

57th Fire & Arson Investigators Seminar

March 25-30, 2012

Tuition, scholarships available from
T E X A S
FOREST SERVICE
www.txforestserv.com



Sponsored by



Arson



TEXAS
FORESTRY SERVICE



Texas Chapter
International Association of Fire Investigators



2012

TEEX.ORG/FIRE

Register online at www.teex.org/annualschools

March 25-30, 2012
57th Fire & Arson Investigators Seminar

We invite you to join us for
the Texas Engineering Extension Service's

57th Texas Fire & Arson Investigators Seminar

Tentative Seminar Topics:

Explosion Dynamics
Evidence Collection
Fire Gas Analysis and Investigator Safety
Effective report Writing and Case Preparation
Computer Aided Fire Modeling
Arc Mapping
Religion and the Drug Cartels in Texas
Casino Royal Fatal Arson Fire in Monterrey, Mexico
Juvenile Fire Setters and the Arson Problem

Conference Schedule:

Sunday, March 25

2:00 p.m. - 5:00 p.m.
Registration and Check-in (Omni
Southpark Hotel)

Monday, March 26

7:00 a.m. - 8:00 a.m.
Late Registration
8:00 a.m. - 8:30 a.m.
Opening Ceremonies
8:30 a.m. - 5:00 p.m.
Class
5:00 p.m.
Texas Fire Marshals' Association
(Business Meeting)

Tuesday, March 27

8:00 a.m. - 5:00 p.m.
Class
5:00 p.m.
The Texas Chapter of the
International Association of Arson
Investigators
(Annual Business Meeting)

Wednesday, March 28

8:00 a.m. - Noon
Class
Noon
Release for the day to attend
Legislative Day at the Capitol or
specialized TOLEOSE class at
1:00 p.m.
1:30 p.m.
TOLEOSE

Thursday, March 29

8:00 a.m. - 5:00 p.m.
Class
5:00 - 7:00 p.m.
ATAC on Arson (Quarterly Meeting)
7:00 p.m.
Texas Chapter of the IAAI and ATAC
Awards Ceremony and Dinner
(Office attire is acceptable)

Friday, March 30

8:00 a.m. - 11:45 a.m.
Class
11:45 a.m.
Conference Concludes

Scheduled Meetings:

Texas Fire Marshals' Association

Monday, March 26 - 5:00 p.m.

The Texas Chapter of the International Association of Arson Investigators

(Annual Business Meeting)
Tuesday, March 27 - 5:00 p.m.

ATAC on Arson

(Quarterly Meeting)
Thursday, March 29 - 5:00 p.m.

Room Reservations

A block of rooms has been reserved at the Omni Hotel for seminar participants until March 7, 2012. The rates are \$85 for a single, \$115 for a double. Participants are required to pay all state and local taxes. Reservations may be made by calling the Omni at 1-800-843-6664 and telling them you will be attending the TEEEX Arson Seminar.

Banquet Tickets

The Annual Banquet is scheduled for 7:00 p.m. on Thursday, March 29. During the banquet, the Texas Chapter of the IAAI and A Texas Advisory Council on Arson (ATAC) will present annual awards for outstanding accomplishments in arson prevention. Spouses and guests are cordially invited. Additional banquet tickets may be purchased for \$30 each at the registration desk. Dress for the banquet is office attire.

Continuing Education Credits

CEU credits are available from the Texas Commission on Fire Protection (TCFP), The Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE), and the Texas Department of Insurance for insurance investigators. Continuing education credit for insurance adjusters will be requested from the state board of insurance for the entire week

Registration

Before March 9, 2012 \$190; After March 9, 2012 \$225

Now two ways to register at

www.teex.org/annualschools!

Click on the link to register online

OR

Complete a registration form for each person registering, print form and either fax or mail in with payment.

Visa, MasterCard, Discover and American Express accepted.

Mail or fax registration form(s) with full payment to:

TEEX/ESTI, 200 Technology Way

College Station, TX 77845-3424

- Pay with U.S. currency or checks drawn on U. S. Banks.
- Make checks payable to : TEEEX

Registration Guidelines

- Only registrations with complete forms and full payment will be processed.
- Registrations will be accepted until March 9, 2012. After March 9, see Late Registration

Late Registration

(Forms post marked after March 9, 2012 and during On-site Registration)

After March 9, 2012, you must register on-site (at the Omni Hotel)

Sunday and Monday, March 25 & 26, and tuition is \$225 per person.

NOTE: Late registration will close on Monday, March 26th, no other registrations will be allowed after this date.

VISIT US ONLINE FOR DETAILED INFORMATION AND TO REGISTER!

www.teex.org/annualschools

866.878.8900



Emergency Services Training Institute
Texas Engineering Extension Service
The Texas A & M University System
200 Tehcnology Way
College Station, Texas 77845-3424
www.teex.org/fire

Non-Profit Org.
U.S. Postage
Paid
College Station,
Texas 77840
Permit No. 215



HIDALGO COUNTY, TEXAS APPLICATION FOR OFFICIAL TRAVEL

DEPARTMENT NAME: Fire Marshal DATE OF REQUEST: 1/24/12
 NAME & TITLE OF EMPLOYEE(S) TRAVELING: Javier Garcia & Marco Romero
 TOTAL NUMBER OF EMPLOYEES TRAVELING: _____

EVENT INFORMATION

TITLE OF EVENT: 57th Fire & Arson Investigators Seminar
 EVENT DATE(S) FROM: 03/25/12 TO: 03/30/12
 DEPARTURE DATE: 03/25/12 RETURN DATE: 03/30/12
 LOCATION OF EVENT: CITY: Austin STATE: Texas

PURPOSE OF TRAVEL

- Place an "X" by the applicable purpose of the trip.
- To obtain statutorily required continuing professional education.
 - To obtain continuing education related to an employee's work or maintenance of a license or certification.
 - To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
 - To participate in professional organizations related to the employee or official's job assignment.
 - To conduct essential research & information-gathering for improvement of County operations or compliance with law.
 - To monitor the development of state or federal legislation or implementation of legislation that might affect the County
 - To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
 - To pursue the County's interests in litigation or criminal justice.
 - To promote the economic development interests of the County.
 - To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

Trainings of this nature will keep us abreast of new and changing procedures, thus enabling us to better perform our duties as Deputy Fire Marshals for Hidalgo County.

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE	MODE OF TRAVEL <small>(Place an "X" by applicable mode of travel)</small>
1. REGISTRATION FEE(S)	\$ 380.00		AIRFARE* _____
Subtotal for Object Code 564	\$ 380.00	\$ _____	BUS** _____
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	\$ -		Rental Car** _____
3. TAXI FARE	\$ -		County Vehicle** <input checked="" type="checkbox"/>
4. BUS FARE	\$ -		Private Vehicle** _____
5. RENTAL CAR	\$ -		OTHER** (Specify) _____
6. GASOLINE/DIESEL/FUEL	\$ -		* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.
7. MILEAGE REIMBURSEMENT	\$ -		
8. TELEPHONE CALLS	\$ -		** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparison of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.
9. PARKING	\$ -		
10. LODGING	\$ 977.50		
11. MEALS	\$ 468.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 563	\$ 1,445.50		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 1,825.50	\$ _____	

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

- I certify that:
- Trip expenses are necessary and will be incurred for official county business.
 - Reasonable efforts to minimize the use of county funds have been explored.
 - Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.

If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD:	DATE:	DEPARTMENT CONTACT PERSON:	PHONE NO.:
	1/25/12	Yolanda Orozco	318-2656

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS APPROVED for the individuals listed below:

TRAVEL IS NOT APPROVED for the individuals listed below:

REVIEWED BY (PRINT NAME):	DATE:	REVIEWER'S SIGNATURE:	PHONE NO.:

DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):	DATE:	SIGNATURE OF DBM DEPARTMENT HEAD:



HIDALGO COUNTY, TEXAS OUT-OF-COUNTY – TRAVEL ADVANCE REQUEST

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME: Javier Garcia **EMPLOYEE I.D. NO.:** 138223 **EMPLOYEE TITLE:** Deputy Fire Marshal
DEPARTMENT: Fire Marshal **DO YOU HAVE AN OUTSTANDING TRAVEL ADVANCE?** No
DEPARTURE DATE: 3/25/12 **RETURN DATE:** 3/30/12
TIME OF DEPARTURE: 7:30 A.M. **TIME OF RETURN:** 8:00 P.M.
TO CITY: Austin **STATE:** Texas
SEMINAR/CONFERENCE/MEETING: **START DATE:** 3/26/2012 **END DATE:** 3/30/2012 **ACTUAL NO. OF DAYS:** 5
TITLE OF WORKSHOP/CONFERENCE: 57th Fire & Arson Investigators Seminar
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL): County Vehicle **IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL:** _____
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE? Marco Romero
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? Yes **IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?** _____
PURPOSE/BENEFIT TO HIDALGO COUNTY:
Trainings of this nature will keep me informed of new and changing procedures, thus enabling me to better perform my duties as Deputy Fire Marshal for Hidalgo County.

B. ESTIMATED EXPENSES:

I. MEALS: (Meals for one-day travel not requiring an overnight stay will not be advanced)

Meals will be prorated for partial days	Meal Rate	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	Total
Breakfast	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00		\$54.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00		\$72.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00		\$108.00
Total	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$0.00	\$234.00

Meal per diems must be prorated for 1st day and last day of travel as follows:

Departure:	Arrival:
Before 8:00 a.m. (breakfast, lunch, & dinner)	Before 8:00 a.m. (breakfast)
8:00 a.m. - 1:00 p.m. (lunch & dinner)	8:00 a.m. - 8:00 p.m. (breakfast & lunch)
After 1:00 p.m. (dinner)	After 8:00 p.m. (breakfast, lunch, & dinner)
\$ 39.00	\$ 9.00
\$ 30.00	\$ 21.00
\$ 18.00	\$ 39.00

II. INCIDENTAL EXPENSES (taxi fare, shuttle fare, gas charges for car rentals, airport and hotel parking):

Expense type: _____ days @ \$ 20.00 \$ -

III. PERSONAL VEHICLE MILEAGE _____ Miles @ \$ 0.555 (Current Rate) \$ -

(Note: Mileage may be advanced calculated on a point-to-point basis using "Mapquest" at the current county adopted rate per highway mile. Incidental mileage will not be advanced. In addition, "Coordination of Travel" may apply (see Section 7 of the Travel Policies, Guidelines, and Procedures). When traveling out of state, if the most economical means of travel is driving, traveler must supply documentation to support the price of the airfare at the time of travel.

IV. OTHER (Itemize)

_____ \$ _____

_____ \$ _____

V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE: _____

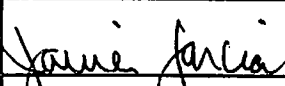


VI. TOTAL TRAVEL ADVANCE REQUESTED: \$ 234.00

VII. COMMENTS: _____ **VII. GENERAL LEDGER ACCOUNT NUMBER:** 2-1100-422-10-300-001-0-583

C. CERTIFICATION AND AUTHORIZATION TO PAYROLL DEDUCTIONS

I hereby certify that information provided on this form is true and estimated expenditures are reasonable and necessary. The funds will be used by me for the specific trip listed above and not given to or used by another county employee. 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 and date by submitting a Final Travel Expense Claim. In addition, I agree to account for all travel expenditures including the travel advance by submitting a Final Travel Expense Claim, accompanied by required original supporting documentation, no later than 20 days after my seminar/conference/meeting end date. Any unused funds will also be returned to the County Treasurer's Office no later than 20 days after my seminar/conference/meeting end date.

Should I fail to submit a Final Travel Expense Claim, I understand that I will not be allowed to obtain another travel advance until the pending travel advance is settled. In addition, I agree to repay Hidalgo County and further consent to payroll deductions by the County Treasurer to recover the pending travel advance amount.

 EMPLOYEE SIGNATURE	 DEPARTMENT OFFICIAL'S NAME (Print Name)	 DEPARTMENT OFFICIAL'S APPROVAL (Signature)
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HIDALGO COUNTY, TEXAS OUT-OF-COUNTY – TRAVEL ADVANCE REQUEST

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Marco Romero	EMPLOYEE ID. NO.:	138142	EMPLOYEE TITLE:	Deputy Fire Marshal	
DEPARTMENT:	Fire Marshal	DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?	No			
DEPARTURE DATE:	3/25/12	RETURN DATE:	3/30/12			
TIME OF DEPARTURE:	7:30 A.M.	TIME OF RETURN:	8:00 P.M.			
TO CITY:	Austin	STATE:	Texas			
SEMINAR/CONFERENCE/MEETING:	START DATE:	3/28/2012	END DATE:	3/30/2012	ACTUAL NO. OF DAYS:	5
TITLE OF WORKSHOP/CONFERENCE:	57th Fire & Arson Investigators Seminar					
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	County Vehicle	IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL.				
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?	Javier Garcia					
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	Yes	IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?				
PURPOSE/BENEFIT TO HIDALGO COUNTY:	Trainings of this nature will keep me informed of new and changing procedures, thus enabling me to better perform my duties as Deputy Fire Marshal for Hidalgo County.					

B. ESTIMATED EXPENSES:

I. MEALS: (Meals for one-day travel not requiring an overnight stay will not be advanced)									
Meals will be prorated for partial days	Meal Rate	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	Total
		Breakfast	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$72.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$108.00
Total	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$0.00	\$234.00

Meal per diems must be prorated for 1st day and last day of travel as follows:	
Departure:	Arrival:
Before 8:00 a.m. (breakfast, lunch, & dinner)	\$ 39.00
8:00 a.m. - 1:00 p.m. (lunch & dinner)	\$ 30.00
After 1:00 p.m. (dinner)	\$ 18.00
Before 8:00 a.m. (breakfast)	\$ 9.00
8:00 a.m. - 6:00 p.m. (breakfast & lunch)	\$ 21.00
After 6:00 p.m. (breakfast, lunch, & dinner)	\$ 39.00

II. INCIDENTAL EXPENSES (taxi fare, shuttle fare, gas charges for car rentals, airport and hotel parking):

Exponse type: _____ days @ \$ 20.00 \$ -

III. PERSONAL VEHICLE MILEAGE _____ Miles @ \$ 0.555 (Current Rate) \$ -

(Note: Mileage may be advanced calculated on a point-to-point basis using "Mapquest" at the current county adopted rate per highway mile. Incidental mileage will not be advanced. In addition, "Coordination of Travel" may apply (see Section 7 of the Travel Policies, Guidelines, and Procedures). When traveling out of state, if the most economical means of travel is driving, traveler must supply documentation to support the price of the airfare at the time of travel.

Mapquest

IV. OTHER (Itemize)

_____ \$

_____ \$

V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE:	VI. TOTAL TRAVEL ADVANCE REQUESTED: \$ 234.00
VII. COMMENTS:	VII. GENERAL LEDGER ACCOUNT NUMBER: 2-1100-422-10-300-001-0-583

C. CERTIFICATION AND AUTHORIZATION TO PAYROLL DEDUCTIONS

I hereby certify that information provided on this form is true and estimated expenditures are reasonable and necessary. The funds will be used by me for the specific trip listed above and not given to or used by another county employoe. 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 end date by submitting a Final Travel Expense Claim. In addition, I agree to account for all travel expenditures including the travel advance by submitting a Final Travel Expense Claim, accompanied by required original supporting documentation, no later than 20 days after my seminar/conference/meeting end date. Any unused funds will also be returned to the County Treasurer's Office no later than 20 days after my seminar/conference/meeting end date.

Should I fail to submit a Final Travel Expense Claim, I understand that I will not be allowed to obtain another travel advance until the pending travel advance is settled. In addition, I agree to repay Hidalgo County and further consent to payroll deductions by the County Treasurer to recover the pending travel advance amount.

	Juan Martinez	
EMPLOYEE SIGNATURE	DEPARTMENT OFFICIAL'S NAME (Print Name)	DEPARTMENT OFFICIAL'S APPROVAL (Signature)



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

PAGE 1 OF 2

DEPARTMENT: Fire Marshal If, applicable, was travel approved by Co. Exec. Officer?

DEPARTURE DATE: 3/25/2012 RETURN DATE: 3/30/2012

TO CITY: Austin STATE: Texas

NAME OF EMPLOYEES ATTENDING SEMINAR: Javier Garcia & Marco Romero

TOTAL# OF EMPLOYEES ATTENDING SEMINAR: 2

PURPOSE/BENEFIT TO HIDALGO COUNTY:
Trainings of this nature will keep us abreast of new and changing procedures, thus enabling us to better perform our duties as Deputy Fire Marshals for Hidalgo County.

A. WORKSHOP/SEMINAR REGISTRATION(S)

TITLE OF WORKSHOP/SEMINAR: 57th Fire & Arson Investigators Seminar

SPONSORED BY: TEEX

REGISTRATION CHECK PAYABLE TO: TEEX

REGISTRATION ADDRESS: 301 Tarrow SEMINAR START DATE: 3/25/2012
College Station, TX 77840-7896 SEMINAR END DATE: 3/30/2012
 PURCHASE ORDER NO. _____

1. REGISTRATION COST PER EMPLOYEE: \$ 190.00 NO. OF EMPLOYEES ATTENDING AT THIS RATE: 2

2. REGISTRATION COST PER EMPLOYEE: _____ NO. OF EMPLOYEES ATTENDING AT THIS RATE: _____

3. *FREE REGISTRATION COST: "FREE" NO. OF EMPLOYEES ATTENDING FOR "FREE": _____

GL ACCT NO.: <u>2-1100-422-10-300-001-0-584</u>	TOTAL NO. OF EMPLOYEES ATTENDING: <u>2</u>
TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) A.	\$ <u>380.00</u>
(SEE PAGE 2 FOR SECTIONS B, C, & D)	TOTAL THIS PAGE (A): \$ <u>977.50</u>
	TOTAL 2ND PAGE (B + C + D): \$ _____
	GRAND TOTAL (A + B + C + D) \$ <u>13575</u>

E. CERTIFICATIONS AND EMPLOYEE AUTHORIZATIONS FOR PAYROLL DEDUCTIONS

DEPARTMENT'S PUBLIC OFFICIAL CERTIFICATION: I hereby certify that trip expenditures are necessary and will be incurred for official county business. Reasonable efforts to minimize the use of county funds have been explored. The information and estimates provided on this form are true and as accurate as possible. If it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. Travelers have read the Travel Policy, Guidelines, and Procedures and understand that failure to cancel reservations for any reasons other than those allowed by the Travel Policy will be at their expense.

	<u>Yolanda Orozco</u>	<u>318-2656</u>
DEPARTMENT'S PUBLIC OFFICIAL (Signature)	DEPARTMENT'S CONTACT PERSON	PHONE #

TRAVELER'S AUTHORIZATION: I certify that if it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. If I fail to cancel reservations for reasons other than those allowed by Section 17 of the Travel Policy, Guidelines, and Procedures, I authorize the deduction of any travel expenses incurred by the county on my behalf from my payroll check.

<u>Javier Garcia</u>		<u>138223</u>
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
<u>Marco Romero</u>		<u>138142</u>
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.



HIDALGO COUNTY, TEXAS
SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE
CHECK REQUEST FORM
PAGE 2 OF 2

DEPARTMENT: Fire Marshal
DEPARTURE DATE: 3/25/2012 RETURN DATE: 3/30/2012
TO CITY: Austin STATE: Texas
NAME OF EMPLOYEES ATTENDING SEMINAR: Javier Garcia & Marco Romero
TOTAL# OF EMPLOYEES ATTENDING SEMINAR: 2

B. HOTEL RESERVATION(S)

Note: Use of a travel agency is discouraged. Unless a benefit is achieved by other means, you must use the State of Texas travel management services contract by visiting: www.window.state.tx.us/procurement/proq/stmp/

NAME OF HOTEL: Omni Southpark Hotel Hotel Phone No. 512-448-2222
ADDRESS OF HOTEL: 4140 Governors Row CONFIRMATION NO.(s): 40007761238
Austin, TX 78744 40007761252
ROOM RATE: \$ 85.00 PURCHASE ORDER NO. _____
NUMBER OF NIGHTS: 5 GENERAL LEDGER ACCT NO: 2-1100-422-10-300-001-0-583
ROOM RATE: _____ TOTAL NO. OF ROOMS: 2
NUMBER OF NIGHTS: _____
ROOM RATE: _____ HOTEL TAX RATE: 15.00%
NUMBER OF NIGHTS: _____
TOTAL CHECK AMOUNT FOR HOTEL (Daily Room Rate x No. of Rooms x No. of Days x Tax Rate) B. \$ 977.50

C. CAR RENTAL(S)

Note: Reservations for car rentals made under the name of Hidalgo County are required to be made through the State of Texas travel management services contract by visiting: www.window.state.tx.us/procurement/proq/stmp/

IS A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? YES / NO _____ IF YES, EXPLAIN REASON FOR NOT UTILIZING IT? Attach memo if more space needed. _____

NAME OF CAR RENTAL COMPANY: _____
ADDRESS OF CAR RENTAL COMPANY: _____
Note: Coordination of travel is required for every group of 4 or less
PHONE NUMBER OF CAR RENTAL COMPANY: _____
VEHICLE NO. 1 TYPE: _____ VEHICLE NO. 2 TYPE: _____
DAILY CAR RATE: _____ DAILY CAR RATE: _____
NUMBER OF DAYS: _____ NUMBER OF DAYS: _____
CONFIRMATION NO.: _____ CONFIRMATION NO. _____
VEHICLE NO. 1 - NAMES OF EMPLOYEES TRAVELING: _____ VEHICLE NO. 2 - NAMES OF EMPLOYEES TRAVELING: _____
PURCHASE ORDER NO. _____ GL ACCT NO: _____
TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) C. \$ _____

D. AIRFARE(S)

Note: Use of a travel agency is discouraged. Refundable fares should be considered if possibility of a trip cancellation exists.

NAME OF AIRLINE COMPANY: _____
ADDRESS OF AIRLINE COMPANY: _____
PHONE NO. OF AIRLINE COMPANY: _____ CONFIRMATION NO.: _____
ROUND TRIP AIRFARE PER PERSON: _____
NUMBER OF TRAVELERS: _____
GENERAL LEDGER ACCOUNT NUMBER: _____ P.O. NO. _____
TOTAL CHECK AMOUNT FOR AIRLINE COMPANY D. \$ _____
SUBTOTAL (B+C+D) \$ 977.50

Requisition

Req # 00209837

PO #

Date: 01/24/12

Bill To: x
x

Vendor: 312177
TEEX
EMERGENCY SERVICES TRAINING
INSTITUTE
301 TARROW
COLLEGE STATION TX 77840-7896

Ship To: EMERGENCY SERVICES
1615 S. CLOSNER
SUITE G-H
EDINBURG TX 78539

Contact: Yolanda Orozco
956-318-2656

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
2.00	EACH	DO NOT DUPLICATE ORDER To cover Registration Fee to attend the 57th Fire & Arson Investigators Seminar in Austin, TX, March 25-30, 2012 for the following Employees: Javier Garcia - \$190.00 Deputy Fire Marshal Marco Romero - \$190.00 Deputy Fire Marshal Account No _____	190.00	380.00
			<u>Encumbrance</u>	
			Freight	.00
			Total	380.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

Requisition

Req # 00209842

PO #

Date: 01/24/12

Bill To: x
x

Vendor: 202398
OMNI AUSTIN HOTEL-SOUTHPARK
4140 GOVERNORS ROW
AUSTIN TX 78744

Ship To: EMERGENCY SERVICES
1615 S. CLOSNER
SUITE G-H
EDINBURG TX 78539

Contact: Yolanda Orozco
956-318-2656

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
5.00	NGT	DO NOT DUPLICATE ORDER Lodging (\$85.00 plus \$12.75 -15% tax = \$97.75 per night to attend the 57th Fire & Arson Investigators Siminar in Austin, TX, March 25-30, 2012 for the following employees: Conf#: 40007761238 - Javier Garcia, Deputy Fire Marshal Check in - 3/25/12 = \$97.75 3/26/12 = \$97.75 3/27/12 = \$97.75 3/28/12 = \$97.75 3/29/12 = \$97.75	97.75	488.75
5.00	NGT	Conf#: 40007761252 - Marco Romero, Deputy Fire Marshal Check In - 3/25//12 = \$97.75 3/26/12 = \$97.75 3//27/12 = \$97.75 3/28/12 = \$97.75 3/29/12 = \$97.75 Account No _____	97.75	488.75
			Encumbrance	
			Freight	.00
			Total	977.50
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

**HIDALGO COUNTY PURCHASING DEPARTMENT
TRAVEL REQUEST FORM
USING THE STATE OF TEXAS TRAVEL CARD**

Date of Travel Request Submission: 1/23/12
Department: Fire Marshal **Number of Employees:** 2
Employee(s) Name (DOB if requesting airfare): Javier Garcia & Marco Romero

Destination: Austin, Texas
Seminar/Conference: 57th Fire & Arson Investigators Seminar
Travel Account Number: 2-1100-422-10-300-001-0-583

HOTEL: **Req. #:** _____ **P.O. #:** _____

MUST REQUEST CHECK FOR HOTEL

Hotel Name: Omni Southpark Austin **Hotel Address:** 4140 Governor's Row
Number of Rooms: 2 **Hotel Phone Number:** 1-800-843-6664
Check In: March 25, 2012 **Check Out:** March 30, 2012
Single Bed or Double Beds

AUTO: **Req. #:** _____ **P.O. #:** _____

Rental Location: _____
Date/Time of Pick up: _____ **Date/Time of Drop off:** _____

AIRFARE: **Req. #:** _____ **P.O. #:** CITIBANK vendor #: 343277

Refundable: YES NO **Airline Name:** _____

Departure Date/Time: _____ **Return Date/Time:** _____

Signature: Elected Official/Department Head **Date** _____

For Purchasing Department Office Use Only

Hotel Confirmation: 40007761252 40007761238
Auto Confirmation: _____
Flight Confirmation: _____
HCPD-TRAVEL-2011

From: Nielda Cavazos [mailto:nielda.cavazos@co.hidalgo.tx.us]
Sent: Monday, January 23, 2012 4:37 PM
To: yolanda.orozco@co.hidalgo.tx.us
Subject: FW: Omni Austin Hotel at Southpark Reservation Confirmation 40007761252

Thanks,

*Nielda Cavazos, Administrative Assistant
Hidalgo County Purchasing Department
2802 S. Bus Hwy 281
Edinburg, Texas 78539
Phone: (956)-292-7000 ext. 4843
Fax: (956) 292-7512
nielda.cavazos@co.hidalgo.tx.us*

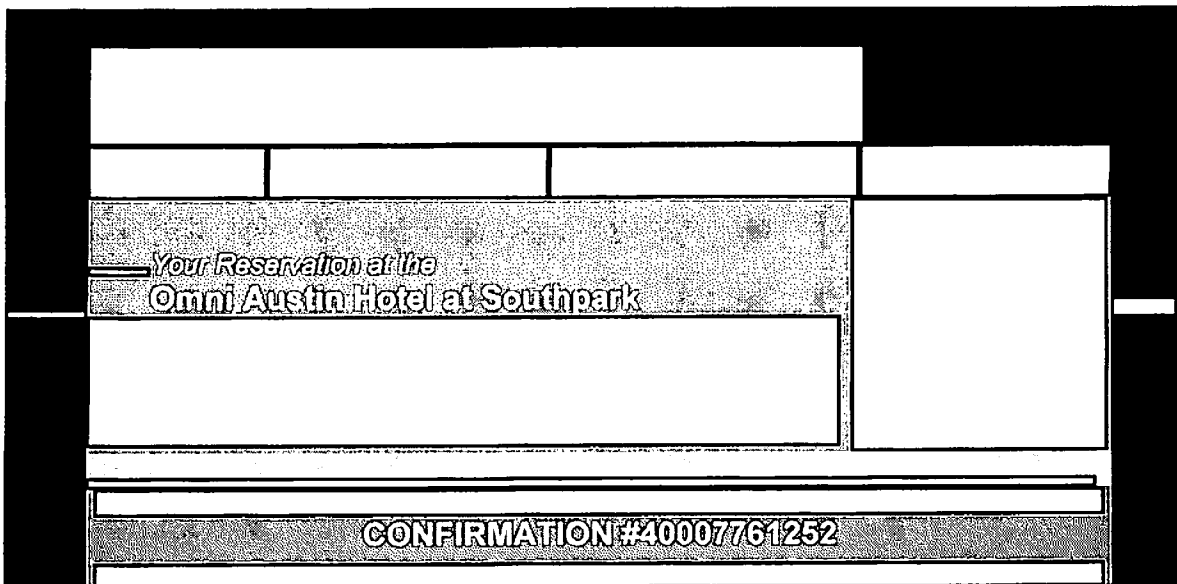
85.00
x .15 90

12.75
+ 85.00

97.75 per night
x 5

488.75

From: reservations@omnihotels.com [mailto:reservations@omnihotels.com]
Sent: Monday, January 23, 2012 4:27 PM
To: nielda.cavazos@co.hidalgo.tx.us
Subject: Omni Austin Hotel at Southpark Reservation Confirmation 40007761252



Omni Austin Hotel at Southpark
4140 Governors Row
Austin TX US 78744
Phone: 512-448-2222
Fax: 512-442-8028
[Driving Directions to the Hotel >](#)

GUEST
Select Guest 8969263875
Marco Romero
2812 S US HIGHWAY 281
EDINBURG TX US 78539

ARRIVING: 03/25/2012
DEPARTING: 03/30/2012

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

ROOM RATE

57th Annual Texas Fire & Arson II
5 nights 85.00 USD
Subtotal (5 nights) 425.00 USD
Taxes 63.75 USD
Fees 0.00 USD
Grand Total 488.75 USD

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

ACCOMMODATIONS:

268 sq. ft. marble vanity tops, 37" LCD TV, fully stocked in-room mini bar.
Classic Deluxe Room with King Bed
Access Austin's vibrant nightlife, bustling art scene and sweeping natural beauty from this contemporary oasis for modern luxury.

Features:

268 sq. ft. room with contemporary décor in rich earth tones and dark wood furnishings.
WiFi access available.
37" television.
Luxurious granite full bathroom with make-up mirror.
Hill Country and swimming pool views available.

NUMBER OF GUESTS

1 Adult(s) 0 Child(ren)

GUARANTEE

Mastercard *****6616
Deposit not required

CANCELLATION: Cancel by 12PM on 03/24/2012 to avoid \$97.75 penalty.

Yolanda Orozco

From: Nielda Cavazos [nielda.cavazos@co.hidalgo.tx.us]
Sent: Monday, January 23, 2012 4:31 PM
To: yolanda.orozco@co.hidalgo.tx.us
Subject: FW: Omni Austin Hotel at Southpark Reservation Confirmation 40007761238

I need req number

Thanks,

*Nielda Cavazos, Administrative Assistant
Hidalgo County Purchasing Department
2802 S. Bus Hwy 281
Edinburg, Texas 78539
Phone: (956)-292-7000 ext 4853
Fax: (956) 292-7612
nielda.cavazos@co.hidalgo.tx.us*

From: reservations@omnihotels.com [mailto:reservations@omnihotels.com]
Sent: Monday, January 23, 2012 4:25 PM
To: nielda.cavazos@co.hidalgo.tx.us
Subject: Omni Austin Hotel at Southpark Reservation Confirmation 40007761238

<p>— Your Reservation at the Omni Austin Hotel at Southpark</p>		
<p>CONFIRMATION #40007761238</p>		

Omni Austin Hotel at Southpark
4140 Governors Row
Austin TX US 78744
Phone: 512-448-2222
Fax: 512-442-8028
Driving Directions to the Hotel >

ROOM RATE

57th Annual Texas Fire
& Arson I
5 nights 85.00 USD
Subtotal (5 nights) 425.00 USD
Taxes 63.75 USD
Fees 0.00 USD
Grand Total 488.75 USD

GUEST

Javier Garcia
2812 S BUSINESS HWY 281
Edinburg TX US 78539

Additional fees may apply
Read complete terms and conditions

ARRIVING: 03/25/2012 **DEPARTING:** 03/30/2012
CHECK IN TIME: 3:00 PM **CHECK OUT TIME:** 12:00 PM

ACCOMMODATIONS

268 sq ft; marble vanity tops, 37" LCD TV,
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Classic Deluxe Room with King Bed
*Access Austin's vibrant nightlife, bustling art
scene and sweeping natural beauty from this
contemporary oasis for modern luxury.*

Features:

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- WiFi access available.
- 37" television.
- Luxurious granite full bathroom with make-up mirror.
- Hill Country and swimming pool views available.

NUMBER OF GUESTS

1 Adult(s) 0 Child(ren)

GUARANTEE

Mastercard *****6616
Deposit not required

CANCELLATION: Cancel by 12PM on 03/24/2012 to avoid \$97.75 penalty.

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



Emergency Services Training Institute

57th TEXAS FIRE and ARSON INVESTIGATORS SEMINAR

Website: www.teex.org/fire

Email: esti@teexmail.tamu.edu

Fax: (979) 458-0649

Phone: (866) 878-8900

Address: TEEX-ESTI, 200 Technology Way, College Station, TX 77845

Participant Information:

(Photocopies can be made for additional participants.)

Javier Garcia 453-84-2238 39320
 Participant Name (First, MI, Last) TEEX Student ID** (or Full Social Security Number*) TCLEOSE PID #

Organization Hidalgo County Fire Marshal Supervisor Name Juan Martinez
 Address 1615 S. Closner, Ste H City/State/Zip Edinburg, TX 78539
 Phone 956-318-2656 Fax 956-318-2697 County Hidalgo Nation US
 Email javier.garcia@co.hidalgo.tx.us Date of Birth 8-9-49 Gender Male Female
MM/DD/YYYY (MUST BE 18 OR OLDER)

Please see the back to complete your registration.

*Section 7(b) of the Privacy Act of 1975 (5 U.S.C. 552a) requires that when any federal, state, or local government requests an individual to disclose his or her social security account number (SSN), that individual also must be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited and what uses will be made of it. (See back for full privacy statement.) **New students will receive a student ID number from TEEX.

Transfer and Cancellation Policy

If you cannot attend a class, you MUST contact TEEX in advance to either transfer or cancel your registration. Please refer to the Transfer, Cancellation, and No-Show Policies below.

Transfers:

Transfers to another scheduled class (or from one customer to another) are accepted at any time before the start of the class at no charge.

- Customers are encouraged to transfer to a future scheduled class of the same course.
- If the customer cannot transfer to a scheduled class of the same course, then he/she may transfer to another class of a different course and receive either a refund or pay the difference between the two class fees (if applicable).
- If the customer cannot attend any scheduled class, then the Cancellation/Refund Policy is in effect.

Cancellations/Refunds:

- TEEX will provide a full refund if you cancel 15 or more calendar days before the start of the class.
- Cancellations received 14 calendar days or less before the start of the class will be charged a fee of 10% of the class tuition.
- If TEEX cancels a class, customers will be offered:
 1. a transfer to a scheduled class of the same course.
 2. a transfer to another class of a different course (customers will receive either a refund or pay the difference between the two class fees, if applicable).
 3. a full refund.

No Shows: Registered participants who do not contact TEEX in advance to cancel their registration and do not attend their scheduled class will be charged the entire class fee.
eLearning/Correspondence Courses: Refunds are not available for eLearning or correspondence courses, nor may the course be transferred from one customer to another.

*By sending your check, please be aware that you are authorizing the Texas Engineering Extension Service (TEEX) to make a one-time electronic debit from your account at the financial institution on your check. This electronic debit will be for the amount of the check; no additional amount will be added to the amount and ALL transactions will remain secure. Please contact TEEX's Financial Services Department at (979) 458-6906 to learn about other payment options if you prefer NOT to have your check used this way. We value your business and appreciate your selecting TEEX for your training needs.

Payment Information — Appropriate fees must accompany each registration form. Deadline for registration is March 9, 2012. Fees are nonrefundable after that date.

Tuition: The fee of \$190 applies to Early Registration (before March 9, 2012).
 Late Registration and On-Site registration fee after March 9 is \$225 each.

Entire Seminar with Banquet	\$ <u>190.⁰⁰</u>
Extra Banquet Tickets	\$ 30.00/each

There is no longer a one-day tuition to the Seminar

TOTAL ENCLOSED: \$ 190.⁰⁰

- Check * / Money Order / Cashier's Check enclosed payable to TEEX (Please add course number, course name, and course date)
- Purchase Order (Copy of official and signed company PO must be attached. TEEX will then invoice Co/Dept.)
- Credit Card MasterCard Visa American Express Discover
- PIN-less Debit Card MasterCard Visa American Express Discover

(Print) Name on Card _____

Signature _____ Signature Date _____

FOR CUSTOMER SECURITY, REQUIRED INFORMATION BELOW WILL BE DESTROYED ONCE PAYMENT IS PROCESSED

Credit Card Number _____ Expiration Date _____

Please see the back to complete your registration.

TEEX is EEO compliant. For more information call (866) 878-8900

Last Updated 11/10/12

For Office Use Only	
Record #	_____
Course #	_____
Section #	_____
Student #	_____
Check #	_____
Receipt #	_____
Bill Slip #	_____
Invoice #	_____
Voucher #	_____

General Liability Statement

In consideration for receiving permission to participate in foregoing course sponsored by the Texas Engineering Extension Service (TEEX) a member of The Texas A&M University System (TAMUS), I hereby **FULLY RELEASE, FOREVER DISCHARGE, AND AGREE TO HOLD HARMLESS**, for any and all purposes, TEEX, TAMUS, The Board of Regents of TAMUS, and their respective officers, servants, agents, volunteers and employees (collectively, the "Release Parties"), of and from any and all liability to me, my personal representatives, assigns, heirs and next of kin, for any damage to or loss of my property, any injury to my person, including death, arising directly or indirectly out of my participation in the course. **INCLUDING ANY SUCH DAMAGE, LOSS OR INJURY THAT IS CAUSED BY ANY ACT OR OMISSION ON THE PART OF THE RELEASED PARTIES.** I further agree to **IDEMNIFY, DEFEND, AND HOLD HARMLESS** the Released Parties for, from, and against any and all liabilities, damages, claims, lawsuits, costs (including court costs, attorneys' fees and costs of Investigation), and actions of any kind or description for any damage to or loss of property or injury to persons, including death, arising out of the course or my participation in the course, **INCLUDING ANY DAMAGE, LOSS OR INJURY CAUSED BY ANY ACT OR OMISSION ON THE PART OF THE RELEASED PARTIES, INCLUDING ANY NEGLIGENT CONDUCT OF THE RELEASED PARTIES** but excluding any gross negligence or willful misconduct of the Released Parties.

By execution below I hereby acknowledge that there are inherent risks involved in this course and I recognize and assume all of the risks associated with participation in the course. **I ACKNOWLEDGE THAT IT IS IMPORTANT THAT I VERIFY THAT I HAVE INSURANCE COVERAGE WHICH EXTENDS TO ME WHILE PARTICIPATING IN THE COURSE, AND THAT I SECURE SUCH COVERAGE IF I DO NOT ALREADY HAVE IT.** I understand that TEEX does not provide such coverage and that no insurance coverage may exist through TEEX to cover any injuries or damages which I may sustain or claims which may arise as a result of my participation in the course.

Media Release

I give TEEX the right to use my name, my still photo or video image, or my words (audio or text-based) in any media, for purposes of evaluation, training, research, promotion, marketing, recruiting, fund raising, exhibits or any other lawful purpose. I waive any right to inspect or approve the use of any hard copy or electronic records that may appear in connection with such use. This release is for worldwide use.

Release of Information

I authorize the release of my training records to the company/organization as listed on this information form for the purpose of verifying my attendance and performance.

***Privacy Act and Policy**

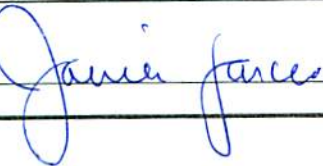
All participants of TEEX courses, technical assistance, and exercises are advised that disclosure of a full Social Security Number (SSN) is optional unless required for reporting purposes by the participant's occupations' certifying organization or a grant/contract sponsor. The SSN is used to maintain accurate participant training records and to reliably report such data to supervisors or other agencies. A participant SSN will not be disclosed to any other person(s) without the participant's prior written consent.

Section 559.003 of the Texas Government Code requires that all participants be informed that, with few exceptions, participants are entitled on request, to receive, review and correct any information collected by the use of this form. It is the policy of TEEX that all federal statues will be followed pertaining to employment and recruitment of students without regard to race, sex, color, religion, national origin, age, or disability.

Acknowledgement

I acknowledge and represent that I have read the forgoing, understand it and sign it voluntarily as my free act and deed; no representations or statements have been made to me to induce me to execute this document. I execute this document for full, adequate and complete consideration fully intending to be bound by the same, now and in the future.

Signature: x



Date:

01 / 23 / 12
(MM/DD/YYYY)



Emergency Services Training Institute

57th TEXAS FIRE and ARSON INVESTIGATORS SEMINAR

Phone: (866) 878-8900

Website: www.teex.org/fire

Email: esti@teexmail.tamu.edu

Fax: (979) 458-0649

Address: TEEX-ESTI, 200 Technology Way, College Station, TX 77845

Participant Information:

(Photocopies can be made for additional participants.)

Marco A. Romero 457-77-5373 322441
 Participant Name (First, MI, Last) TEEX Student ID** (or Full Social Security Number*) TCLEOSE PID #

Organization Hidalgo County Fire Marshal Supervisor Name Juan Martinez
 Address 1615 S. Closher, Ste. H City/State/Zip Edinburg, TX 78539
 Phone 956-318-2656 Fax 956-318-2697 County Hidalgo Nation US
 Email marco.romero@co.hidalgo.tx.us Date of Birth 11-19-72 Gender Male Female
MM/DD/YYYY (MUST BE 18 OR OLDER)

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Entire Seminar with Banquet \$ 190.00
 Extra Banquet Tickets \$ 30.00/each

There is no longer a one-day tuition to the Seminar

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- PIN-less Debit Card MasterCard Visa American Express Discover

(Print) Name on Card _____

Signature _____ Signature Date _____

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Expiration Date: _____

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Last Updated 11.10.12

For Office Use Only	
Record #	_____
Course #	_____
Section #	_____
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Check #	_____
Receipt #	_____
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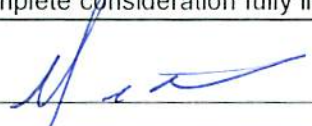
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Acknowledgement

I acknowledge and represent that I have read the forgoing, understand it and sign it voluntarily as my free act and deed; no representations or statements have been made to me to induce me to execute this document. I execute this document for full, adequate and complete consideration fully intending to be bound by the same, now and in the future.

Signature: x



Date:

1 / 23 / 12
(MM/DD/YYYY)