



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 09/25/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: 4
DEPARTMENT NAME: Elections

NAME & TITLE OF EMPLOYEE(S) TRAVELING: Joaquin Garcia (IT-Manager), Uriel Ramos (Elections Operation Specialist), Issac Longoria (GIS Operator Assistant) and Adam Luna (VR Specialist)

EVENT INFORMATION

TITLE OF EVENT: 24th Annual Election Law Seminar; Cities, Schools and Other Political Subdivisions
EVENT DATE(S) FROM: 11/28/12 TO: 11/30/12
DEPARTURE DATE: 11/27/12 RETURN DATE: 11/30/12
LOCATION OF EVENT: CITY: Austin STATE: TEXAS

PURPOSE OF TRAVEL

- Place an "X" by the applicable purpose of the trip.
X To obtain statutorily required continuing professional education.
X To obtain continuing education related to an employee's work or maintenance of a license or certification.
X 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.
X To participate in professional organizations related to the employee or official's job assignment.
X 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.

Table with 4 columns: SUMMARY OF ESTIMATED TRAVEL EXPENSES, ESTIMATED EXPENSES, (DBM USE ONLY) FUNDS AVAILABLE BALANCE, MODE OF TRAVEL (Place an "X" by applicable mode of travel). Rows include Registration Fee, Airfare, Taxi, Bus, Rental Car, Gasoline, Mileage, Telephone Calls, Parking, Lodging, Meals, and Other Expenses.

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:
X Trip expenses are necessary and will be incurred for official county business.
X Reasonable efforts to minimize the use of county funds have been explored.
X 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: Amanda Salda
DATE: 9/26/12
DEPARTMENT CONTACT PERSON: Melaine Esparza
PHONE NO.: 5701

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): Veronica Ortiz
DATE: 9/27/12
REVIEWER'S SIGNATURE: [Signature]
PHONE NO.: 5418

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

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9/27 AM 8:51



HIDALGO COUNTY, TEXAS
SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE
CHECK REQUEST FORM
PAGE 1 OF 2

PO 681661

DEPARTMENT:	Elections	If, applicable, was travel approved by Co. Exec. Officer?	No
DEPARTURE DATE:	11/27/2012	RETURN DATE:	11/30/2012
TO CITY:	Austin	STATE:	Texas
NAME OF EMPLOYEES ATTENDING SEMINAR:	Joaquin Garcia, Isaac Longoria, Uriel Ramos and Adam Luna		
TOTAL# OF EMPLOYEES ATTENDING SEMINAR:	4		
PURPOSE/BENEFIT TO HIDALGO COUNTY:	24th Annual Election Law Seminar		

A. WORKSHOP/SEMINAR REGISTRATION(S)

TITLE OF WORKSHOP/SEMINAR:	24th Annual Election Law Seminar		
SPONSORED BY:	Secretary of State		
REGISTRATION CHECK PAYABLE TO:	Secretary of State		
REGISTRATION ADDRESS:	Attn: Leticia Salazar	SEMINAR START DATE:	11/28/2012
	PO Box 12060	SEMINAR END DATE:	11/30/2012
	Austin, Texas	PURCHASE ORDER NO.	681661
1. REGISTRATION COST PER EMPLOYEE:	\$ 155.00	NO. OF EMPLOYEES ATTENDING AT THIS RATE:	4
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.:	1-1100-414-00-130-001-0-584	TOTAL NO. OF EMPLOYEES ATTENDING:	4
TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) A.	\$	620.00	
(SEE PAGE 2 FOR SECTIONS B, C, & D)	TOTAL THIS PAGE (A):	\$	620.00
	TOTAL 2ND PAGE (B + C + D):	\$	-
	GRAND TOTAL (A + B + C + D)	\$	620.00

E. CERTIFICATIONS AND EMPLOYEE AUTHORIZATIONS FOR PAYROLL DEDUCTIONS

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.

<i>Amanda Salazar</i>	<i>Melanie Espinoza</i>	5707
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.		
<i>Joaquin Garcia</i>	<i>Ji C</i>	158321
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
<i>Isaac Longoria</i>	<i>Isaac Longoria</i>	188395
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
<i>Uriel Ramos</i>	<i>Uriel Ramos</i>	185701
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
<i>Adam Luna</i>	<i>Adam Luna</i>	161454
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.

RECEIVED BY COUNTY AUDITOR

Joaquin Garcia

From: lsalazar@sos.state.tx.us
Sent: Tuesday, September 25, 2012 11:38 AM
To: joaquin.garcia@co.hidalgo.tx.us
Cc: lsalazar@sos.state.tx.us
Subject: Seminar Registration - Confirmation No. 25370

Thank you - Your online registration has been received. The registration fees and deadlines are listed below. Please provide a copy of this email with your payment. Once our office is in receipt of your payment, you will receive another email confirming that your registration is complete.

Registration code: 25370
Seminar Title: 24th Annual Election Law Seminar for Cities, Schools & Other Political Subdivisions
Name: JOAQUIN GARCIA
Entity Name: HIDALGO COUNTY ELECTIONS DEPARTMENT
Title: IT-MANAGER
Address: 101 S. 10TH AVENUE
City: EDINBURG
State: TX
Zip: 78539
Phone: 9563182570
E-mail: joaquin.garcia@co.hidalgo.tx.us

Address & Fax Information:
Office of the Secretary of State
Attn: Leticia Salazar
P.O.Box 12060
Austin, Texas 78711-2060
512.463.7552 - FAX
lsalazar@sos.state.tx.us

Registration Fee Postmarked on or before October 15, 2012 is \$155
Registration Fee Postmarked after October 15, 2012 is \$220

Thank you,
Leticia Salazar

Secretary of State's Election Division

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jose.longoria

From: Isalazar@sos.state.tx.us
Sent: Tuesday, September 25, 2012 11:38 AM
To: jose.longoria@co.hidalgo.tx.us
Cc: Isalazar@sos.state.tx.us
Subject: Seminar Registration - Confirmation No. 25373

Thank you - Your online registration has been received. The registration fees and deadlines are listed below. Please provide a copy of this email with your payment. Once our office is in receipt of your payment, you will receive another email confirming that your registration is complete.

Registration code: 25373
Seminar Title: 24th Annual Election Law Seminar for Cities, Schools & Other Political Subdivisions
Name: ISAAC LONGORIA
Entity Name: HIDALGO COUNTY ELECTIONS DEPARTMENT
Title: GIS OPERATOR ASSITANT
Address: 101 S. 10TH AVENUE
City: EDINBURG
State: TX
Zip: 78539
Phone: 9563182570
E-mail: jose.longoria@co.hidalgo.tx.us

Address & Fax Information:
Office of the Secretary of State
Attn: Leticia Salazar
P.O.Box 12060
Austin, Texas 78711-2060
512.463.7552 - FAX
Isalazar@sos.state.tx.us

Registration Fee Postmarked on or before October 15, 2012 is \$155
Registration Fee Postmarked after October 15, 2012 is \$220

Thank you,
Leticia Salazar

Secretary of State's Election Division

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Melanie Esparza

From: Isalazar@sos.state.tx.us
Sent: Tuesday, September 25, 2012 11:38 AM
To: melanie.esparza@co.hidalgo.tx.us
Cc: Isalazar@sos.state.tx.us
Subject: Seminar Registration - Confirmation No. 25374

Thank you - Your online registration has been received. The registration fees and deadlines are listed below. Please provide a copy of this email with your payment. Once our office is in receipt of your payment, you will receive another email confirming that your registration is complete.

Registration code: 25374
Seminar Title: 24th Annual Election Law Seminar for Cities, Schools & Other Political Subdivisions
Name: URIEL RAMOS
Entity Name: HIDALGO COUNTY ELECTIONS DEPARTMENT
Title: ELECTIONS OPERATION SPECIALIST
Address: 101 S. 10TH AVENUE
City: EDINBURG
State: TX
Zip: 78539
Phone: 9563182570
E-mail: melanie.esparza@co.hidalgo.tx.us

Address & Fax Information:
Office of the Secretary of State
Attn: Leticia Salazar
P.O.Box 12060
Austin, Texas 78711-2060
512.463.7552 - FAX
Isalazar@sos.state.tx.us

Registration Fee Postmarked on or before October 15, 2012 is \$155
Registration Fee Postmarked after October 15, 2012 is \$220

Thank you,
Leticia Salazar

Secretary of State's Election Division

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ROY # 203651

Melanie Esparza

From: Adam Luna [adam.luna@co.hidalgo.tx.us]
Sent: Tuesday, September 25, 2012 11:49 AM
To: melanie.esparza@co.hidalgo.tx.us
Subject: FW: Seminar Registration - Confirmation No. 25375

From: lsalazar@sos.state.tx.us [mailto:lsalazar@sos.state.tx.us]
Sent: Tuesday, September 25, 2012 11:38 AM
To: adam.luna@co.hidalgo.tx.us
Cc: lsalazar@sos.state.tx.us
Subject: Seminar Registration - Confirmation No. 25375

Thank you - Your online registration has been received. The registration fees and deadlines are listed below. Please provide a copy of this email with your payment. Once our office is in receipt of your payment, you will receive another email confirming that your registration is complete.

Registration code: 25375
Seminar Title: 24th Annual Election Law Seminar for Cities, Schools & Other Political Subdivisions
Name: ADAM LUNA
Entity Name: HIDALGO COUNTY ELECTIONS DEPARTMENT
Title: VR SPECIALIST
Address: 101 S. 10TH AVENUE
City: EDINBURG
State: TX
Zip: 78539
Phone: 9563182570
E-mail: adam.luna@co.hidalgo.tx.us

Address & Fax Information:
Office of the Secretary of State
Attn: Leticia Salazar
P.O.Box 12060
Austin, Texas 78711-2060
512.463.7552 - FAX
lsalazar@sos.state.tx.us

Registration Fee Postmarked on or before October 15, 2012 is \$155
Registration Fee Postmarked after October 15, 2012 is \$220

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Thank you,
Leticia Salazar

Secretary of State's Election Division



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

DEPARTMENT:	Elections
DEPARTURE DATE:	11/27/2012
RETURN DATE:	11/30/2012
TO CITY:	Austin
STATE:	Texas
NAME OF EMPLOYEES ATTENDING SEMINAR:	Joaquín García, Isaac Longoria, Uriel Ramos and Adam Luna
TOTAL# OF EMPLOYEES ATTENDING SEMINAR:	4

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/prog/stmp/

NAME OF HOTEL:	Holiday Inn Austin Northwest	HOTEL PHONE NO.:	1-512-343-0888
ADDRESS OF HOTEL:	8901 Business Park Drive Austin, TX 78759	CONFIRMATION NO.(s):	conf# 67382682 and conf# 67382685
ROOM RATE:	\$ 104.00	PURCHASE ORDER NO.:	req# 223639
NUMBER OF NIGHTS:	3	GENERAL LEDGER ACCT NO.:	1-1100-414-00-130-001-0-583
ROOM RATE:	\$ 104.00	TOTAL NO. OF ROOMS:	
NUMBER OF NIGHTS:	3		
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.			\$ 717.60

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/prog/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	
<i>Note: Coordination of travel is required for every group of 4 or less</i>	
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. 1-1100-414-00-130-001-0-583
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) \$ 717.60	

2012 SEP 27 AM 8 51
 COUNTY AUDITOR
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Melanie Esparza

From: Nielda Cavazos [nielda.cavazos@co.hidalgo.tx.us]
Sent: Tuesday, September 25, 2012 1:57 PM
To: 'Melanie Esparza'
Subject: FW: Your Reservation Confirmation at Holiday Inn - Confirmation # 67382682

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: Holiday Inn [mailto:HolidayInn@reservations.ihg.com]
Sent: Tuesday, September 25, 2012 1:50 PM
To: NIELDA.CAVAZOS@CO.HIDALGO.TX.US
Subject: Your Reservation Confirmation at Holiday Inn - Confirmation # 67382682

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Your Reservation with Holiday Inn
Your Confirmation Number is 67382682.

Thank you for choosing Holiday Inn. We can't wait for you to experience our refreshing new look and feel. If there's anything we can do for you, please let us know.

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With Priority Club Rewards:

- Earn points at over 4,400 hotels
- Points never expire
- No black out dates

[Reservation and Hotel Details](#)

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Guest Name: JOAQUIN GARCIA
 Number of Rooms: 1
 Room Type: 2 DOUBLE BEDS NONSMOKING
 Rate Type: Office of the Secret
 Number of Guests: 2 adult(s)
 Check-In: Tue 27 Nov 2012 03:00 PM
 Check-Out: Fri 30 Nov 2012 12:00 PM
 Rate Description: Office of the Secret
 Smoking Preference: Nonsmoking
 Cancellation Policy: Canceling your reservation after 6:00 PM (local hotel time) on 27 November, 2012, or failing to show, will result in a charge of 1 night per room to your credit card. Taxes may apply. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.

Join Now

MODIFY RESERVATION

CANCEL RESERVATION

VIEW ALL RESERVATIONS

CUSTOMER CARE

MAKE A RESERVATION

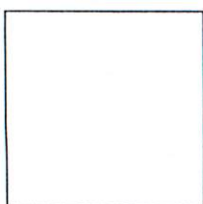
Local Information

Learn about things to see and do near your hotel.

See What's Nearby

Explore dining options at the hotel and in the nearby area.

See Dining Options



AUSTIN NW-ARBORETUM AREA
 8901 BUSINESS PARK DRIVE
 AUSTIN, TX 78759
 Front Desk: 1-512-343-0888

Room Rate Per Night: Tue 27 Nov 2012 - Fri 30 Nov 2012 \$104.00 (USD)
 1 room(s)
 Tax: \$46.80 (USD)
 Estimated Total Price: \$358.80 (USD)

View Cancellation Policy and Complete Room & Rate Details

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Driving Directions to Your Hotel

FOLLOW HIGHWAY 71 WEST. TAKE INTERSTATE 35 NORTH. EXIT HIGHWAY 183 NORTH. EXIT LOOP 360 (CAPITAL OF TEXAS HIGHWAY). DO A U-TURN AND FOLLOW ROAD TO THE RIGHT. THE HOLIDAY INN ARBORETUM WILL BE ON THE RIGHT.

View Map and Transportation Options

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Priority Club Member Benefits

With our Best Price Guarantee, find our best prices or your first night is free.

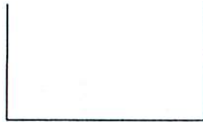
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Points never expire and there are no blackout dates

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- Manage Your Stay
- Meetings
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You have received this email as a result of your recent transaction with Holiday Inn

Only the reservation as entered into and confirmed by our system will be honored. Any written or printed confirmation that has been altered may be rejected by the hotel.

As exchange rates may fluctuate from the time a reservation is made until the time of arrival, the confirmed rate is guaranteed in the hotel's base currency.

The privacy and security of your personal information is very important to us. Read our [Privacy Policy](#).

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- * Additional taxes may apply for hotels booked in Tokyo, Japan that exceeds 10,000JPY/person per stay.
- * Credit card payments relating to Australian hotels incur a merchant service fee of 1.5% in addition to the total amount payable
- * Other hotel-specific service charges may also apply
- * Additional taxes may apply

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Melanie Esparza

From: Nielda Cavazos [nielda.cavazos@co.hidalgo.tx.us]
Sent: Tuesday, September 25, 2012 1:58 PM
To: 'Melanie Esparza'
Subject: FW: Your Reservation Confirmation at Holiday Inn - Confirmation # 67382685

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*

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To: NIELDA.CAVAZOS@CO.HIDALGO.TX.US
Subject: Your Reservation Confirmation at Holiday Inn - Confirmation # 67382685



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[Reservation and Hotel Details](#)

[Learn More](#)

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Join Now

MODIFY RESERVATION

CANCEL RESERVATION

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CUSTOMER CARE

MAKE A RESERVATION

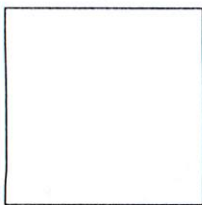
Local Information

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View Map and Transportation Options

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- Manage Your Stay
- Meetings
- Customer Care

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- * Additional taxes may apply.

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