERSARY CELEBRATION

Thursday, September 5, 2013

Start Time: 6:30 p.m. End Time: 9:30 p.m.

Come celebrate the Texas Center for the Judiciary's 40th Anniversary. The evening will feature a karaoke style competition for the title of the 'Judicial Idol' as well as a light, buffet style dinner and dancing. Also, don't miss the silent auction hosted by the Texas Court Reporters Association.

Cost: \$40.00 per person

### MEMORIAL LUNCHEON

Thursday, September 5, 2013

Start Time: 12:00 noon End Time: 1:30 p.m.

Join your colleagues for lunch to experience an inspiring opening to the day and to remember those judges who have served the judiciary of Texas and are now at final rest.

Keynote Speaker: Hon. William Royal Furgeson, Jr.

Cost: \$40.00

### SILENT AUCTION

This auction is generously put together each year by the Texas Court Reporters Association. Come see the wonderful selection they have put together for us this year. Bidding starts at 8:00 a.m. on Thursday, September 5 and will close at 9:00 p.m. the same evening during the 40th Anniversary Celebration.

### YEARBOOK

The 40th Anniversary Yearbook has been created to commemorate 40 years of Judicial Excellence Through Education. The yearbook features photos from the Center's past as well as current pictures of today's Texas Judiciary. Reserve your copy today for \$40. Yearbooks will be available for purchase on site for \$50.

### LAW SCHOOL ALUMNI BREAKFASTS

Law schools from across the state will be hosting separate breakfasts for their alumni. Participating schools are Baylor, St. Mary's, SMU Dedman School of Law, Texas Tech, Thurgood Marshall, Texas Wesleyan and University of Texas. Invitations to the breakfast will be sent directly from the law schools.

### 2012 COLLEGE FOR NEW JUDGES REUNION BREAKFAST

Thursday, September 5, 2013

Start Time: 7:30 a.m. End Time: 8:30 a.m.

This is an opportunity for judges who attended the 2012 College for New Judges to re-connect with fellow new judges. Discussion group leaders will be present to facilitate discussions.

### NATIONAL ASSOCIATION OF WOMEN JUDGES' CONTINENTAL BREAKFAST

Thursday, September 5, 2013

Start Time: 7:30 a.m. End Time: 8:30 a.m.

Cost: \$20.00 per person.

### 2 CHANCES TO WIN:

PRIZE 1: IMAC, IPAD, IPHONE

PRIZE 2: MACBOOK PRO,

IPAD MINI, APPLE TV



### THE APPLE RAFFLE

Tickets can be purchased online at [www.yourhonor.com](http://www.yourhonor.com). Drawing to be held at the Annual Judicial Education Conference on Friday, September 6, 2013 at 9:30 a.m. You do not have to be present to win.

# 40<sup>th</sup> ANNIVERSARY

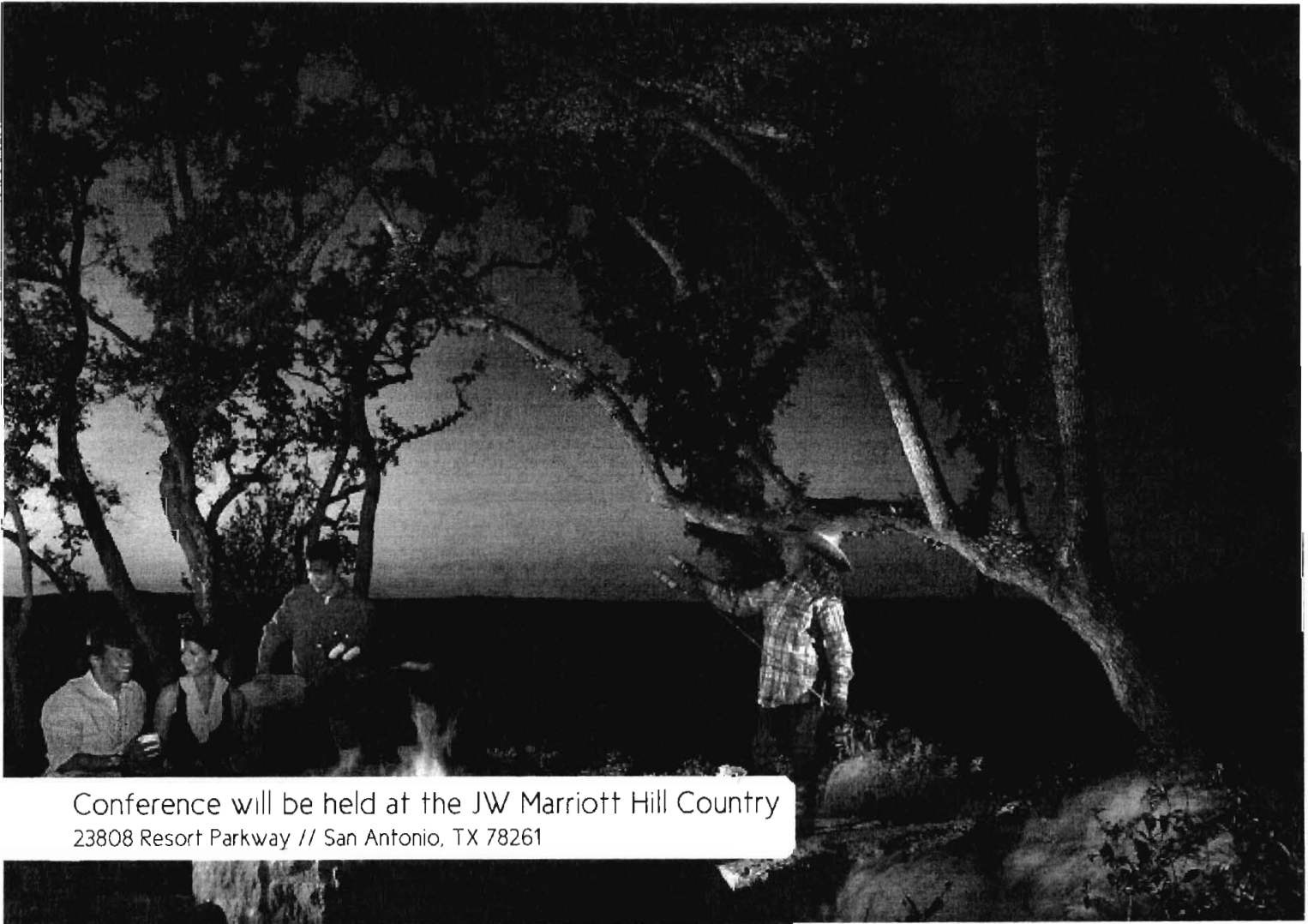
## HOTEL RESERVATIONS

The Texas Center for the Judiciary will make all hotel reservations however, judges will be responsible for the room rate of \$149 per night and all incidentals upon check out. Please DO NOT call the hotel directly. Hotel confirmation numbers will be sent via email approximately two weeks prior to the conference.

Reservation requests should be received by August 12, 2013.

Room rates will also be subject to an optional non-reimbursable resort fee of \$5.00 per room per night, plus applicable state and local taxes. This charge is for High-Speed Internet Access in Guest Rooms & Public Space, Local/Domestic Long Distance Calls from Guest Rooms - Wired for Business, Golfbag storage at Bell stand, Access to Resort and Lantana Spa Fitness Centers, including fitness classes offered at Spa, (2) Complimentary Signature Welcome drinks in Crooked Branch, 15% Discount off Meals in Replenish Spa Bistro, Tennis Court Access with Racket, and 10% discount in Range Riders Kids Club. Guests may accept or decline resort fee upon check-in.

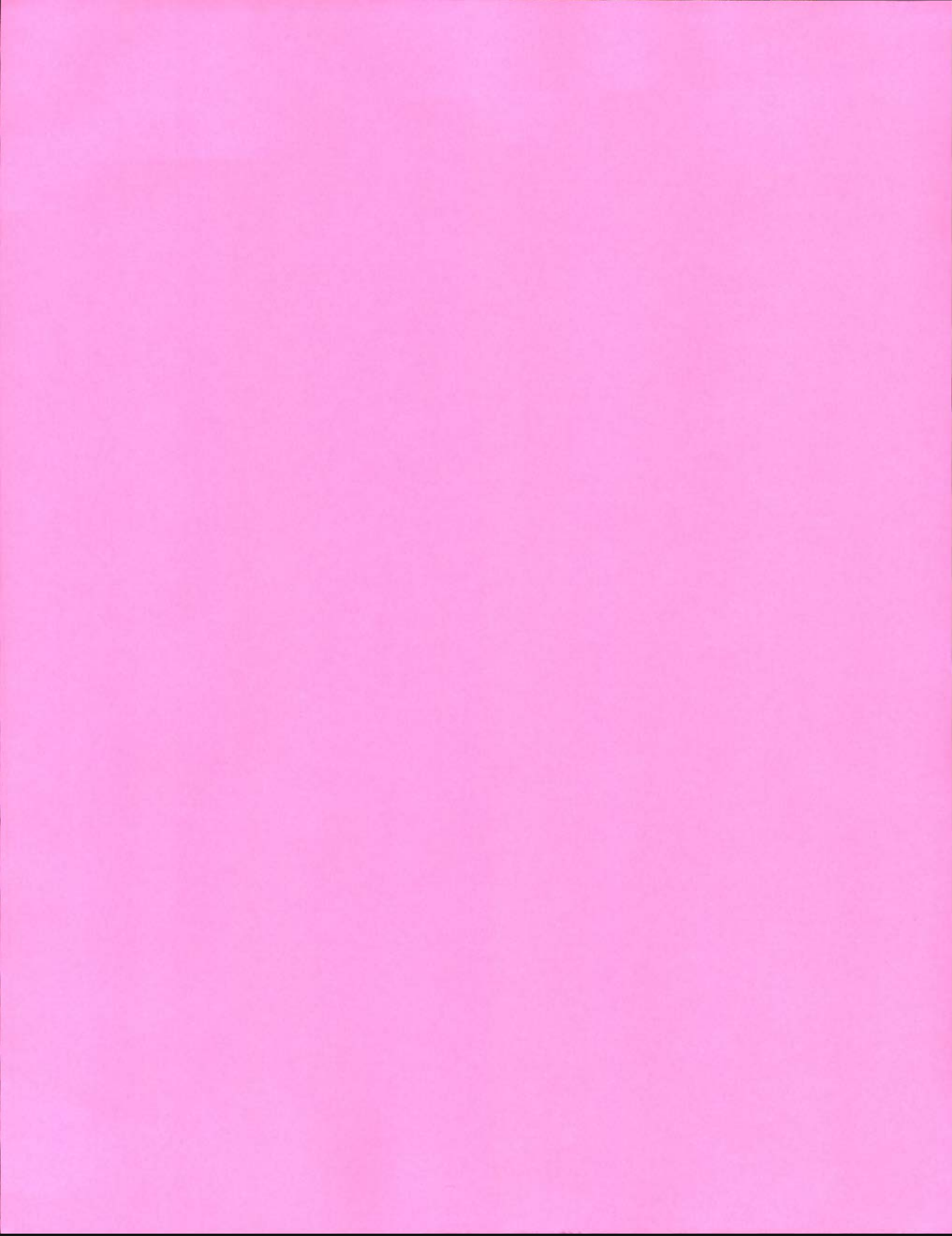
*Cancellations received after noon on August 30 will be charged a cancellation fee equal to one night's lodging plus tax.*



Conference will be held at the JW Marriott Hill Country  
23808 Resort Parkway // San Antonio, TX 78261

## EXPENSES & REIMBURSEMENTS

The Texas Center for the Judiciary does NOT reimburse expenses for judges attending the Annual Judicial Education Conference. All reimbursements are provided through each judge's administrative judicial region. Appellate judges should make arrangements for reimbursement through their particular courts or through the Appellate Education Fund. If you have questions, please contact the Texas Center for the Judiciary at (512) 482-8986 or (888) 785-8986.



TA1300289

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

Vendor No.: V004371 01  
 Voucher Total: \$508.62  
 No. of Lines: 2  
 T/C Hash : 446

Single Check (Y/N): \_\_\_\_\_  
 Date Entered: 08/01/2013  
 Entered by: AN

Preparer's Initials: AN

Amount Spelled: FIVE HUNDRED EIGHT DOLLARS AND SIXTY TWO CENTS

Vendor Name: JOSEPH F. STRELITZ  
PROBATE MASTER-PROBATE CT. 1  
 Street: 500 E. SAN ANTONIO, RM 803

City, State, Zip: EL PASO TX 79901

Subject: SANTONIO, TX9/04-9/06/13TX CLLG PRB JDG ANNL MEET

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	208	279.82	PROBTRVLSR1	6705	145	PR0011		
	Desc:	SANTONIO, TX9/04-9/06/13TX CLLG PRB JDG ANNL MEET						
02	238	228.80	PROBTRVLSR1	6705				
	Desc:	RMB AIRFARE SANTONIO, TX9/04-9/06/13TX CLLG PRB JD						
03								
	Desc:							
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10								
	Desc:							

Prepared by: JORGE LOPEZ TCAUD20-AUDITORS Date: 08/01/2013

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: Joseph F. Strelitz Department: Probate Court No. 1  
Date of Trip: Departure Date: 09/04/13 Return Date: # 09/06/13 Destination: San Antonio, Texas  
\* Event: Texas College of Probate Judges / Annual Meeting  
County Related Purpose: \_\_\_\_\_

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

Department Index: PROBTRVLSB1 6705  
COUNTY EMPLOYEE? CIRCLE/MOVE ARROW YES/NO

#### Section 1: Guidelines for Determining Meal Rates Allowance MOVE ARROW

Please Check One (Departure meal rate)

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

Please Check One (Return meal rate)

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

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

#### Section 2: Travel Estimated Breakdown

\* CC CREDIT CARD EXPENSE BREAKDOWN

	* CC	
Airfare	_____	_____
Auto Rental	_____	_____
Mileage (.40 /mile)	_____	_____
Gas	_____	_____
Meal rate on Departure date	18.00	_____
Meal per diem (\$36.00 - 9 lunch)	27.00	_____
Meal rate on Return date (36-9 lunch)	27.00	_____
Lodging	207.82	_____
Other - Registration (375.00 ea.)	_____	_____
Other - Parking/Tolls	_____	_____
Other - Taxi	_____	_____
Other - Shuttle	_____	_____
Other -	_____	_____
<b>TOTAL</b>	<u>\$279.82</u>	<u>\$0.00</u>

#### FOR AUDITOR'S USE ONLY

Trans. Code: \_\_\_\_\_  
Index: \_\_\_\_\_  
Sub-Object: \_\_\_\_\_  
Vendor: 0004371  
Subsidiary: \_\_\_\_\_  
Amount: \_\_\_\_\_

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE  Y/N

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

ADVANCE FROM COUNTY	CC
<u>\$279.82</u>	<u>\$0.00</u>
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 NON-COMPLIANCE

EMPLOYEE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
DEPT. HEADS \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

*[Handwritten Signature]*  
*[Handwritten Signature]*

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

DATE: 17 Aug 12 7/25/13

**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

Reservation Confirmation

07-24-13

Thank you for choosing the **The St Anthony Riverwalk Wyndham Hotel** for your upcoming visit. We are pleased to confirm the following guest reservation for: **Joseph Strelitz**

Wyndham Rewards Number: [Follow this link to join Wyndham Rewards](#)

Confirmation No. 81499952

Arrival Date: 09-04-13

Departure Date: 09-06-13

Adults/Children: 1 / 0

No. of Rooms: 1

Rate Plan / Group: Texas College of Probate Judges

Room Description: With a four poster bed, this 1 king bed room offers a view of Travis Park, as well as wireless high speed internet access with a Wyndham Rewards sign up. Guests of this room sleep on a European Serta pillow top mattress and have an in room coffee maker.



Arrival Room Rate and Daily Room Rate (if applicable) information in USD :	89.00
Total cost for accommodations, including taxes (and resort fees if applicable):	207.82

Wyndham Garden hotels are perfectly situated in key business, airport and suburban locations. We offer tasteful, intimate hotels with comfortable guest rooms that offer a wealth of thoughtful amenities. Every hotel provides casual dining options, inviting lobbies and cozy library lounges for reading or socializing. And of course, flexible meeting space that can accommodate a wide range of functions.

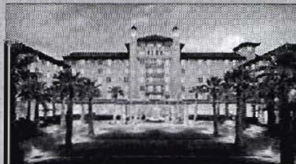
Wyndham Hotels and Resorts are upscale, full-service properties located in key business destinations across the world. Each offers the comfort and amenities you would expect in a world-class hotel, including beautifully appointed public areas, thoughtfully detailed guest rooms and distinct dining options. Business locations feature meeting space flexible for large and small meetings, as well as business centers and fitness centers. Many resorts offer golf, tennis, beautiful beaches, spas and more.

Situated in key destinations around the world, each Wyndham Grand Collection hotel and resort is a one-of-a-kind experience with a compelling local flavor. Here you will find attentive service, relaxing surroundings and thoughtful touches you expect from Wyndham on a grand scale. Guest rooms are comfortable and refined... dining experiences are crafted by expert chefs... and artfully appointed lounges and public areas invite you to linger. Wyndham Grand properties are also ideal for large-scale social engagements and business events. Flexible meeting spaces, elegant halls and sophisticated entertainment and presentation capabilities ensure a successful event.

Photo identification and a valid credit card are requested upon registration. Early departure penalties may apply; please inquire directly upon arrival regarding this specific reservation. Luggage storage is available at most hotels and resorts for early arrival and late departure.

Guaranteed with: **VISA**  
 Cancellation Information/Policy: Reservation must be cancelled by 6PM (hotel local time) 09/03/13 to avoid a penalty of 103.91.

Thank you again for reserving accommodations with the **The St Anthony Riverwalk Wyndham Hotel!**



**The St Anthony Riverwalk Wyndham Hotel**  
 300 EAST TRAVIS, SAN ANTONIO, TX, 78205 Philippines  
 Tel: (210) 227-4392 | Fax: (210) 227-0915 | Reservations: 800-996-3426  
[www.wyndham.com/hotels/\\$.ATST](http://www.wyndham.com/hotels/$.ATST)

# TEXAS COLLEGE OF PROBATE JUDGES

P.O. Box 2025 ★ Austin, Texas 78768 ★ (512) 480-0600 ★ [tcpj@austin.rr.com](mailto:tcpj@austin.rr.com) ★ [www.tcpj.org](http://www.tcpj.org)



June 25, 2013

## Texas College of Probate Judges

**3-Day Annual Meeting: 15 hours**

**September 5-7, 2013**

Conference check-in beginning September 4, 2013

**San Antonio, Texas**

**The St. Anthony Hotel**

The Hon. Guy Herman  
President  
Probate Court No. 1  
Travis County

Dear Judges, Clerks, and Court and Clerk Staff:

The Texas College of Probate Judges is proud to sponsor the September 2013 Annual Meeting in San Antonio, Texas. A copy of the agenda is enclosed for your review. Below is a brief synopsis:

Board of Directors

The Hon. Joe Ashmore, Ret.  
Attorney at Law  
Dallas County

The Hon. Max Higgs  
Senior Statutory Probate Judge  
El Paso County

The Hon. Gladys Burwell  
Senior Statutory Probate Judge  
Galveston County

David Hodges  
Judicial Projects Director  
Texas Association of Counties

*The San Antonio Annual Meeting features a 15-hour educational program covering various aspects of the probate system, including citation and notice under the Probate Code, guardianship law, dependent and independent administration procedures, heirship procedures, the monitoring of administrations and guardianships, responsibilities of the probate clerk, and Texas mental health law.*

*The annual meeting also includes a review of recent cases in the areas of probate administration, guardianship, trust, and mental health law; Saturday break-out sessions in smaller groups – and legislative updates plus a look ahead to the new Estates Code that goes into effect on January 1, 2014.*

*The conference will be held at The St. Anthony Hotel, a Wyndham Historic Hotel close to the Riverwalk and overlooking Travis Park. This National Historic Landmark was completed in 1909 and much of the period detail has been preserved following an \$8 million restoration. In the heart of downtown San Antonio, The St. Anthony is within walking distance of the Convention Center, Paseo del Rio Riverwalk, Rivercenter Mall, the Alamo, and La Villita.*

The Texas College of Probate Judges is a private nonprofit educational organization dedicated to the education of judges and clerks. Our seminars provide continuing education in all aspects of probate law and are designed to benefit both new and longstanding judges and court employees. Probate judges, probate assistants, probate clerks, court administrators, and other court and clerk personnel are all encouraged to attend our informative and entertaining programs.

Judges and Clerks receive credit towards their annual educational requirement for each classroom hour attended; a maximum of 15 hours can be obtained at this Annual Meeting. All participants will receive a certificate of completion.

This is our last program in 2013. We'll send out our year-end letter with information about our 2014 programs in mid-November.

## Registration for San Antonio Annual Meeting

The registration fee for the San Antonio Annual Meeting is \$400.00 per person, which includes written materials, catered lunches on Thursday and Friday, and morning coffee and rolls each day.

Each person attending the Annual Meeting should complete a copy of the enclosed registration form and return it with the \$400.00 registration fee to the address on the form no later than Friday, August 23, 2013.

- The cost for registrations received after August 23 will be \$450.00 per person.
- Cancellation policies:
  - Cancellations made by Monday, August 26, 2013 can get a full refund of the registration fee or can apply the registration fee to a future conference.
  - Cancellations after August 26 but before 5:00 p.m. on Friday, August 30 will be subject to a \$100.00 administration fee.
  - No refunds will be made for cancellations after 5:00 p.m. Friday, August 30.

## Hotel for San Antonio Annual Meeting

The conference will be held at The St. Anthony Hotel. If you intend to stay there, **you must reserve no later than noon on Sunday, August 4**. NOTE: there are a limited number of rooms available at the group rate.

- **Hotel** –The St. Anthony, 300 East Travis St., San Antonio, [www.thestanthonyhotel.com](http://www.thestanthonyhotel.com)
- **Room rates** – \$89.00 per night single, double, or triple, plus customary tax
- **Hotel Reservations** – 1-800-996-3426 or 1-210-227-4392 – indicate group name when making the reservations (Texas College of Probate Judges)
- Parking is \$10.00/day for self-park, plus tax; valet parking also available (prices subject to change)

-----  
The Texas College of Probate Judges strives to present informative seminars offering practical tools for all attendees to take back to their home county. We hope to see you in San Antonio at the Annual Meeting.

Sincerely,



Guy Herman, President, Texas College of Probate Judges

# Texas College of Probate Judges

## Texas College of Probate Judges 3-Day Annual Meeting San Antonio, Texas

Wednesday, September 4, 2013

4:00 PM TO 6:00 PM      **Registration**

Thursday, September 5, 2013

7:45 AM TO 8:25 AM      **Registration: Coffee and Rolls**

8:25 AM TO 8:30 AM      **Welcoming Remarks**  
Guy Herman, TCPJ President

8:30 AM TO 8:50 AM      **An Introductory Look at 2013 Legislative Updates  
and the New Estates Code**  
The Hon. Guy Herman  
Travis County Probate Court No.1

8:50 AM TO 10:20 AM      **Mental Health Law**  
The Hon. Guy Herman  
Travis County Probate Court No.1

10:20 AM TO 10:35 AM      **Coffee Break**

10:35 AM TO 11:10 AM      **Overview of Probate & Probating a Will**  
Craig Hopper  
Hopper Mikeska, PLLC, Austin, Texas

11:10 AM TO NOON      **Dependent Administration**  
David Stanush  
Strasburger Price Oppenheimer Blend, San Antonio, Texas

NOON TO 1:00 PM      **Lunch**

1:00 PM TO 1:30 PM      **Independent Administration**  
Craig Hopper  
Hopper Mikeska, PLLC, Austin, Texas

1:30 PM TO 2:15 PM      **Heirship Proceedings & Small Estate Affidavits**  
Clint Alexander  
Barnes Lipscomb & Stewart PLLC, Austin

2:15 PM TO 2:30 PM      **Stretch Break**

2:30 PM TO 3:45 PM      **Practical Aspects of Guardianship Law**  
The Hon. Chris Wilmoth  
Dallas County Probate Court No. 2

3:45 PM TO 4:30 PM      **The Role of the Ad Litem**  
The Hon. Steve King  
Tarrant County Probate Court No.1

# Texas College of Probate Judges

## Friday, September 6, 2013

- 8:00 AM TO 8:30 AM**      **Coffee and Rolls**
- 8:30 AM TO 9:00 AM**      **Mandatory E-Filing: A Look Ahead**  
The Hon. Steve King  
Tarrant County Probate Court No.1
- 9:00 AM TO 9:45 AM**      **Responsibilities of the Probate Clerk**  
The Hon. Gladys Burwell  
Senior Judge – Galveston County
- 9:45 AM TO 10:00 AM**      **Coffee Break**
- 10:00 AM TO 11:00 AM**      **Bonds, Inventories, and Accountings**  
The Hon. Guy Herman  
Travis County Probate Court No.1
- 11:00 AM TO NOON**      **Recent Cases pt. 1: Probate, Trust, & Mental Illness**  
The Hon. Steve King  
Tarrant County Probate Court No.1
- NOON TO 1:00 PM**      **Lunch**
- 1:00 PM TO 2:15 PM**      **Capacity Issues in Guardianship**  
Russel (Trey) Thompson, PhD, San Antonio, Texas  
Jason E. Schillerstrom, MD, San Antonio, Texas
- 2:15 PM TO 2:30 PM**      **Stretch Break**
- 2:30 PM TO 3:15 PM**      **Notice and Citation in Probate Court**  
The Hon. Beth Rothermel  
Washington County Clerk
- 3:15 PM TO 4:00 PM**      **Recent Cases pt. 2: Probate, Trust, & Mental Illness**  
The Hon. Steve King  
Tarrant County Probate Court No.1

## Saturday, September 7, 2013

- 7:30 AM TO 8:00 AM**      **Coffee and Rolls**
- 8:00 AM TO 9:15 AM**  
*break to switch rooms  
from 9:15-9:25 AM*
- 9:25 AM TO 10:40 AM**
- Concurrent Workshops:\***
- Probate & Guardianship Roundtable Q&A (*only at 8:00-9:15*)
  - Monitoring guardianships . . . no matter how much staff you have (or don't have) (*repeated during both time slots*)
  - Mental health paperwork and Q&A (*repeated during both time slots*)

# El Paso County Travel Justification Form

Employee: Joseph F. Strelitz Signature [Signature] Date: 7/24/2013  
Dept. Head: Gloria Lopez Signature [Signature] Date: 7/24/2013  
Dept: Probate Court No. 1 Job Title: Adm./Auditor

Travel Funding Source:  County  Grant  Other  
Will any funds be reimbursed by another entity? No  
Travel Account No: PROBTRVLSR1-6705 Bal. Remaining for FY: \$1,786.00

**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 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: Texas College of Probate Judges Annual Meeting

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

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

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

# TEXAS COLLEGE OF PROBATE JUDGES

P.O. Box 2025 ★ Austin, Texas 78768 ★ (512) 480-0600 ★ tcpj@austin.rr.com ★ [www.tcpj.org](http://www.tcpj.org)



June 25, 2013

## Texas College of Probate Judges

**3-Day Annual Meeting: 15 hours**

**September 5-7, 2013**

Conference check-in beginning September 4, 2013

**San Antonio, Texas  
The St. Anthony Hotel**

The Hon. Guy Herman  
President  
Probate Court No. 1  
Travis County

Dear Judges, Clerks, and Court and Clerk Staff:

The Texas College of Probate Judges is proud to sponsor the September 2013 Annual Meeting in San Antonio, Texas. A copy of the agenda is enclosed for your review. Below is a brief synopsis:

Board of Directors

The Hon. Joe Ashmore, Ret.  
Attorney at Law  
Dallas County

The Hon. Max Higgs  
Senior Statutory Probate Judge  
El Paso County

The Hon. Gladys Burwell  
Senior Statutory Probate Judge  
Galveston County

David Hodges  
Judicial Projects Director  
Texas Association of Counties

*The San Antonio Annual Meeting features a 15-hour educational program covering various aspects of the probate system, including citation and notice under the Probate Code, guardianship law, dependent and independent administration procedures, heirship procedures, the monitoring of administrations and guardianships, responsibilities of the probate clerk, and Texas mental health law.*

*The annual meeting also includes a review of recent cases in the areas of probate administration, guardianship, trust, and mental health law; Saturday break-out sessions in smaller groups – and legislative updates plus a look ahead to the new Estates Code that goes into effect on January 1, 2014.*

*The conference will be held at The St. Anthony Hotel, a Wyndham Historic Hotel close to the Riverwalk and overlooking Travis Park. This National Historic Landmark was completed in 1909 and much of the period detail has been preserved following an \$8 million restoration. In the heart of downtown San Antonio, The St. Anthony is within walking distance of the Convention Center, Paseo del Rio Riverwalk, Rivercenter Mall, the Alamo, and La Villita.*

The Texas College of Probate Judges is a private nonprofit educational organization dedicated to the education of judges and clerks. Our seminars provide continuing education in all aspects of probate law and are designed to benefit both new and longstanding judges and court employees. Probate judges, probate assistants, probate clerks, court administrators, and other court and clerk personnel are all encouraged to attend our informative and entertaining programs.

Judges and Clerks receive credit towards their annual educational requirement for each classroom hour attended; a maximum of 15 hours can be obtained at this Annual Meeting. All participants will receive a certificate of completion.

This is our last program in 2013. We'll send out our year-end letter with information about our 2014 programs in mid-November.

## Registration for San Antonio Annual Meeting

The registration fee for the San Antonio Annual Meeting is \$400.00 per person, which includes written materials, catered lunches on Thursday and Friday, and morning coffee and rolls each day.

Each person attending the Annual Meeting should complete a copy of the enclosed registration form and return it with the \$400.00 registration fee to the address on the form no later than Friday, August 23, 2013.

- **The cost for registrations received after August 23 will be \$450.00 per person.**
- **Cancellation policies:**
  - Cancellations made by Monday, August 26, 2013 can get a full refund of the registration fee or can apply the registration fee to a future conference.
  - Cancellations after August 26 but before 5:00 p.m. on Friday, August 30 will be subject to a \$100.00 administration fee.
  - No refunds will be made for cancellations after 5:00 p.m. Friday, August 30.

## Hotel for San Antonio Annual Meeting

The conference will be held at The St. Anthony Hotel. If you intend to stay there, **you must reserve no later than noon on Sunday, August 4**. **NOTE: there are a limited number of rooms available at the group rate.**

- **Hotel** –The St. Anthony, 300 East Travis St., San Antonio, [www.thestanthonyhotel.com](http://www.thestanthonyhotel.com)
- **Room rates** – \$89.00 per night single, double, or triple, plus customary tax
- **Hotel Reservations** – 1-800-996-3426 or 1-210-227-4392 – indicate group name when making the reservations (Texas College of Probate Judges)
- Parking is \$10.00/day for self-park, plus tax; valet parking also available (prices subject to change)

-----  
The Texas College of Probate Judges strives to present informative seminars offering practical tools for all attendees to take back to their home county. We hope to see you in San Antonio at the Annual Meeting.

Sincerely,



Guy Herman, President, Texas College of Probate Judges

# Texas College of Probate Judges

## Texas College of Probate Judges 3-Day Annual Meeting San Antonio, Texas

Wednesday, September 4, 2013

4:00 PM TO 6:00 PM      **Registration**

Thursday, September 5, 2013

7:45 AM TO 8:25 AM      **Registration: Coffee and Rolls**

8:25 AM TO 8:30 AM      **Welcoming Remarks**  
Guy Herman, TCPJ President

8:30 AM TO 8:50 AM      **An Introductory Look at 2013 Legislative Updates  
and the New Estates Code**  
The Hon. Guy Herman  
Travis County Probate Court No.1

8:50 AM TO 10:20 AM      **Mental Health Law**  
The Hon. Guy Herman  
Travis County Probate Court No.1

10:20 AM TO 10:35 AM      **Coffee Break**

10:35 AM TO 11:10 AM      **Overview of Probate & Probating a Will**  
Craig Hopper  
Hopper Mikeska, PLLC, Austin, Texas

11:10 AM TO NOON      **Dependent Administration**  
David Stanush  
Strasburger Price Oppenheimer Blend, San Antonio, Texas

NOON TO 1:00 PM      **Lunch**

1:00 PM TO 1:30 PM      **Independent Administration**  
Craig Hopper  
Hopper Mikeska, PLLC, Austin, Texas

1:30 PM TO 2:15 PM      **Heirship Proceedings & Small Estate Affidavits**  
Clint Alexander  
Barnes Lipscomb & Stewart PLLC, Austin

2:15 PM TO 2:30 PM      **Stretch Break**

2:30 PM TO 3:45 PM      **Practical Aspects of Guardianship Law**  
The Hon. Chris Wilmoth  
Dallas County Probate Court No. 2

3:45 PM TO 4:30 PM      **The Role of the Ad Litem**  
The Hon. Steve King  
Tarrant County Probate Court No.1

# Texas College of Probate Judges

## Friday, September 6, 2013

- 8:00 AM TO 8:30 AM      **Coffee and Rolls**
- 8:30 AM TO 9:00 AM      **Mandatory E-Filing: A Look Ahead**  
The Hon. Steve King  
Tarrant County Probate Court No.1
- 9:00 AM TO 9:45 AM      **Responsibilities of the Probate Clerk**  
The Hon. Gladys Burwell  
Senior Judge – Galveston County
- 9:45 AM TO 10:00 AM      **Coffee Break**
- 10:00 AM TO 11:00 AM      **Bonds, Inventories, and Accountings**  
The Hon. Guy Herman  
Travis County Probate Court No.1
- 11:00 AM TO NOON      **Recent Cases pt. 1: Probate, Trust, & Mental Illness**  
The Hon. Steve King  
Tarrant County Probate Court No.1
- NOON TO 1:00 PM      **Lunch**
- 1:00 PM TO 2:15 PM      **Capacity Issues in Guardianship**  
Russel (Trey) Thompson, PhD, San Antonio, Texas  
Jason E. Schillerstrom, MD, San Antonio, Texas
- 2:15 PM TO 2:30 PM      **Stretch Break**
- 2:30 PM TO 3:15 PM      **Notice and Citation in Probate Court**  
The Hon. Beth Rothermel  
Washington County Clerk
- 3:15 PM TO 4:00 PM      **Recent Cases pt. 2: Probate, Trust, & Mental Illness**  
The Hon. Steve King  
Tarrant County Probate Court No.1

## Saturday, September 7, 2013

- 7:30 AM TO 8:00 AM      **Coffee and Rolls**
- 8:00 AM TO 9:15 AM      **Concurrent Workshops:\***  
*break to switch rooms  
from 9:15-9:25 AM*
- 9:25 AM TO 10:40 AM       Probate & Guardianship Roundtable Q&A (*only at 8:00-9:15*)  
 Monitoring guardianships . . . no matter how much staff you have (or don't have) (*repeated during both time slots*)  
 Mental health paperwork and Q&A (*repeated during both time slots*)



### County of El Paso Travel Request Form

Travel

Type: **REIMBURSEMENT**

Name: Joseph F. Strelitz Department: Probate Court No. 1  
 Date of Trip: Departure Date: 09/04/13 Return Date: # 09/06/13 Destination: San Antonio, Texas  
 \* Event: Texas College of Probate Judges / Annual Meeting  
 County Related Purpose: \_\_\_\_\_

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

Department Index: PROBTRVLSR1 6705  
 COUNTY EMPLOYEE? CIRCLE/MOVE ARROW YES NO

#### Section 1: Guidelines for Determining Meal Rates Allowance MOVE ARROW

*Please Check One (Departure meal rate)*

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

*Please Check One (Return meal rate)*

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

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

#### Section 2: Travel Estimated Breakdown

\* CC CREDIT CARD EXPENSE BREAKDOWN

		* CC
Airfare	\$228.80	_____
Auto Rental	_____	_____
Mileage (.40 /mile)	_____	_____
Gas	_____	_____
Meal rate on Departure date	_____	_____
Meal per diem (\$36.00)	_____	_____
Meal rate on Return date	_____	_____
Lodging	_____	_____
Other - Registration (375.00 ea.)	_____	_____
Other - Parking/Tolls	_____	_____
Other - Taxi	_____	_____
Other - Shuttle	_____	_____
Other -	_____	_____
<b>TOTAL</b>	<u>\$228.80</u>	<u>\$0.00</u>

#### FOR AUDITOR'S USE ONLY

Trans. Code: \_\_\_\_\_  
 Index: \_\_\_\_\_  
 Sub-Object: \_\_\_\_\_  
 Vendor: 1004371  
 Subsidiary: \_\_\_\_\_  
 Amount: \_\_\_\_\_

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE  Y/N

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

REIMBURSEMENT AMOUNT \$228.80 \$0.00  
 CC

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

EMPLOYEE \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_  
 DEPT. HEADS \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

C.C.O. DATE

DATE: 17 Aug 12 7:35 AM

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: Joseph F. Strelitz  
Dept. Head: Gloria Lopez  
Dept: Probate Court No. 1

Signature [Signature] Date: 7/25/2013  
Signature [Signature] Date: 7/25/2013  
Job Title: Adm./Auditor

Travel Funding Source: x County      Grant      Other       
Will any funds be reimbursed by another entity? No  
Travel Account No: PROBTRVLSR1-6705 Bal. Remaining for FY: \$1,786.00

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 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: Texas College of Probate Judges Annual Meeting
- Human Resources/Management/Personal Development Training**  
("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
- Other:**



# Thank you for your purchase!

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

## Air

Confirmation #AD8C27

El Paso, TX - ELP to San Antonio, TX - SAT  
 Wednesday, September 4, 2013 - Friday, September 6, 2013

✓ EarlyBird Check-In Purchased

Air Total: \$228.80

Amount Paid  
 \$228.80

Trip Total  
 \$228.80

SEP 4

WED 09/04/13 - San Antonio

## AIR

El Paso, TX - ELP to San Antonio, TX - SAT  
 09/04/2013 - 09/06/2013

Confirmation #  
**AD8C27**

### Adult Passenger(s)

JOSEPH STRELITZ

Subscribe to Flight Status Messaging

### Rapid Rewards #

00020054388535

DEPART SEP 4 WED	12:30 PM	Depart El Paso, TX (ELP) on Southwest Airlines	Flight #1006	Wednesday, September 4, 2013
	02:55 PM	Arrive in San Antonio, TX (SAT)		Travel Time 1 h 25 m (Nonstop) Wanna Get Away
RETURN SEP 6 FRI	07:50 PM	Depart San Antonio, TX (SAT) on Southwest Airlines	Flight #2590	Friday, September 6, 2013
	08:15 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	<b>Wanna Get Away</b> Excellent Value	<ul style="list-style-type: none"> <li>No Change Fees (applicable fare difference applies)</li> <li>Reusable Funds (nontransferable - no name changes allowed)</li> <li>Nonrefundable</li> </ul>	1	\$94.90
Return	SAT-ELP	<b>Wanna Get Away</b> Excellent Value	<ul style="list-style-type: none"> <li>No Change Fees (applicable fare difference applies)</li> <li>Reusable Funds (nontransferable - no name changes allowed)</li> <li>Nonrefundable</li> </ul>	1	\$108.90
Enroll in Rapid Rewards and earn at least 1092 Points per person for this trip. Already a Member? Log In to ensure you are getting the				<b>Subtotal</b>	<b>\$203.80</b>

points you deserve.

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	JOSEPH STRELITZ	\$12.50	1	ELP-SAT	5260632236905	\$12.50
EarlyBird Check-In	JOSEPH STRELITZ	\$12.50	1	SAT-ELP	5260632236906	\$12.50
<b>Subtotal</b>						<b>\$25.00</b>

**Air Total:**  
**\$228.80**

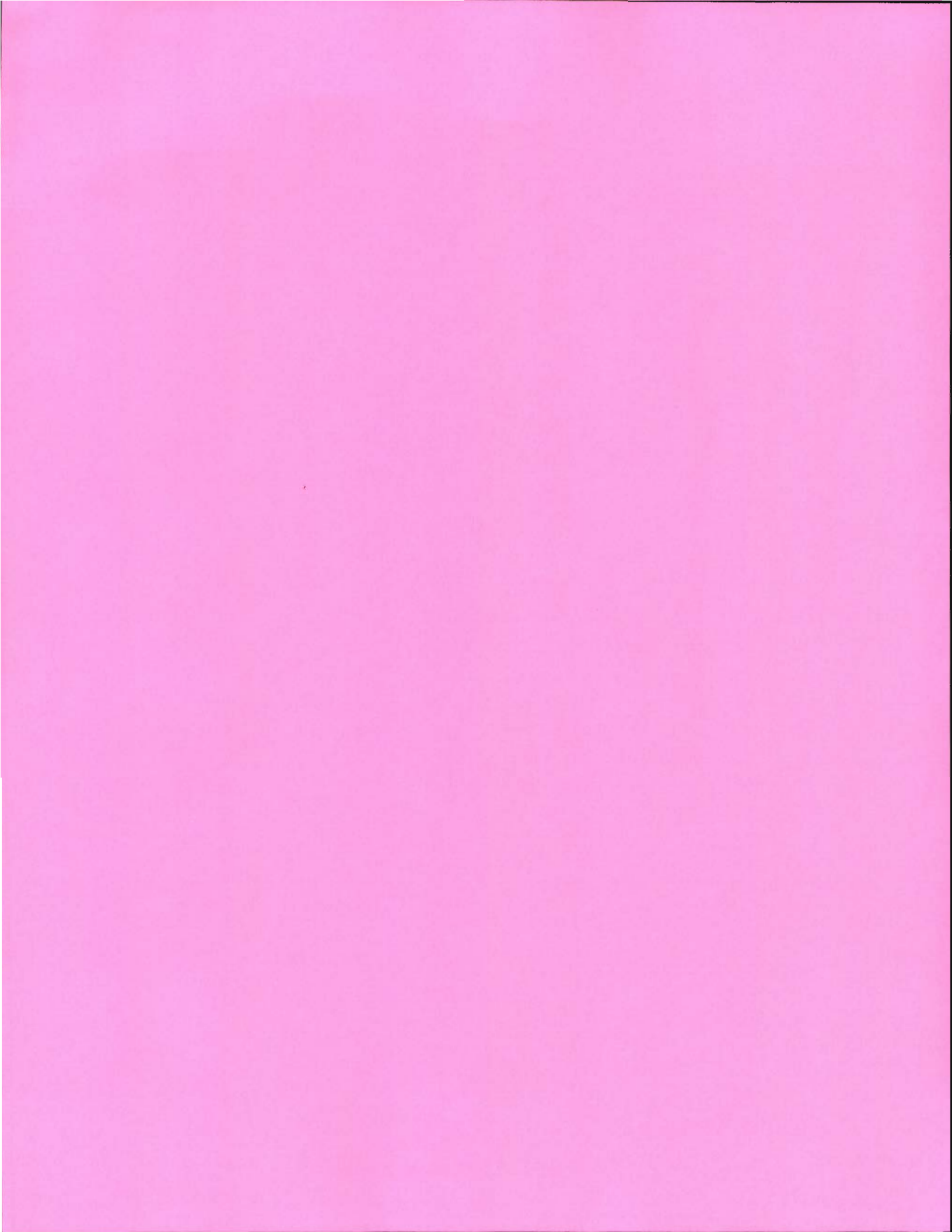
Gov't taxes & fees now included

**Purchaser Name** Joseph strelitz      **Billing Address** 6613 La Cadena  
 El Paso, TX US 79912

Form of Payment	Amount Applied
Visa - XXXXXXXXXXXX-3141	\$228.80

**Amount Paid**  
**\$228.80**

**Trip Total**  
**\$228.80**



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

Vendor No.: V016133 01  
 Voucher Total: \$1,200.00  
 No. of Lines: 3  
 T/C Hash : 714

Single Check (Y/N): \_\_\_\_\_  
 Date Entered: 08/01/2013  
 Entered by: AN

Preparer's Initials: AN  
 Amount Spelled: ONE THOUSAND TWO HUNDRED DOLLARS AND NO CENTS

Vendor Name: TEXAS COLLEGE OF PROBATE JUDGES

Street: P.O. BOX 2025

City, State, Zip: AUSTIN TX 78768

Subject: RG PAT CHEW SANTONIO, TX9/05-9/06/13TX CLLG PRB JD

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	238	400.00	PROBTRVLSR1	6705				
	Desc: RG PAT CHEW SANTONIO, TX9/05-9/06/13TX CLLG PRB JD							
02	238	400.00	PROBTRVLSR1	6705				
	Desc: RG F. STRELITZ SANTONIO, TX9/05-9/06/13TX CLLG PR J							
03	238	400.00	PROBTRVLSR1	6705				
	Desc: RG GLORIA LPZ SANTONIO, TX9/05-9/06/13TX CLLG PR J							
04								
	Desc:							
05								
	Desc:							
06								
	Desc:							
07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

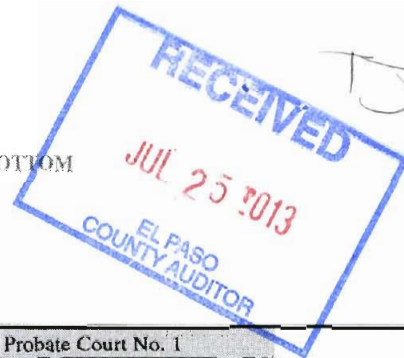
Prepared by: JORGE LOPEZ TCAUD20-AUDITORS Date: 08/01/2013

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: **REGISTRATION**

Company Name: Texas College of Probate Judges Department: Probate Court No. 1  
 Date of Trip: Departure Date: 09/05/13 Return Date: # 09/07/13 Destination: San Antonio, Texas  
 \* Event: Texas College of Probate Judges / Annual Meeting  
 County Related Purpose: \_\_\_\_\_  
 \* Use of **GADMINGF** Funds requires legislative impact explanation  
 Department Index: PROBTRVLSR1 6705

#### Section 1: Guidelines for Determining Meal Rates Allowance MOVE ARROW

*Please Check One (Departure meal rate)*

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

*Please Check One (Return meal rate)*

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

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

#### Section 2: Travel Estimated Breakdown

\* CC CREDIT CARD EXPENSE BREAKDOWN

	* CC
Airfare	_____
Auto Rental	_____
Mileage (.40 /mile)	_____
Gas	_____
Meal rate on Departure date	_____
Meal per diem (\$36.00)	_____
Meal rate on Return date	_____
Lodging	_____
Other - Registration (400.00 ea.)	<u>1,200.00</u>
Other - Parking/Tolls	_____
Other - Taxi	_____
Other - Shuttle	_____
Other -	_____
<b>TOTAL</b>	<u>\$1,200.00</u> <u>\$0.00</u>

#### FOR AUDITOR'S USE ONLY

Trans. Code: \_\_\_\_\_  
 Index: \_\_\_\_\_  
 Sub-Object: \_\_\_\_\_  
 Vendor: VO16133  
 Subsidiary: \_\_\_\_\_  
 Amount: \_\_\_\_\_

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE  Y/N

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

REGISTRATION AMOUNT: \$1,200.00 \$0.00  
 Name: Judge Patricia Chew Name: \_\_\_\_\_  
 Name: Joseph F. Strelitz, Probate Master Name: \_\_\_\_\_  
 Name: Gloria Lopez, Adm./Auditor 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: G Lopez, Adm. Auditor  
 DEPT. HEADS SIGNATURE: \_\_\_\_\_  
 Probate Master  
 DATE: 25-Jul-13

C.C.O. 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.

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**Date(s) of Trip**

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**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

**REGISTRATION FORM AND GENERAL INFORMATION QUESTIONNAIRE**  
Texas College of Probate Judges, San Antonio, September 2013, The St. Anthony

Please **type** or **print** clearly and answer all questions.

A separate registration form must be filled out by each person attending the conference.

Name PATRICIA CHEW Phone 915-546-2161

County EL PASO Title JUDGE

Mailing Address 500 E SAN ANTONIO, STE 803 EL PASO TEXAS 79901

Email address PCHW@EP COUNTY.COM

Is this your first Texas College of Probate Judges Conference attended? Yes  No

Please check appropriate box(es):

- I am admitted to practice law
- I am not a lawyer
- I am a County Clerk or Deputy Clerk
- I am a Probate Assistant/Court Staff

If you are a judge, please indicate years of service on the bench and check the appropriate box below:

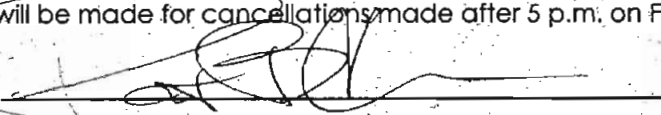
I have 25 years of service on the bench.

- I am Judge of a Constitutional County Court
- I am Judge of a County Court at Law exercising probate jurisdiction
- I am Judge of a Statutory Probate Court
- I am Judge of a \_\_\_\_\_ Court

What subjects would you be interested in at future Probate Seminars?

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I have enclosed a check in the amount of \$ 1,200.00 for my registration [and for 2 other member(s) of my staff]. A separate registration form is enclosed for each person registering. (\$400.00 per person if received by **8/23/13**. \$450.00 per person if received **8/24/13 or after**.) Make check(s) payable to Texas College of Probate Judges. Please note our cancellation policies: Cancellations made by 8/26/13 can get a full refund of the registration fee or can apply the fee to a future conference. Cancellations after 8/26/13 but before 5 p.m. on 8/30/13 are subject to a \$100 administration fee. No refunds will be made for cancellations made after 5 p.m. on Friday, 8/30/13.

Signature  Date 8/12/13

Questions? **For the quickest response, email [tcpi@austin.tx.com](mailto:tcpi@austin.tx.com).** You may also call and leave a message on the answering machine at 512-480-0600. The fax number is 512-854-4418. Mail form(s) and check(s) to:

**TEXAS COLLEGE OF PROBATE JUDGES**  
P. O. BOX 2025  
AUSTIN, TEXAS 78768

**REGISTRATION FORM AND GENERAL INFORMATION QUESTIONNAIRE**  
**Texas College of Probate Judges, San Antonio, September 2013, The St. Anthony**

Please **type** or **print** clearly and answer all questions.

A **separate registration form must be filled out by each person attending the conference.**

Name JOSEPH STRELITZ Phone (915) 546-2161 ext. 2  
County EL PASO, TEXAS Title ASSOCIATE JUDGE / COURT MASTER  
Mailing Address 500 E. SAN ANTONIO, SUITE 803, EL PASO, TX. 79901  
Email address JSTRELITZ@EP COUNTY.COM

Is this your first Texas College of Probate Judges Conference attended? Yes  No

Please check appropriate box(es):

- I am admitted to practice law
- I am not a lawyer
- I am a County Clerk or Deputy Clerk
- I am a Probate Assistant/Court Staff

If you are a judge, please indicate years of service on the bench and check the appropriate box below:

I have 2 3/4 years of service on the bench.

- I am Judge of a Constitutional County Court
- I am Judge of a County Court at Law exercising probate jurisdiction
- I am Judge of a Statutory Probate Court
- I am Judge of a ASSOCIATE STATUTORY PROBATE Court

What subjects would you be interested in at future Probate Seminars?

EVIDENCE; APPLICATION OF RULES OF CIVIL PROCEDURE TO PROBATE CASES

I have enclosed a check in the amount of \$ \_\_\_\_\_ for my registration [and for \_\_\_\_\_ other member(s) of my staff]. A separate registration form is enclosed for each person registering. (\$400.00 per person if received by 8/23/13. \$450.00 per person if received 8/24/13 or after.) Make check(s) payable to Texas College of Probate Judges. Please note our cancellation policies: Cancellations made by 8/26/13 can get a full refund of the registration fee or can apply the fee to a future conference. Cancellations after 8/26/13 but before 5 p.m. on 8/30/13 are subject to a \$100 administration fee. No refunds will be made for cancellations made after 5 p.m. on Friday, 8/30/13.

Signature [Signature] Date 7/12/13

Questions? **For the quickest response, email [tcpi@austin.tx.com](mailto:tcpi@austin.tx.com).** You may also call and leave a message on the answering machine at 512-480-0600. The fax number is 512-854-4418.

Mail form(s) and check(s) to:

**TEXAS COLLEGE OF PROBATE JUDGES**  
**P. O. BOX 2025**  
**AUSTIN, TEXAS 78768**

**REGISTRATION FORM AND GENERAL INFORMATION QUESTIONNAIRE**  
**Texas College of Probate Judges, San Antonio, September 2013, The St. Anthony**

Please **type** or **print** clearly and answer all questions.

**A separate registration form must be filled out by each person attending the conference.**

Name Gloria Lopez Phone (915) 546-2141 ext. 3  
County El Paso Title Adm. Auditor  
Mailing Address 500 E. San Antonio, Ste 803, El Paso, TX 79901  
Email address lgi.0611@gmail.com

Is this your first Texas College of Probate Judges Conference attended? Yes  No

Please check appropriate box(es):

- I am admitted to practice law
- I am not a lawyer
- I am a County Clerk or Deputy Clerk
- I am a Probate Assistant/Court Staff

If you are a judge, please indicate years of service on the bench and check the appropriate box below:

I have \_\_\_\_\_ years of service on the bench.

- I am Judge of a Constitutional County Court
- I am Judge of a County Court at Law exercising probate jurisdiction
- I am Judge of a Statutory Probate Court
- I am Judge of a \_\_\_\_\_ Court

What subjects would you be interested in at future Probate Seminars?

\_\_\_\_\_

\_\_\_\_\_

**I have enclosed a check in the amount of \$\_\_\_\_\_ for my registration [and for \_\_\_\_\_ other member(s) of my staff]. A separate registration form is enclosed for each person registering. (\$400.00 per person if received by 8/23/13. \$450.00 per person if received 8/24/13 or after.)** Make check(s) payable to Texas College of Probate Judges. Please note our cancellation policies: Cancellations made by 8/26/13 can get a full refund of the registration fee or can apply the fee to a future conference. Cancellations after 8/26/13 but before 5 p.m. on 8/30/13 are subject to a \$100 administration fee. No refunds will be made for cancellations made after 5 p.m. on Friday, 8/30/13.

Signature Gloria Lopez Date 7/24/13

Questions? **For the quickest response, email tcp@austin.tx.com.** You may also call and leave a message on the answering machine at 512-480-0600. The fax number is 512-854-4418.  
Mail form(s) and check(s) to:

**TEXAS COLLEGE OF PROBATE JUDGES**  
**P. O. BOX 2025**  
**AUSTIN, TEXAS 78768**

El Paso County Travel Justification Form

Employee: Gloria Lopez  
Dept. Head: Joseph F. Strelitz  
Dept: Probate Court No. 1

Signature Gloria Lopez Date: 7/25/2013  
Signature JFS Date: 7/25/2013  
Job Title: Probate Master

Travel Funding Source: x County      Grant      Other       
Will any funds be reimbursed by another entity? No  
Travel Account No: PROBJUDSUP1-6705 Bal. Remaining for FY: \$10,000.00

Purpose: (check one)

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

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

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

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

**Travel for Program Revenue Enhancement/Sales Opportunity**  
Explain:     

**Program Development Training**  
Explain:     

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

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

Other:

# TEXAS COLLEGE OF PROBATE JUDGES

P.O. Box 2025 ★ Austin, Texas 78768 ★ (512) 480-0600 ★ tcpj@austin.rr.com ★ [www.tcpj.org](http://www.tcpj.org)



June 25, 2013

## Texas College of Probate Judges

**3-Day Annual Meeting: 15 hours**

**September 5-7, 2013**

Conference check-in beginning September 4, 2013

**San Antonio, Texas  
The St. Anthony Hotel**

The Hon. Guy Herman  
President  
Probate Court No. 1  
Travis County

Dear Judges, Clerks, and Court and Clerk Staff:

The Texas College of Probate Judges is proud to sponsor the September 2013 Annual Meeting in San Antonio, Texas. A copy of the agenda is enclosed for your review. Below is a brief synopsis:

Board of Directors

The Hon. Joe Ashmore, Ret.  
Attorney at Law  
Dallas County

The Hon. Max Higgs  
Senior Statutory Probate Judge  
El Paso County

The Hon. Gladys Burwell  
Senior Statutory Probate Judge  
Galveston County

David Hodges  
Judicial Projects Director  
Texas Association of Counties

*The San Antonio Annual Meeting features a 15-hour educational program covering various aspects of the probate system, including citation and notice under the Probate Code, guardianship law, dependent and independent administration procedures, heirship procedures, the monitoring of administrations and guardianships, responsibilities of the probate clerk, and Texas mental health law.*

*The annual meeting also includes a review of recent cases in the areas of probate administration, guardianship, trust, and mental health law; Saturday break-out sessions in smaller groups – and legislative updates plus a look ahead to the new Estates Code that goes into effect on January 1, 2014.*

*The conference will be held at The St. Anthony Hotel, a Wyndham Historic Hotel close to the Riverwalk and overlooking Travis Park. This National Historic Landmark was completed in 1909 and much of the period detail has been preserved following an \$8 million restoration. In the heart of downtown San Antonio, The St. Anthony is within walking distance of the Convention Center, Paseo del Rio Riverwalk, Rivercenter Mall, the Alamo, and La Villita.*

The Texas College of Probate Judges is a private nonprofit educational organization dedicated to the education of judges and clerks. Our seminars provide continuing education in all aspects of probate law and are designed to benefit both new and longstanding judges and court employees. Probate judges, probate assistants, probate clerks, court administrators, and other court and clerk personnel are all encouraged to attend our informative and entertaining programs.

Judges and Clerks receive credit towards their annual educational requirement for each classroom hour attended; a maximum of 15 hours can be obtained at this Annual Meeting. All participants will receive a certificate of completion.

This is our last program in 2013. We'll send out our year-end letter with information about our 2014 programs in mid-November.

## Registration for San Antonio Annual Meeting

The registration fee for the San Antonio Annual Meeting is \$400.00 per person, which includes written materials, catered lunches on Thursday and Friday, and morning coffee and rolls each day.

Each person attending the Annual Meeting should complete a copy of the enclosed registration form and return it with the \$400.00 registration fee to the address on the form no later than Friday, August 23, 2013.

- The cost for registrations received after August 23 will be \$450.00 per person.
- Cancellation policies:
  - Cancellations made by Monday, August 26, 2013 can get a full refund of the registration fee or can apply the registration fee to a future conference.
  - Cancellations after August 26 but before 5:00 p.m. on Friday, August 30 will be subject to a \$100.00 administration fee.
  - No refunds will be made for cancellations after 5:00 p.m. Friday, August 30.

## Hotel for San Antonio Annual Meeting

The conference will be held at The St. Anthony Hotel. If you intend to stay there, you must reserve no later than noon on Sunday, August 4. NOTE: there are a limited number of rooms available at the group rate.

- **Hotel** –The St. Anthony, 300 East Travis St., San Antonio, [www.thestanthonyhotel.com](http://www.thestanthonyhotel.com)
- **Room rates** – \$89.00 per night single, double, or triple, plus customary tax
- **Hotel Reservations** – 1-800-996-3426 or 1-210-227-4392 – indicate group name when making the reservations (Texas College of Probate Judges)
- Parking is \$10.00/day for self-park, plus tax; valet parking also available (prices subject to change)

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The Texas College of Probate Judges strives to present informative seminars offering practical tools for all attendees to take back to their home county. We hope to see you in San Antonio at the Annual Meeting.

Sincerely,



Guy Herrman, President, Texas College of Probate Judges

# Texas College of Probate Judges

## Texas College of Probate Judges 3-Day Annual Meeting San Antonio, Texas

Wednesday, September 4, 2013

4:00 PM TO 6:00 PM      **Registration**

Thursday, September 5, 2013

7:45 AM TO 8:25 AM      **Registration: Coffee and Rolls**

8:25 AM TO 8:30 AM      **Welcoming Remarks**  
Guy Herman, TCPJ President

8:30 AM TO 8:50 AM      **An Introductory Look at 2013 Legislative Updates  
and the New Estates Code**  
The Hon. Guy Herman  
Travis County Probate Court No.1

8:50 AM TO 10:20 AM      **Mental Health Law**  
The Hon. Guy Herman  
Travis County Probate Court No.1

10:20 AM TO 10:35 AM      **Coffee Break**

10:35 AM TO 11:10 AM      **Overview of Probate & Probating a Will**  
Craig Hopper  
Hopper Mikeska, PLLC, Austin, Texas

11:10 AM TO NOON      **Dependent Administration**  
David Stanush  
Strasburger Price Oppenheimer Blend, San Antonio, Texas

NOON TO 1:00 PM      **Lunch**

1:00 PM TO 1:30 PM      **Independent Administration**  
Craig Hopper  
Hopper Mikeska, PLLC, Austin, Texas

1:30 PM TO 2:15 PM      **Heirship Proceedings & Small Estate Affidavits**  
Clint Alexander  
Barnes Lipscomb & Stewart PLLC, Austin

2:15 PM TO 2:30 PM      **Stretch Break**

2:30 PM TO 3:45 PM      **Practical Aspects of Guardianship Law**  
The Hon. Chris Wilmoth  
Dallas County Probate Court No. 2

3:45 PM TO 4:30 PM      **The Role of the Ad Litem**  
The Hon. Steve King  
Tarrant County Probate Court No.1

# Texas College of Probate Judges

## Friday, September 6, 2013

- 8:00 AM TO 8:30 AM      **Coffee and Rolls**
- 8:30 AM TO 9:00 AM      **Mandatory E-Filing: A Look Ahead**  
The Hon. Steve King  
Tarrant County Probate Court No.1
- 9:00 AM TO 9:45 AM      **Responsibilities of the Probate Clerk**  
The Hon. Gladys Burwell  
Senior Judge – Galveston County
- 9:45 AM TO 10:00 AM      **Coffee Break**
- 10:00 AM TO 11:00 AM      **Bonds, Inventories, and Accountings**  
The Hon. Guy Herman  
Travis County Probate Court No.1
- 11:00 AM TO NOON      **Recent Cases pt. 1: Probate, Trust, & Mental Illness**  
The Hon. Steve King  
Tarrant County Probate Court No.1
- NOON TO 1:00 PM      **Lunch**
- 1:00 PM TO 2:15 PM      **Capacity Issues in Guardianship**  
Russel (Trey) Thompson, PhD, San Antonio, Texas  
Jason E. Schillerstrom, MD, San Antonio, Texas
- 2:15 PM TO 2:30 PM      **Stretch Break**
- 2:30 PM TO 3:15 PM      **Notice and Citation in Probate Court**  
The Hon. Beth Rothermel  
Washington County Clerk
- 3:15 PM TO 4:00 PM      **Recent Cases pt. 2: Probate, Trust, & Mental Illness**  
The Hon. Steve King  
Tarrant County Probate Court No.1

## Saturday, September 7, 2013

- 7:30 AM TO 8:00 AM      **Coffee and Rolls**
- 8:00 AM TO 9:15 AM      **Concurrent Workshops:\***  
*break to switch rooms  
from 9:15-9:25 AM*
- 9:25 AM TO 10:40 AM       Probate & Guardianship Roundtable Q&A (*only at 8:00-9:15*)  
 Monitoring guardianships . . . no matter how much staff you have (or don't have) (*repeated during both time slots*)  
 Mental health paperwork and Q&A (*repeated during both time slots*)