



HIDALGO COUNTY, TEXAS APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 02/08/12

TOTAL NUMBER OF EMPLOYEES TRAVELING: 3

DEPARTMENT NAME: I. T. Department

NAME & TITLE OF EMPLOYEE(S) TRAVELING: Renan Ramirez, Phillip Veale, Estanislado Ramos

EVENT INFORMATION

TITLE OF EVENT: Texas Association of Governmental IT Managers

EVENT DATE(S) FROM: 05/21/12 TO: 05/25/12

DEPARTURE DATE: 05/21/12 RETURN DATE: 05/25/12

LOCATION OF EVENT: CITY: San Antonio 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.

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE	MODE OF TRAVEL (Place an "X" by applicable mode of travel)
1. REGISTRATION FEE(S)	\$ 1,200.00		AIRFARE*
Subtotal for Object Code 584	\$ 1,200.00	\$	BUS**
2. AIRFARE- ROUNDTrip COACH FARE ONLY	\$ -		Rental Car**
3. TAXI FARE	\$ -		County Vehicle**
4. BUS FARE	\$ -		Private Vehicle**
5. RENTAL CAR	\$ 238.03		OTHER** (Specify)
6. GASOLINE/DIESEL/FUEL	\$ 100.00		* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.
7. MILEAGE REIMBURSEMENT	\$ -		
8. TELEPHONE CALLS	\$ -		
9. PARKING	\$ -		
10. LODGING	\$ 1,485.00		** 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.
11. MEALS	\$ 555.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 2,378.03		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 3,578.03	\$	
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.:
	02/08/12		

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:

Edna Kirby

From: Lindy Jordan [ljordan@cmpmanagement.com]
Sent: Wednesday, January 25, 2012 9:46 AM
To: edna.kirby@co.hidalgo.tx.us
Cc: Debbie Peterson
Subject: RE: TAGITM Membership Invoice

Hello Edna,

Debbie Peterson asked that I send over this information to you since I head up the conference logistics. Conference registration will open in late February or first of March. The conference fees this year will be \$400 for Agency members under the early registration fee. The hotel room rate at the Westin Riverwalk hotel is \$106 per night, you can book your rooms through the following link <http://www.starwoodmeeting.com/StarGroupsWeb/res?id=1201058103&key=B7796>. Once you register your attendees for the conference, you will be able to download an invoice that will have a remit to address for payment.

Please let me know what other information you may need at this time.

Thanks!

Lindy Jordan
TAGITM, Inc
512-474-1827

From: Edna Kirby [mailto:edna.kirby@co.hidalgo.tx.us]
Sent: Monday, January 23, 2012 2:51 PM
To: Debbie Peterson
Subject: FW: TAGITM Membership Invoice

Hi Debbie,

I am preparing the package for the TAGITM for 05/22/2012 – 5/25/2012, will you please send me information on the Registration Fee, how much, address as to where the payment should go?

Regards,
Edna Kirby
edna.kirby@co.hidalgo.tx.us
Administrative Assistant II
100 E Cano 4th Floor
Edinburg, Texas 78539
p. 956.292.7010 Ext. 6017
f. 956.318.2152
Hidalgo County, Texas

TAGITM 2012 Annual Education Conference

More in this Section...

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TAGITM 2012 Education Conference

Save the Date - May 22 - 25, 2012

Westin Riverwalk, San Antonio

The TAGITM Education Conference is held each year and features a great line-up of keynote speakers, workshop sessions and networking opportunities. Mark your calendar now to be sure you don't miss this outstanding conference.



Modify Reservation

Verify Changes to Confirmation #995194824.

Confirmation # 995194824

Apply Changes

Exit, No Changes

Cancel Reservation

Special Section

HIDALGO COUNTY PURCHASING

Location Details [change](#)

Pick Up Location

MCALLEN INTL ARPT
MC ALLEN, TX 78503-3140
Tel.:(956) 686-9089

Dates & Times [change](#)

Pick Up

May 21, 2012 @ 8:30 am

Return

May 25, 2012 @ 9:30 pm

Vehicle Class [change](#)

Full Size

Renter's Age [change](#)

25 and Up

Renter's Information [change](#)

ESTANISLADO RAMOS
Tel.: (956) 292-7010
stan.ramos@co.hidalgo.tx.us

Total Cost Estimate

For a(n) Full Size rental (Chevy Impala, Nissan Altima, Dodge Charger or similar).

5 Day @ \$ 37.50 USD	\$ 187.50 USD
Drop Charge	\$ 0.00 USD
COLLISION DAMAGE WAIVER FULL	\$ 0.00 USD
SUPPLEMENTAL LIABILITY PROTECTION	\$ 0.00 USD
CONCESSION RECOUP FEE 11.11 PCT	\$ 21.64 USD
TEXAS REIMBURSEMENT 1.45/DAY	\$ 7.25 USD
MOTOR VEH RENTAL TAX	\$ 21.64 USD
* Total Charges	\$ 238.03 USD

Additional surcharges, local taxes, etc. may apply.

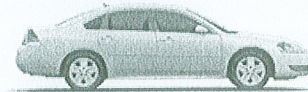
Your Business Rental Program benefits have been Applied

Shuttle Policy

LOCATED IN TERMINAL. CARS ARE ON-SITE.

Important Information About Your Rental

- This vehicle comes with unlimited mileage.
- ALL DRIVERS MUST BE 21 YEARS OF AGE OR OLDER. DRIVERS MUST BE AT LEAST 25 YEARS OF AGE OR OLDER TO RENT LUXURY CARS, 15 PASSENGER VANS, SUVS AND TRUCKS. DRIVERS 21-24 YEARS OF AGE MAY RENT ECONOMY THROUGH FULL SIZE CARS, MINIVANS, AND CARGO VANS ONLY.
- THERE WILL BE AN ADDITIONAL CHARGE OF \$10.00 PER DAY FOR EACH ADDITIONAL AUTHORIZED DRIVER OTHER THAN A SPOUSE OR DOMESTIC PARTNER.
- TOLL PASS POLICY : IF YOU OR ANY DRIVER OPERATE THE RENTAL VEHICLE ON A VIDEO MONITORED TOLL ROAD AND GENERATE AN UNPAID TOLL YOU WILL BE CHARGED OUR TOLLPASS CONVENIENCE CHARGE OF \$2.00 FOR EACH DAY YOU USE A VIDEO MONITORED TOLL ROAD OR BRIDGE, PLUS THE POSTED TOLL AMOUNTS AND FEES WHICH WERE UNPAID. THE MAXIMUM TOLLPASS CONVENIENCE CHARGE FOR THE RENTAL PERIOD WILL BE \$6.00, AND IS IN ADDITION TO THE COST OF ALL UNPAID TOLLS AND FEES. FOR TOLL ROAD COVERED BY THE TOLLPASS CONVENIENCE CHARGE AND RELATED INFORMATION CALL (877)-860-1258. IF YOU OR ANY DRIVER OPERATE THE RENTAL VEHICLE IN AREAS NOT SERVED BY TOLLPASS AND GENERATE ANY UNPAID TOLL(S) THEN YOU WILL BE CHARGED FOR ALL UNPAID TOLLS AND A SEPARATE FEE OF UP TO \$25.00 PER RENTAL. TOLLPASS PROGRAM: WWW.HTALLC.COM/ENTERPRISE.



Full Size
Chevy Impala, Nissan Altima, Dodge Charger or similar

Add Optional Items

GPS	\$ 9.99 USD / Add Day \$ 169.99 USD Max/Rental
Child toddler seat	\$ 9.95 USD / Add Day \$ 60.00 USD Max/Rental

Explore Protection Products

- Damage Waiver [See Details](#)
- Personal Accident Insurance / Personal Effects Coverage [See Details](#)
- Supplemental Liability Protection [See Details](#)

Actual prices may vary depending on the vehicle class that is selected.

These optional products may be purchased at the time of rental and are not included in the Total Cost Estimate quoted in this Reservation.



Apply Changes

Exit, No Changes

Cancel Reservation



ESTANISLADO RAMOS
 Tel.: (956) 292-7010
 stan.ramos@co.hidalgo.tx.us
 Renter Age: 25 and Up

HIDALGO COUNTY PURCHASING

Confirmation Number:

995194824

Full Size
 Car Class:

Chevy Impala, Nissan Altima, Dodge Charger or similar

Rental Dates:

Start: **Monday, May 21, 2012 @ 8:30 am**
 End: **Friday, May 25, 2012 @ 9:30 pm**

Pick Up Location:

**MCALLEN INTL ARPT
 MC ALLEN, TX 78503-3140**

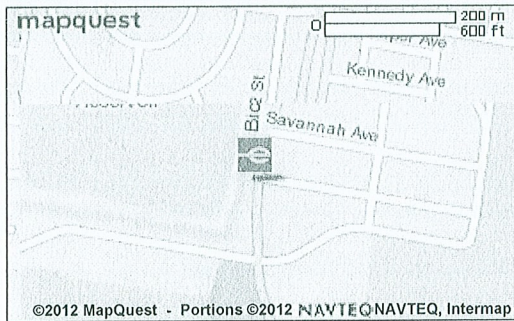
Tel.: (956) 686-9089

Airport Shuttle Information

LOCATED IN TERMINAL. CARS ARE ON-SITE.

Office Hours for the week of May 21, 2012

Monday 7:30 am - 11:00 pm
Tuesday 7:30 am - 11:00 pm
Wednesday 7:30 am - 11:00 pm
Thursday 7:30 am - 11:00 pm
Friday 7:30 am - 11:00 pm
Saturday 9:00 am - 9:00 pm
Sunday 9:00 am - 11:00 pm



Total Cost Estimate :

For a(n) **Full Size rental (Chevy Impala, Nissan Altima, Dodge Charger or similar).**

5 Day @	\$ 37.50 USD	\$ 187.50 USD
Drop Charge		\$ 0.00 USD
COLLISION DAMAGE WAIVER FULL		\$ 0.00 USD
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CONCESSION RECOUP FEE 11.11 PCT		\$ 21.64 USD
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MOTOR VEH RENTAL TAX		\$ 21.64 USD
*Total Charges		\$ 238.03 USD

Additional surcharges, local taxes, etc. may apply.

This vehicle comes with unlimited mileage.

ALL DRIVERS MUST BE 21 YEARS OF AGE OR OLDER. DRIVERS MUST BE AT LEAST 25 YEARS OF AGE OR OLDER TO RENT LUXURY CARS, 15 PASSENGER VANS, SUVS AND TRUCKS. DRIVERS 21-24 YEARS OF AGE MAY RENT ECONOMY THROUGH FULL SIZE CARS, MINIVANS, AND CARGO VANS ONLY.

THERE WILL BE AN ADDITIONAL CHARGE OF \$10.00 PER DAY FOR EACH ADDITIONAL AUTHORIZED DRIVER OTHER THAN A SPOUSE OR DOMESTIC PARTNER.

RETURN THE VEHICLE TO THE RENTAL CAR PARKING LOCATED NEXT TO THE TERMINAL BUILDING. PLACE KEYS IN THE DROP BOX LOCATED ON THE ENTERPRISE COUNTER.

TOLL PASS POLICY : IF YOU OR ANY DRIVER OPERATE THE RENTAL VEHICLE ON A VIDEO MONITORED TOLL ROAD AND GENERATE AN UNPAID TOLL YOU WILL BE CHARGED OUR TOLLPASS CONVENIENCE CHARGE OF \$2.00 FOR EACH DAY YOU USE A VIDEO MONITORED TOLL ROAD OR BRIDGE, PLUS THE POSTED TOLL AMOUNTS AND FEES WHICH WERE UNPAID. THE MAXIMUM TOLLPASS CONVENIENCE CHARGE FOR THE RENTAL PERIOD WILL BE \$6.00, AND IS IN ADDITION TO THE COST OF ALL UNPAID TOLLS AND FEES. FOR TOLL ROAD COVERED BY THE TOLLPASS CONVENIENCE CHARGE AND RELATED INFORMATION CALL (877)-860-1258. IF YOU OR ANY DRIVER OPERATE THE RENTAL VEHICLE IN AREAS NOT SERVED BY TOLLPASS AND GENERATE ANY UNPAID TOLL(S) THEN YOU WILL BE CHARGED FOR ALL UNPAID TOLLS AND A SEPARATE FEE OF UP TO \$25.00 PER RENTAL. TOLLPASS PROGRAM: WWW.HTALLC.COM/ENTERPRISE .

Visit us at enterprise.com, or call 1-800-261-7331.



Phillip Veale <phillipveale@gmail.com>

Rest easy. Your reservation has been confirmed (055224230).

The Westin Riverwalk, San Antonio
<GCCUSTSERVICE@confirm.starwoodhotels.com>

Thu, Jan 19, 2012 at 9:57 AM

Reply-To: "GCCUSTSERVICE@confirm.starwoodhotels.com" <GCCUSTSERVICE@confirm.starwoodhotels.com>

To: "PHILLIPVEALE@GMAIL.COM" <PHILLIPVEALE@gmail.com>

[Trouble seeing this email? View it in a browser for up-to-date reservation information, or to view in](#)

[English](#), [Français](#), [Español](#), [Deutsch](#), [Português](#), [Italiano](#), [中文\(简体\)](#), [日本語](#)



The Westin Riverwalk, San Antonio
420 W Market Street,
San Antonio , Texas 78205 United States
Phone: [\(210\) 224-6500](#) Fax: [\(210\) 444-6000](#)



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- [Guest Rooms](#)
- [Features and Activities](#)
- [Dining Options](#)
- [Local Area](#)
- [Driving Directions](#)
- [Area Map](#)
- [Meeting Space](#)

Greetings Phillip,

Your reservation is all set - we're excited to welcome you to The Westin Riverwalk, San Antonio. If there is anything you need as we prepare for your arrival, please just ask.

Click the banner to the right for an exclusive offer to upgrade your room.

Stay Well,

Bill Petrella
General Manager

[Westin Feedback Requested](#)

A Message For Your Stay



[Click here to upgrade your room from \\$50 per night.](#)

Your Starwood Preferred Guest Details
Member Name:
Phillip Veale
SPG Number:



WESTIN
HOTELS & RESORTS

At Westin your opinion about the reservation associate who helped you today is very important to us. We invite you to take a short survey regarding your experience with the Associate you spoke with today on the phone.

xxxxxxx578
Starpoint Balance:
30172

[Login to Your Account](#)

[More](#)

Confirmation: **055224230**

Your Reservation

Check In	21-MAY-2012 - 3:00 PM *
Check Out	25-MAY-2012 - 12:00 PM *
Number of Rooms	3
Number of Guests	3

** Indicates standard hotel check-in and check-out times and does not reflect special arrangements made with the hotel.*

Your Accommodations: Room 1 of 3

Guest Name	PHILLIP VEALE
Number of Adults	1
Number of Children	0

Room Description King Bed

- Traditional Non-smoking, Smoke-free
- 39 Sq.m/420 Sq.ft • 420 Sq Ft
- Heavenly Bed And Bath • High-speed Internet For A Fee
- Cityside Room

Remarks

Your Rate: Room 1 of 3

Rates for the night of **21-May-12, 22-May-12, 23-May-12, 24-May-12**

Rate Details

Tagitm 2012 Annual C

106.00 in US DOLLARS per night

Taxes

State 6.0 Percent Per Room Per Night Not In The Rate
City/county 10.75 Percent Per Room Per Night Not In The Rate

Guarantee and Cancellation Policies

Your room is guaranteed with a(n) AMEX/ OPTIMA card.
 Cancel by 6:00 PM Hotel time 2 days prior to avoid 1 Night penalty.
 There may be additional applicable charges and taxes.

Room taxes may be charged on penalties.

Debit and Credit cards will be authorized at check-in for the amount of your stay, plus an amount to cover incidentals. Please visit "Announcements" on the hotel website for more information.

Your Accommodations: Room 2 of 3

Guest Name	PHILLIP VEALE
Number of Adults	1
Number of Children	0

Room Description**King Bed**

- Traditional Non-smoking, Smoke-free
- 39 Sq.m/420 Sq.ft • 420 Sq Ft
- Heavenly Bed And Bath • High-speed Internet For A Fee
- Cityside Room

Remarks

Your Rate: Room 2 of 3

Rates for the night of **21-May-12, 22-May-12, 23-May-12, 24-May-12**

Rate Details

Tagitm 2012 Annual C

106.00 in US DOLLARS per night

Taxes

State 6.0 Percent Per Room Per Night Not In The Rate
 City/county 10.75 Percent Per Room Per Night Not In The Rate

Guarantee and Cancellation Policies

Your room is guaranteed with a(n) card.
 Cancel by 6:00 PM Hotel time 2 days prior to avoid 1 Night penalty.
 There may be additional applicable charges and taxes.

Room taxes may be charged on penalties.

Debit and Credit cards will be authorized at check-in for the amount of your stay, plus an amount to cover incidentals. Please visit

Your Accommodations: Room 3 of 3

Guest Name **RENAN RAMIRWZ**

Number of Adults **1**

Number of Children **0**

Room Description

King Bed

- Traditional Non-smoking, Smoke-free
- 39 Sq.m/420 Sq.ft
- Heavenly Bed And Bath
- Cityside Room
- 420 Sq Ft
- High-speed Internet For A Fee

Remarks

Your Rate: Room 3 of 3

Rates for the night of **21-May-12, 22-May-12, 23-May-12, 24-May-12**

Rate Details

Tagitm 2012 Annual C

106.00 in US DOLLARS per night

Taxes

State 6.0 Percent Per Room Per Night Not In The Rate

City/county 10.75 Percent Per Room Per Night Not In The Rate

Guarantee and Cancellation Policies

Your room is guaranteed with a(n) card.

Cancel by 6:00 PM Hotel time 2 days prior to avoid 1 Night penalty.

There may be additional applicable charges and taxes.

Room taxes may be charged on penalties.

Debit and Credit cards will be authorized at check-in for the amount of your stay, plus an amount to cover incidentals. Please visit "Announcements" on the hotel website for more information.

Your Privacy

Please note: For security purposes, you will be asked to provide a valid government or state-issued photo ID at check-in.

This email may contain links to websites that collect personally identifiable information about you. Starwood Hotels & Resorts Worldwide, Inc. is not responsible or liable for the actions of such independent websites, and encourages you to review the privacy statements and policies of such websites to understand how they

collect, use and store such information.

[Click here](#) for Starwood Hotels & Resorts Worldwide, Inc.'s Privacy Statement.

Disclosure

Starpoint® balance may not reflect your most recent activity and may not include Starpoints earned or redeemed for the current transaction.

Modify and Cancel Information

To view, change or cancel your reservation, please visit westin.com. Any modification to a reservation is subject to the hotel's availability at the time the modification is requested and may change the rate and/or require payment of cancellation fees. If you require further assistance, please contact Westin Hotels & Resorts at [800-937-8461](tel:800-937-8461) if you are calling from the United States or Canada. Otherwise, [click here](#) for the telephone number of the Worldwide Reservation Office nearest you. Please note that reservations cannot be changed or canceled via email.

Guarantee Rules

For reservations guaranteed with a form of payment at time of booking, rooms are held until hotel check-out time the day following arrival. For reservations not guaranteed with a form of payment at time of booking, rooms are held until set cancellation time per the rules of the reservation. In the event more guests arrive than can be accommodated due to hotel overbooking or an unforeseen circumstance, and hotel is unable to hold rooms consistent with this room hold policy, hotel will attempt to accommodate guests, at its expense, at a comparable hotel in the area for the oversold night(s), and will pay for transportation to that hotel.

Package Handling Policy

There is a package handling fee for all incoming and outbound packages. Please contact the hotel directly for the exact fee.

Smoking Policy

We are a smoke-free hotel. All guest rooms, suites, and public spaces are 100% smoke-free. Under the Breathe Westin® program, registered guests who smoke in a guest room or suite could be liable for an additional fee of \$200 so the room can be sufficiently cleaned and ready for the next guest.

Exchange Rate

For non-US hotels, rates confirmed in USD may be converted to local currency by the hotel at your time of stay, based on the exchange rate used by the hotel and are subject to exchange rate fluctuations. Credit card charges are subject to additional currency conversions by banks or credit card companies, which are not within the hotel's control and may impact the amount charged to your credit card. Please contact the hotel if you have any questions.

Rate/Reservation Validity

Please note that electronic reservation confirmations are provided to you solely for your convenience and that we retain official records of our reservation transactions, including details of dates of stay and room rates. In the event of discrepancies, alterations, modifications, or variations between this confirmation and our official records, our official

records shall control. Tampering with this confirmation to alter the room rate, or any other reservation information is strictly prohibited and may have legal consequences.

Early Departure

Many Starwood hotels have an early departure fee. When you check-in, you will be asked to confirm your departure date. You may be able to change your departure date without a penalty if your rate plan permits and if you do so before the end of your arrival day. After reconfirming your departure date, if you decide to leave earlier, you may be charged the early departure fee. Please contact the hotel if you have any questions.

Starwood Hotels & Resorts Worldwide, Inc.
1111 Westchester Avenue: White Plains, NY 10604

This is a post only e-mail. Please do not reply to this message.
If you would like to unsubscribe from further marketing e-mail communications related to this stay, please [click here](#).

