



# HIDALGO COUNTY, TEXAS

## APPLICATION FOR OFFICIAL TRAVEL

DATE OF SUBMISSION OF TRAVEL REQUEST: 4/17/2008

DATE OF DEPARTURE: 6/19/2008 DATE OF RETURN: 6/26/2008

DESTINATION OF TRIP: City: Austin State: Texas

PURPOSE OF TRIP: To attend a week long of educational sessions offered by IRWA for recertification, to take and to be abreast of the exclusive networking opportunities while learning about the most effective practices. The study and review session will help prepare for the SR/WA comprehensive exam by reviewing the seven core disciplines in the right of way profession.

*(PLEASE ATTACH ALL SUPPORTING DOCUMENTATION REGARDING THE TRIP.)*

NAME OF EMPLOYEE THAT WILL ATTEND THE ABOVE TRIP: Jose N. Pena

NUMBER OF EMPLOYEES IN YOUR DEPARTMENT THAT WILL BE ATTENDING: 1

REASON FOR THE NECESSITY FOR THE ABOVE NUMBER OF EMPLOYEES TO ATTEND:  
Mr Pena needs to get recertified thru IRWA for 2008.

ARE FUNDS AVAILABLE TO PAY FOR THE TOTAL COST OF THE TRAVEL REQUEST? Yes

WHAT IS THE ACCOUNT NUMBER WHICH YOU WILL BE PAYING FOR THE TRIP?	FUNDS AVAILABLE
<u>8-1200-431-00-260-001-0 - 583 (OUT OF COUNTY TRAVEL EMPLOYEES)</u>	\$
<u>8-1200-431-00-260-001-0 - 584 (REGISTRATION FEES)</u>	\$ -

AUTHORIZE AND ATTEST THAT THE TRAVEL REQUESTED IS NEEDED FOR THE FOLLOWING REASONS:

- MANDATORY CONTINUING EDUCATION.
- INCREASE KNOWLEDGE IN CURRENT JOB.
- STIMULATE PROFESSIONAL INTEREST AND PROVIDE NEW INFORMATION AND IDEAS.
- OTHER (EXPLAIN): \_\_\_\_\_

  
SIGNATURE: ELECTED OFFICIAL / DEPT. HEAD

4/17/8  
DATE

APPROVAL: BUDGET OFFICE

DATE



# HIDALGO COUNTY, TEXAS

## APPLICATION FOR BUDGETARY APPROVAL OF TRAVEL

NAME OF EMPLOYEE ATTENDING TRIP: JOSE N. PENA

DEPARTMENT: Right of Way ACCOUNT # 8-1200-431-00-260-001-0-583

IS THIS TRIP BUDGETED FOR? yes

WAS BUDGET PREPARED AND APPROVED? yes

**SUMMARY TRAVEL EXPENSES (ESTIMATED):**

ESTIMATED COST FOR OUT OF COUNTY TRAVEL (FARES FOR RIDING PUBLIC CONVEYANCES, PRIVATE CAR MILEAGE, EXPENSES OF OPERATING COUNTY OWNED VEHICLES, MEALS AND LODGING, BUSINESS RELATED, TELEPHONE CALLS) OBJECT 583: \$ 1,759.34

ESTIMATED COST FOR REGISTRATION FEES AND MATERIALS TO ATTEND CONFERENCES, SEMINARS OR OTHER EMPLOYEE TRAINING RELATED COURSES, OBJECT 584: \$ 825.00

**DETAIL TRAVEL EXPENSES (ESTIMATED):**

AIRFARE	\$ -
BUS FARE	\$ -
GASOLINE / DIESEL FUEL	\$
LODGING	\$ 1,247.75
MEALS	\$ 210.00
MILEAGE REIMBURSEMENT	\$ 301.59
OTHER	\$ -
TAXI / CAB FARE	\$ -
TELEPHONE CALLS	\$ -
REGISTRATION FEE	\$ 825.00
<b>TOTAL TRAVEL EXPENSE:</b>	<b>\$ 2,584.34</b>

I ATTEST THAT THE TRAVEL REQUESTED IS NEEDED AND THAT IT IS WITHIN OUR BUDGETARY MEANS AND THAT A BUDGET AMENDMENT OR LINE-ITEM TRANSFER WILL NOT BE NEEDED.

SIGNATURE: ELECTED OFFICIAL / DEPT. HEAD

4/17/18  
DATE

\_\_\_\_\_  
APPROVAL: BUDGET OFFICE

\_\_\_\_\_  
DATE



## HIDALGO COUNTY, TEXAS HOTEL, CAR RENTAL, AND SEMINAR REGISTRATION CHECK REQUEST FORM

DEPARTMENT:	RIGHT OF WAY
DEPARTURE DATE:	6/19/2008
RETURN DATE:	6/26/2008
TO CITY:	AUSTIN
STATE:	TEXAS
NAME OF EMPLOYEES	JOSE N. PENA
ATTENDING SEMINAR:	IRWA EDUCATION JAM SESSION

### SEMINAR REGISTRATION

TITLE OF WORKSHOP/CONFERENCE:	EDUCATION JAM SESSION		
SPONSORED BY:	IRWA		
REGISTRATION CHECK PAYABLE TO:	International Right of Way Association		
REGISTRATION ADDRESS:	19750 South Vermont Ave. Suite 220 Torrance, CA 90502-1144		
1. REGISTRATION COST PER EMPLOYEE:	\$ 825.00	NO. OF EMPLOYEES ATTENDING AT THIS RATE:	1
2. REGISTRATION COST PER EMPLOYEE:	\$ -	NO. OF EMPLOYEES ATTENDING AT THIS RATE:	0
3. "FREE" REGISTRATION COST:	"FREE"	NO. OF EMPLOYEES ATTENDING FOR "FREE":	0
GENERAL LEDGER ACCT NO.: 8-1200-431-260-001-0-583	TOTAL NO. OF EMPLOYEES ATTENDING:		1
TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) . . . . . A.			\$ 825.00

### HOTEL

NAME OF HOTEL:	Hilton Austin	HOTEL PHONE NUMBER:	512-482-8000
ADDRESS OF HOTEL:	500 East 4th Street Austin, TX 78701	GENERAL LEDGER ACCT NO.:	8-1200-431-00-260-001-0-583
1. DAILY ROOM RATE:	\$ 155.00	CONFIRMATION NUMBER(S):	3314115208
TAX RATE:	15.00%		
NUMBER OF NIGHTS:	7		
TOTAL AT THIS RATE:	\$ 1,247.75		
2. DAILY ROOM RATE:		CONFIRMATION NUMBER(S):	
TAX RATE:			
NUMBER OF NIGHTS:			
TOTAL AT THIS RATE:	\$ -	TOTAL # OF ROOMS REQUESTED	1
TOTAL CHECK AMOUNT FOR HOTEL (Daily Room Rate + Tax) x No. of Nights) . . . . . B.			\$ 1,247.75

### CAR RENTAL

NAME OF CAR RENTAL COMPANY:			
ADDRESS OF CAR RENTAL COMPANY:			
PHONE NUMBER OF CAR RENTAL COMPANY:			
1. DAILY CAR RATE:	\$ -	CONFIRMATION NO.:	
NUMBER OF DAYS:	0		
TOTAL AT THIS RATE:	\$ -		
2. DAILY CAR RATE:	\$ -	CONFIRMATION NO.:	
NUMBER OF DAYS:	0		
TOTAL AT THIS RATE:	\$ -		
GENERAL LEDGER ACCOUNT NUMBER:			
TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) . . . . . C.			\$ -

Please indicate below how Hidalgo County will benefit from this trip: TOTAL (A + B + C) \$ 2,072.75  
 These sessions are to get recertified for the year as well as to become abreast of the exclusive networking opportunities while learning about the most effective practices. The study and review session will help prepare for the IRWA exam by reviewing the seven core disciplines in the right of way profession.

I hereby certify that information and estimates provided on this form are true and as accurate as possible. The funds will be used solely for Official County travel.

 DEPARTMENT HEAD APPROVAL (Signature)	SANDRA GARCIA DEPARTMENT CONTACT PERSON	9562838134 PHONE #
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## HIDALGO COUNTY, TEXAS OUT-OF-COUNTY – TRAVEL ADVANCE REQUEST

EMPLOYEE NAME:	<u>JOSE N. PENA</u>	TITLE:	<u>DIRECTOR</u>
DEPARTMENT:	<u>RIGHT OF WAY</u>		
DEPARTURE DATE:	<u>6/19/2008</u>	RETURN DATE:	<u>6/26/2008</u>
TIME OF DEPARTURE:	<u>12PM</u>	TIME OF RETURN:	<u>11PM</u>
TO CITY:	<u>AUSTIN</u>	STATE:	<u>TEXAS</u>
TITLE OF WORKSHOP/CONFERENCE:	<u>EDUCATION JAM SESSION</u>		
PURPOSE /BENEFIT TO HIDALGO COUNTY:	<u>For continous education to get recertified thru IRWA for 2008.</u>		

### ESTIMATED EXPENSES:

(Note: Meals for one-day travel will not be advanced)

Meals	<u>7</u> days @	\$	<u>30.00</u> (Advance Rate)	\$	<u>210.00</u>
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TRANSPORTATION COMMON CARRIER

_____	\$	_____
_____	\$	_____
_____	\$	_____

(Note: Only mileage in accordance with Texas Mileage Guide will be advanced) Texas Mileage Guide

PERSONAL CAR MILEAGE	<u>597.2</u>	Miles @	\$	<u>0.505</u> (Current Rate)	\$	<u>301.59</u>
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OTHER (Itemize)

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

COMMENTS:	<b>TOTAL \$</b>	<b>511.59</b>
	<b>LESS: 20% Standard Deduction -</b>	<b>102.32</b>
	<b>Net Payment Requested from County \$</b>	<b>409.27</b>

I hereby certify that information and estimates provided on this form are true and as accurate as possible. The funds will be used solely for Official County travel. I agree to submit a Final Travel Expense Report, accompanied by original supporting documentation no later than 20 days after my seminar/conference/meeting date. If my trip is cancelled, I will immediately return the travel advance funds to the County Treasurer no later than 20 calendar days after the seminar/conference/meeting date.

 EMPLOYEE SIGNATURE	 DEPARTMENT HEAD APPROVAL (Signature)	<b>8-1200-431-00-260-001-0-583</b> GENERAL LEDGER ACCOUNT NUMBER
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rebecca

**From:** Hilton Hotels Confirmed [hiltonhotels@res.hilton.com]  
**Sent:** Tuesday, March 18, 2008 3:35 PM  
**To:** rebecca.gomez@co.hidalgo.tx.us  
**Subject:** Hilton Hotels Reservation #3314115208



**Hilton Austin**

500 East 4th Street  
Austin, TX  
United States, 78701  
Tel: 1-512-482-8000

[Directions to Hotel](#)

[5-Day Weather Forecast](#)

[Local Guide](#)

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[Book your next stay now](#)

Earn up to 20,000 HHonors points with the no-annual fee Hilton HHonors Platinum Credit Card from American Express®. Earn 10,000 HHonors bonus points after your first purchase! [Click here](#) to learn more and apply.

**Reservation Number: 3314115208**

> [Click here](#) to view or edit your reservation.

Name: Jose Pena  
Arrival Date: 19 Jun 2008  
Departure Date: 26 Jun 2008  
Check-in Time: 3:00 PM  
Check-out Time: 12:00 PM

**Rate Information:**

Rate Type: INTL RIGHT OF WAY  
Rate per night: 155.00 USD  
Total for Stay per Room:  
Rate 1,085.00 USD  
Taxes 162.75 USD  
Total 1,247.75 USD

**Total for Stay: 1,247.75 USD**  
Includes estimated taxes and service charges.

**Tax & Service Charges:**  
• There is a 15.00% Per Room Per Night tax.

**Additional Charges:**  
• Valet parking: 25.00/night Self parking: 15.00/night

**Rate Rules and Cancellation Policy:**  
• Your reservation is guaranteed for late arrival.  
• Should you need to cancel please contact us before 11:59 PM on 16 Jun 2008 local property time to avoid cancellation penalties.

**Room Information:**

Rooms: 1  
Clients: 1 Adult  
Non-Smoking Confirmed  
Room Type: 1 KING BED  
Your room type preferences have been submitted with your reservation, and are subject to hotel availability.

**Comments and Requests:**  
TAX EXEMPT/GST WILL MAIL IN PAYMENT

**To Help You Along on Your Journey ...**

**Our Hotel:**

[Tour the Hotel](#)  
[Accommodations](#)

**Services and Amenities:**

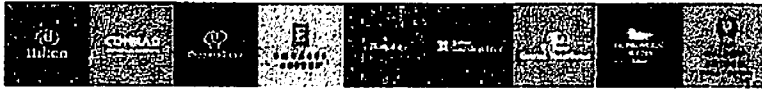
[Hotel Services and Amenities](#)

**Dining Options:**

[Our Restaurants](#)

**Sign up to receive weekly email offers from Hilton.**

Plus, visit [Hilton.com](http://Hilton.com) for great specials, packages and promotions.



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

Any change to the arrival date, departure date or room type of this reservation is subject to the hotel's availability at the time the change is requested and may result in a possible rate change.

If you have questions regarding your reservation, please contact Hilton Reservations and Customer Care at 1-800-HILTONS (445-8667) . visit us at [www.hilton.com](http://www.hilton.com), or email us at [confirmationhelp@hiltonres.com](mailto:confirmationhelp@hiltonres.com).

For more information, please [click here](#) to see all the rules and restrictions applicable to this reservation.

A listing of all Hilton Reservations and Customer Care phone numbers can be found at:  
<http://www.hilton.com/en/hi/feedback/trwfone.htm>

Thank you for choosing Hilton Hotels. We look forward to having you as our guest.

**Notice of Confidentiality:** This message and any attachments may contain confidential information. If it has been sent to you in error, please reply to advise the sender of the error and then immediately delete this message.

(c) 2008 Hilton Hospitality, Inc.

[Hilton Reservations and Customer Care](#) | 2050 Chonnault Drive | Carrollton, Texas 75006, USA



PLEASE PRINT OR TYPE (IMPORTANT: ONE ATTENDEE PER FORM)

**2008 CONFERENCE ATTENDEE REGISTRATION FORM**

Name: LAST Pena FIRST Jose TITLE A Director  
 Company/Affiliation: Hidalgo County Right of Way Nickname for Badge: Joe  
 Mailing Address: 509 E. Earling Rd.  
 CITY San Juan STATE/PROVINCE TX ZIP/POSTAL CODE 78589 COUNTRY USA  
 Contact Information: PHONE (954) 2838134 FAX (954) 2838402 EMAIL jose.pena@co.hidalgo.tx.us

**IRWA Member Data**  
 IRWA Member # 7893610 Primary Chapter # 39A

**Attendee Data**  
 (CHECK ALL BOXES THAT APPLY)

CHECK HERE IF YOU NEED SPECIAL ASSISTANCE PLEASE SPECIFY \_\_\_\_\_  
 CHECK HERE IF THIS IS YOUR FIRST IRWA ANNUAL INTERNATIONAL EDUCATION CONFERENCE

	By February 29, 2008	By March 1 - May 23	After May 23 & On-site	Total
Member	\$425.00	\$475.00	\$575.00	\$ <u>425.-</u>
Non-member	\$525.00	\$575.00	\$675.00	\$
*Daily	\$175.00	\$200.00	\$225.00	\$

\*Please indicate Registration Day(s):  
 Sunday  Monday  Tuesday  Wednesday

**Companion Registration**

Name	LAST	By May 23	After May 23 & On-site	
FIRST		\$225.00	\$250.00	\$

**Youth Registration**

Name:	Age:	\$40 By May 23	\$50 After May 23	
				\$
				\$
				\$

Activities (Adult supervision provided)	Date/Time	# of Youth	
Party Night at Austin Hilton	Wednesday, June 25 6:00 pm - 10:00 pm		\$ Free

**Course Registration**

Course Name	Date/Time	Price	Member	Non-member	
SR/WA Study & Review Session	Friday, June 20 Saturday, June 21 8:00 am - 5:00 pm	Advanced	\$400 plus \$100 Exam Fee	N/A	<u>400.-</u>
		After 5/23			
Course 200: Principles of Real Estate Negotiation	Friday, June 20 Saturday, June 21 8:00 am - 5:00 pm	Advanced	\$400	\$505	
		After 5/23	\$425	\$530	
Course 407: Valuation of Contaminated Properties	Thursday, June 26 8:00 am - 5:00 pm	Advanced	\$255	\$320	
		After 5/23	\$280	\$345	
Course 604: Environmental Due Diligence and Liability	Thursday, June 26 8:00 am - 5:00 pm	Advanced	\$255	\$320	
		After 5/23	\$280	\$345	
Course 215: Right of Way Agent's Development Program	Thursday, June 26 Friday, June 27 8:00 am - 5:00 pm	Advanced	\$400	\$505	
		After 5/23	\$425	\$530	
Course 900: Principles of Real Estate Engineering	Thursday, June 26 Friday, June 27 8:00 am - 5:00 pm	Advanced	\$400	\$505	
		After 5/23	\$425	\$530	
Course 104: Standards of Practice for the Right of Way Professional	Friday, June 27 8:00 am - 5:00 pm	Advanced	\$255	\$320	
		After 5/23	\$280	\$345	
Course 600: Introduction to Environmental Issues	Friday, June 27 8:00 am - 5:00 pm	Advanced	\$255	\$320	
		After 5/23	\$280	\$345	

**Registration/Payment Options** GRAND TOTAL: \$25

1 Register online at [www.irwaonline.org](http://www.irwaonline.org)  
 2 Check/Money Order (US Funds Only - Payable to IRWA)  
 Check # \_\_\_\_\_  
 Expiration \_\_\_\_\_  
 Name on Card \_\_\_\_\_  
 Signature \_\_\_\_\_

3  Visa  MasterCard  American Express  
 Credit Card # \_\_\_\_\_  
 Expiration \_\_\_\_\_  
 Name on Card \_\_\_\_\_  
 Signature \_\_\_\_\_

Cancellation policy: Cancellations received in writing prior to May 23, 2008, will be refunded minus a \$75 (USD) administration fee. No refunds will be issued after this date. Changes/cancellations will NOT be accepted via telephone. Please fax or mail any changes/cancellations to Jade Young, Meetings & Events Coordinator.

**International Right of Way Association**  
**54th International Education Conference**

Hilton Austin  
 500 East 4th Street  
 Austin, TX 78701  
[www.austin.hilton.com](http://www.austin.hilton.com)  
 1-800-HILTONS

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Mail or Fax to:

Jade Young  
 Meetings & Events Coordinator  
 International Right of Way Association  
 19750 S. Vermont Ave., Suite 220  
 Torrance, CA 90502-1144  
[young@irwaonline.org](mailto:young@irwaonline.org)

Tel: (310) 538-0233, ext. 146  
 Fax: (310) 538-1471

**Online registration available**  
 at  
[irwaonline.org](http://irwaonline.org)

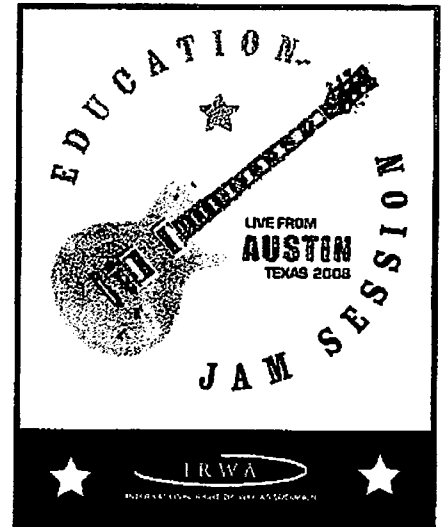


# Conference

## Education Jam Session June 22 - 25, 2008 Austin, Texas

Over 50 educational breakout sessions covering all right of way disciplines:

- Asset Management
- Environment
- Ethics
- Local Public Agency
- Pipeline
- Relocation
- Surveying
- Transportation
- Utilities
- Valuation



Sunday, June 22	Monday, June 23	Tuesday, June 24	Wednesday, June 25
<b>Registration</b> 7:00 am – 6:30 pm  <b>Int'l Committee</b> Continental Breakfast 7:00 am – 8:00 am  <b>Int'l Committee Meetings</b> 8:00 am – noon  <b>Int'l Affiliates Luncheon</b> 11:30 am – 1:15 pm  <b>Exhibit Hall Open</b> Noon – 2:00 pm  <b>First Time Attendee Orientation</b> 12:45 pm – 1:45 pm  <b>Opening Ceremony/ Meeting of Members &amp; Keynote Speaker</b> 2:00 pm – 5:00 pm  <b>Exhibit Hall Open</b> 5:00 pm – 7:00 pm  <b>President's Welcome Reception</b> 7:00 pm – 9:30 pm	<b>Registration</b> 6:30 am – 5:00 pm  <b>Region Caucuses</b> 7:15 am – 8:15 am  <b>Continental Breakfast</b> 7:00 am – 8:00 am  <b>Exhibit Hall Open</b> 9:30 am – 3:30 pm  <b>Educational Sessions</b> 8:30 am – 11:30 am  <b>Awards Luncheon &amp; Featured Speaker</b> 11:45 am – 1:15 pm  <b>Educational Sessions</b> 1:30 pm – 4:30 pm  <b>Silent &amp; Live Auction</b> 5:30 pm – 10:00 pm	<b>Registration</b> 7:00 am – 5:00 pm  <b>SR/WA Recognition Breakfast &amp; Featured Speaker</b> 7:00 am – 9:00 am  <b>Educational Sessions</b> 9:15 am – 12:15 pm  <b>Foundations Golf Tournament</b> Noon – 8:00 pm  <b>Educational Sessions</b> 2:00 pm – 5:00 pm  <b>Chapter Leadership Orientation</b> 3:45 pm – 5:00 pm  <b>Sponsored Receptions</b> 7:00 pm – 9:00 pm	<b>Registration</b> 7:00 am – 5:00 pm  <b>Continental Breakfast</b> 7:00 am – 8:00 am  <b>Finnegan Fun Run</b> 7:00 am – 9:00 am  <b>Advisory Council Breakfast</b> 7:30 am – 8:30 am  <b>Educational Sessions</b> 8:00 am – 11:30 am  <b>Board of Directors Meeting</b> 1:30 – 4:00 pm  <b>Guest Speaker (for Non IRWA Directors)</b> 1:30 pm – 4:00 pm  <b>Installation Banquet Reception</b> 6:00 pm – 7:00 pm  <b>Installation Banquet and Dance</b> 7:00 pm - Midnight

NOT RE-TO-CASHIER SEE SURE WATERMARK IS ON REVERSE SIDE BEFORE CASHING



COUNTY OF HIDALGO  
EDINBURG, TEXAS

FIRST NATIONAL BANK  
MEMBER FDIC  
88-2141/1149

SPECIAL REVENUE FUNDS

Check Date	Check No.	Amount
06/10/08	00331000	\$1,247.75

VOID AFTER 90 DAYS

was allowed by the Commissioners Court of Hidalgo County, Texas, at its term of Court indicated above, and to be paid out of the

PAY

ONE THOUSAND TWO HUNDRED FORTY SEVEN DOLLARS AND 75 CENTS

*Norma G. Garcia* COUNTY TREASURER

TO THE HILTON AUSTIN  
ORDER 500 EAST 4TH STREET  
OF AUSTIN TX 78701

Witness my hand and seal of said court

*[Signature]* COUNTY AUDITOR

Pay the above stated amount to the order of the payee named.

*Arturo Guajardo Jr.* COUNTY CLERK

⑈00331000⑈



VENDOR: HILTON AUSTIN

DATE	CHECK NO.	VENDOR NO.
06/10/08	00331000	296716

INVOICE	DESCRIPTION	P.O. NUMBER	AMOUNT PAID
06/19-26/08	CONF# 3314115208 PENA, JOSE N.	602048	1,247.75