



HIDALGO COUNTY, TEXAS APPLICATION FOR OFFICIAL TRAVEL

	DATE OF REQUEST:	10/17/12
	TOTAL NUMBER OF EMPLOYEES TRAVELING:	1
DEPARTMENT NAME:	I. T. DEPARTMENT	
NAME & TITLE OF EMPLOYEE(S) TRAVELING:	RENAN RAMIREZ	

EVENT INFORMATION

TITLE OF EVENT:	TECHSHARE PLANNING MEETING		
EVENT DATE(S) FROM:	11/28/12	TO:	11/30/12
DEPARTURE DATE:	11/28/12	RETURN DATE:	11/30/12
LOCATION OF EVENT: CITY:	FORT WORTH	STATE:	TEXAS

PURPOSE OF TRAVEL

Place an "X" by the applicable purpose of the trip.

<input type="checkbox"/>	To obtain statutorily required continuing professional education.
<input type="checkbox"/>	To obtain continuing education related to an employee's work or maintenance of a license or certification.
<input type="checkbox"/>	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.
<input type="checkbox"/>	To participate in professional organizations related to the employee or official's job assignment.
<input checked="" type="checkbox"/>	To conduct essential research & information-gathering for improvement of County operations or compliance with law.
<input type="checkbox"/>	To monitor the development of state or federal legislation or implementation of legislation that might affect the County
<input type="checkbox"/>	To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
<input type="checkbox"/>	To pursue the County's interests in litigation or criminal justice.
<input type="checkbox"/>	To promote the economic development interests of the County.
<input type="checkbox"/>	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)	\$ -		AIRFARE*
Subtotal for Object Code 584	\$ -	\$ -	BUS**
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	\$ 1,166.20		Rental Car**
3. TAXI FARE	\$ -		County Vehicle**
4. BUS FARE	\$ -		Private Vehicle**
5. RENTAL CAR	\$ 108.09		OTHER** (Specify)
6. GASOLINE/DIESEL/FUEL	\$ 60.00		* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists. ** 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.
7. MILEAGE REIMBURSEMENT	\$ -		
8. TELEPHONE CALLS	\$ -		
9. PARKING	\$ -		
10. LODGING	\$ 250.70		
11. MEALS	\$ 168.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 1,752.99		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 1,752.99	\$ -	

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:

<input type="checkbox"/>	Trip expenses are necessary and will be incurred for official county business.
<input type="checkbox"/>	Reasonable efforts to minimize the use of county funds have been explored.
<input checked="" type="checkbox"/>	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.:
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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.:
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DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):	DATE:	SIGNATURE OF DBM DEPARTMENT HEAD:
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**HIDALGO COUNTY, TEXAS
SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE
CHECK REQUEST FORM
PAGE 1 OF 2**

DEPARTMENT:	IT DEPARTMENT	If, applicable, was travel approved by Co. Exec. Officer?	
DEPARTURE DATE:	11/28/2012	RETURN DATE:	11/30/2012
TO CITY:	FORT WORTH	STATE:	TEXAS
NAME OF EMPLOYEES ATTENDING SEMINAR:	RENAN RAMIREZ		
TOTAL# OF EMPLOYEES ATTENDING SEMINAR:	1		
PURPOSE/BENEFIT TO HIDALGO COUNTY:			

A. WORKSHOP/SEMINAR REGISTRATION(S)

TITLE OF WORKSHOP/SEMINAR:	TECHSHARE PLANNING MEETING		
SPONSORED BY:	TEXAS CONFERENCE OF URBAN COUNTIES		
REGISTRATION CHECK PAYABLE TO:			
REGISTRATION ADDRESS:		SEMINAR START DATE:	11/28/2012
		SEMINAR END DATE:	11/30/2012
		PURCHASE ORDER NO.	
1. REGISTRATION COST PER EMPLOYEE:	\$ -	NO. OF EMPLOYEES ATTENDING AT THIS RATE:	
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.:	2-1100-415-00-200-001-0-584	TOTAL NO. OF EMPLOYEES ATTENDING:	1
TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) A.		\$	-
(SEE PAGE 2 FOR SECTIONS B, C, & D)		TOTAL THIS PAGE (A):	\$ -
		TOTAL 2ND PAGE (B + C + D):	\$ 1,525.00
		GRAND TOTAL (A + B + C + D)	\$ 1,525.00

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.

DEPARTMENT'S PUBLIC OFFICIAL (Signature)	DEPARTMENT'S CONTACT PERSON	PHONE #
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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.

Renan Ramirez		050229
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.



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

DEPARTMENT:	IT DEPARTMENT		
DEPARTURE DATE:	11/28/2012	RETURN DATE:	11/30/2012
TO CITY:	FORT WORTH	STATE:	TEXAS
NAME OF EMPLOYEES ATTENDING SEMINAR:	RENAN RAMIREZ		
TOTAL# OF EMPLOYEES ATTENDING SEMINAR:	1		

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:	DALLAS/FORT WORTH MARRIOTT HOTEL	HOTEL PHONE NO:	817-961-0800
ADDRESS OF HOTEL:	3300 CHAMPIONSHIP PARKWAY FORT WORTH, TEXAS 76177	CONFIRMATION NO.(S):	86628336
ROOM RATE:	\$ 125.35	PURCHASE ORDER NO.	
NUMBER OF NIGHTS:	2	GENERAL LEDGER ACCT NO:	2-1100-415-00-200-001-0-583
ROOM RATE:		TOTAL NO. OF ROOMS:	1
NUMBER OF NIGHTS:			
ROOM RATE:		HOTEL TAX RATE:	
NUMBER OF NIGHTS:			
TOTAL CHECK AMOUNT FOR HOTEL (Daily Room Rate x No. of Rooms x No. of Days x Tax Rate) B.			\$ 250.70

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	No	IF YES, EXPLAIN REASON FOR NOT UTILIZING IT? Attach memo if more space needed.	
NAME OF CAR RENTAL COMPANY:	ENTERPRISE HOLDINGS, INC		
ADDRESS OF CAR RENTAL COMPANY:	DALLAS FT WORTH AIRPORT <i>Note: Coordination of travel is required for every group of 4 or less</i>		
PHONE NUMBER OF CAR RENTAL COMPANY:	972.586.1100		
VEHICLE NO. 1 TYPE:	STANDARD	VEHICLE NO. 2 TYPE:	
DAILY CAR RATE:	\$ 54.05	DAILY CAR RATE:	
NUMBER OF DAYS:	2	NUMBER OF DAYS:	
CONFIRMATION NO.:	577480309	CONFIRMATION NO.	
VEHICLE NO. 1 - NAMES OF EMPLOYEES TRAVELING:		VEHICLE NO. 2 - NAMES OF EMPLOYEES TRAVELING:	
PURCHASE ORDER NO.		GL ACCT NO:	2-1100-415-00-200-001-0583
TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) C.			\$ 108.10

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:	UNITED AIRLINES INC		
ADDRESS OF AIRLINE COMPANY:			
PHONE NO. OF AIRLINE COMPANY:		CONFIRMATION NO.:	PGT6XZ
ROUND TRIP AIRFARE PER PERSON:	\$ 1,166.20		
NUMBER OF TRAVELERS:	1		
GENERAL LEDGER ACCOUNT NUMBER	2-1100-415-00-200-001-0-583	P.O. NO.	
TOTAL CHECK AMOUNT FOR AIRLINE COMPANY D.			\$ 1,166.20
SUBTOTAL (B+C+D)			\$ 1,525.00



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

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Renan Ramirez	EMPLOYEE I.D. NO.:	050229	EMPLOYEE TITLE:	CIO
DEPARTMENT:	Information Technology	DO YOU HAVE AN OUTSTANDING TRAVEL ADVANCE?	No		
DEPARTURE DATE:	11/28/12	RETURN DATE:	11/30/12		
TIME OF DEPARTURE:	9:00 AM	TIME OF RETURN:	7:00 PM		
TO CITY:	Fort Worth	STATE:	Texas		
SEMINAR/CONFERENCE/MEETING:	START DATE:	11/28/2012	11/30/2012	ACTUAL NO. OF DAYS	3
TITLE OF WORKSHOP/CONFERENCE:	Tech Share Planning Meeting				
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	Air	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?	Renan Ramirez				
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	No	IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?			
PURPOSE/BENEFIT TO 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		
		28-Nov	29-Nov	30-Nov							
Breakfast	\$9.00		\$9.00	\$9.00					\$18.00		
Lunch	\$12.00	\$12.00	\$12.00	\$12.00					\$36.00		
Dinner	\$18.00	\$18.00	\$18.00	\$18.00					\$54.00		
Total	\$39.00	\$30.00	\$39.00	\$39.00	\$0.00	\$0.00	\$0.00	\$0.00	\$108.00		
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	Before 8:00 a.m. (breakfast)		\$	9.00	
8:00 a.m. - 1:00 p.m. (lunch & dinner)					\$	30.00	8:00 a.m.- 6:00 p.m. (breakfast & lunch)		\$	21.00	
After 1:00 p.m. (dinner)					\$	18.00	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):											
Expense type:						3	days @	\$	20.00	\$	60.00
III. PERSONAL VEHICLE MILEAGE											
					Miles @	\$	0.500	(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: \$						
					108.00						
VII. COMMENTS:					VII. GENERAL LEDGER ACCOUNT NUMBER:						
					2-1100-415-00-200-001-0-583						

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 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.

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

Req # 00224779

PO #

Date: 10/15/12

Bill To: x
x

Vendor : 343277
CITIBANK
P.O. BOX 183173
COLUMBUS OH 43218-3173

Ship To: INFORMATION TECHNOLOGY DEPARTMENT
100 E. CANO, 4TH FLOOR
EDINBURG TX 78540

Contact: EDNA KIRBY
956-292-7010

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	EACH	DO NOT DUPLICATE ORDER AIRFARE FOR RENAN RAMIREZ HE WILL BE ATTENDING THE TECHSHARE PLANNING MEETING IN FORT WORTH, TEXAS NOVEMBER 28, 2012 THUR NOVEMBER 30,2012 e TICKET NUMBER: 0162343583777 DEPARTURE: 11/28/12 LEAVING @ 12:14PM ARRIVE @ 03:30PM RETURN: 11/30/12 LEAVING 02:28PM ARRIVE 05:53PM Account No _____ 2-1100-415-00-200-001-0-583	1,166.20	1,166.20
			Encumbrance	
			1,166.20	
			Freight	.00
			Total	1,166.20
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

Edna Kirby

From: United Airlines, Inc. [unitedairlines@united.com]
Sent: Tuesday, October 16, 2012 9:18 AM
To: NIELDA.CAVAZOS@CO.HIDALGO.TX.US
Subject: eTicket Itinerary and Receipt for Confirmation PGT6XZ



A STAR ALLIANCE MEMBER

Confirmation:
PGT6XZ
[Check-In >](#)

Issue Date: October 16, 2012

Traveler	eTicket Number	Frequent Flyer	Seats
RAMIREZ/RENAN	0162343583777		25D/11C/10C/10B

FLIGHT INFORMATION

Day, Date	Flight	Class	Departure City and Time	Arrival City and Time	Aircraft	Meal
Wed, 28NOV12	UA1507	B	MCALLEN, TX (MFE) 12:14 PM	HOUSTON, TX (IAH -BUSH INTL) 1:28 PM	737-500	
Wed, 28NOV12	UA5166	B	HOUSTON, TX (IAH -BUSH INTL) 2:16 PM	DALLAS/FORT WORTH, TX (DFW) 3:30 PM	CRJ-700	
Flight operated by SKYWEST AIRLINES doing business as UNITED EXPRESS.						
Fri, 30NOV12	UA5195	B	DALLAS/FORT WORTH, TX (DFW) 2:28 PM	HOUSTON, TX (IAH -BUSH INTL) 3:39 PM	CRJ-700	
Flight operated by SKYWEST AIRLINES doing business as UNITED EXPRESS.						
Fri, 30NOV12	UA4505	B	HOUSTON, TX (IAH -BUSH INTL) 4:40 PM	MCALLEN, TX (MFE) 5:53 PM	ERJ-145	
Flight operated by EXPRESSJET AIRLINES INC doing business as UNITED EXPRESS.						

FARE INFORMATION

Fare Breakdown		Form of Payment:	
Airfare:	1,047.44 USD	MASTERCARD	
U.S. Federal Transportation Tax:	78.56	Last Four Digits 6657	
U.S. Flight Segment Tax:	15.20		
September 11th Security Fee:	10.00		
U.S. Passenger Facility Charge:	15.00		
Per Person Total:	1,166.20 USD		
eTicket Total:	1,166.20 USD		

The airfare you paid on this itinerary totals: 1,047.44 USD

The taxes, fees, and surcharges paid total: 118.76 USD

Fare Rules: Additional charges may apply for changes in addition to any fare rules listed.

/-REFUNDABLE-/

Baggage allowance and charges for this itinerary.

Baggage fees are per traveler

Origin and destination for checked baggage	1 st bag	2 nd bag	Max wt / dim per piece
11/28/2012 McAllen, TX (MFE) to Dallas/Fort Worth, TX	25.00	35.00	50.0lbs (23.0kg) - 62.0in

(DFW)	USD	USD	(157.0cm)
11/30/2012 Dallas/Fort Worth, TX (DFW) to McAllen, TX	25.00	35.00	50.0lbs (23.0kg) - 62.0in
(MFE)	USD	USD	(157.0cm)

Additional Baggage Information

Carry-on baggage information

United accepts one carry-on item of no more than 45 linear inches or 114 linear centimeters in the aircraft cabin, along with one personal item (such as a shoulder or laptop bag).

Due to FAA regulations, operating carriers may have different carry-on requirements. Please check with the operating carrier for more information or go to united.com.

General Baggage Information

First and second bag service charges do not apply to active-duty members of the U.S. military and their accompanying dependents. For additional information regarding baggage charges allowances, weight/size restrictions, exceptions or embargoes, or charges for overweight, oversized, excess, odd-sized baggage, special items or sporting equipment, visit united.com/baggage.

eTicket Reminders

- **Check-in Requirement** - Bags must be checked and boarding passes obtained at least 30 minutes prior to scheduled departure. Baggage will not be accepted and advance seat assignments may be cancelled if this condition is not met.
EXCEPTION: when departing from Atlanta, Chicago, Cleveland, Denver, Houston, Kona, Las Vegas, Los Angeles, Newark, Orlando, Philadelphia, Reno, San Francisco, Seattle or Tampa, the check in requirement time for Passengers and Bags is 45 minutes
- **Boarding Requirement** - Passengers must be prepared to board at the departure gate with their boarding pass at least 15 minutes prior to scheduled departure.
- Failure to meet the **Boarding Requirements** may result in cancellation of reservations, denied boarding, removal of checked baggage from the aircraft and loss of eligibility for denied boarding compensation.
- Bring your boarding pass or this eTicket Receipt along with [photo identification](#) to the airport.
- The FAA now restricts carry-on baggage to one bag plus one personal item (purse, briefcase, laptop computer, etc.) per passenger.
- For up to the minute flight information, sign-up for your Flight Status E-mail at united.com or call 1-800-784-4444; in Spanish 1-800-579-3938.
- If flight segments are not flown in order, your reservation will be cancelled. Rebooking will be subject to the fare rules governing your ticket.
- For the most current status of your reservation, flights and other important policies, go to united.com.
- Your eTicket is non transferable and valid for 1 year from the issue date unless otherwise noted in the fare rules above.

Customer Care Contact Information

We welcome your compliments, comments or complaints regarding United or a United travel experience. You may contact us using our Customer Care contact form at united.com

Proud Member of Star Alliance

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Food for Purchase Now Available

Satisfy your cravings with something tasty from our new In-Flight Menu. Snacks or freshly prepared selections are available for purchase on most flights between two and a half and six and a half hours.

Split terminal operations

While we continue combining our airline, some stations will operate in multiple terminals. Be sure to check your flight status to ensure you arrive at the right terminal before your flight. You can check flight status and gate information at

united.com or on the go with mobile.united.com or the United App.

Effective with our March 3 move to a single reservation system, our operations will be split in the following airports. Baltimore MD, Geneva Switzerland, London Heathrow England, Madrid Spain, Kansas City MO, New Orleans LA,

San Diego CA, San Antonio TX, San Jose del Cabo Mexico, New York LaGuardia NY, Washington DC Regan National, Boston MA.
See united.com for where to check in at each airport

IMPORTANT CONSUMER NOTICES

- **Incorporated Terms** - Your travel is subject to United's Contract of Carriage terms. The Contract is available for inspection at any UA ticketing facility, united.com or by calling 1-800-UNITED-1. Passengers have the right to receive the full text of the terms incorporated by reference free of charge by mail or other delivery service. The Contract terms include rules about limits on liability for personal injury or death and for loss, damage, or delay of goods and baggage, check-in times, overbooking, security issues, reservations, denial of carriage, refunds, claims limits and restrictions, including time limitations for filing a claim or lawsuit, and schedule changes and irregularities. The [Contract of Carriage](#) contains further detail of these terms.
- **Additional Terms** - Depending on the rules applicable to the fare paid, one or more restrictions including, but not limited to one or more of the following, may apply to your travel: (1) the ticket may not be refundable but may be exchangeable for a fee with another restricted fare ticket meeting all the rules/restrictions of the original ticket (including the payment of any difference in fares); (2) a fee may apply for changing/canceling reservations; or (3) travel may be restricted to specific flights and/or times and minimum and/or maximum stay may be required.
- **Baggage Liability** - On domestic flights, United's maximum liability limit for checked baggage is \$3300 USD per passenger and United excludes liability for all unchecked baggage. For travel within the U.S., United excludes liability for fragile, valuable or perishable items carried in all baggage including jewelry, computers, cash, camera equipment and similar valuables. If any of these items are lost, damaged or delayed, you will not be entitled to any reimbursement. You can declare excess valuation on certain baggage at the airport, additional fees will apply.
- **ADVICE TO INTERNATIONAL PASSENGERS ON CARRIER LIABILITY** - Passengers on a journey involving an ultimate destination or stop in a country other than the country of departure are advised that international treaties known as the Montreal Convention, or its predecessor, the Warsaw Convention, including its amendments, may apply to the entire journey, including any portion thereof within a country. For such passengers, the treaty, including special contracts of carriage embodied in applicable tariffs, governs and may limit the liability of the Carrier in respect of death of or injury to passengers, and for destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.
- **Notice—Overbooking of Flights** - Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for compensation of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, including failure to comply with the carrier's check-in deadline which are available upon request from the air carrier, persons denied boarding involuntarily are entitled to compensation. *The complete rules for the payment of compensation and each airline's boarding priorities are available at all airport ticket counters and boarding locations. Some airlines do not apply these consumer protections to travel from some foreign countries, although other consumer protections may be available. Check with your airline or your travel agent.*
- **Personal Health** - For important health tips before your flight, including information on a serious condition called [Deep Vein Thrombosis](#), please go to united.com.

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Please do not reply to this message using the "reply" address.
For assistance, please contact United Airlines via telephone or via e-mail.

Requisition

Req # 00224781

PO #

Date: 10/15/12

Bill To: x
x

Vendor : 396095
ENTERPRISE HOLDINGS, INC.
EAN HOLDINGS, LLC
4210 SOUTH CONGRESS AVENUE
AUSTIN TX 78745

Ship To: INFORMATION TECHNOLOGY DEPARTMENT
100 E. CANO, 4TH FLOOR
EDINBURG TX 78540

Contact: EDNA KIRBY
956-292-7010

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	EACH	DO NOT DUPLICATE ORDER RENTAL CAR FOR RENAN RAMIREZ WILL BE ATTENDING THE TECHSHARE PLANNING MEETING IN FORT WORTH, TEXAS NOVEMBER 28, 2012 THUR NOVEMBER 30,2012 2 DAY @ \$35.50 USD \$ 71.00 USD FACILITY CHARGE 4.00/DAY \$ 8.00 USD CUSTOMER TRANSPORTATION CHARGE \$ 4.40 USD CONCESSION FEE RECOVERY 11.11 PCT \$ 7.89 USD EULESS SPORTS VENUE TAX 5 PCT \$ 4.70 USD TEXAS REIMBURSEMENT FEE 1.35/DAY \$ 2.70 USD MOTOR VEH RENTAL TAX \$ 9.40 USD * Total Charges \$ 108.09 USD Account No _____ 2-1100-415-00-200-001-0-583 REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233	108.09	108.09
			Encumbrance	
			108.09	
			Freight	.00
			Total	108.09

Authorized By: _____



Enterprise Plus Emerald Club

RED.
224781

Modify Reservation **Verify Changes to Confirmation #577480309.**

Confirmation # 577480309 [Exit, No Changes](#) [Cancel Reservation](#)

Special Section

HIDALGO COUNTY PURCHASING

Location Details [change](#)

Pick Up Location
DALLAS FT WORTH AIRPORT
DFW AIRPORT, TX
75261-3109
Tel.: (972) 586-1100

Dates & Times [change](#)

Pick Up
Nov 28, 2012 @ 3:30 pm

Return
Nov 30, 2012 @ 2:00 pm

Vehicle Class [change](#)
Standard

Renter's Age [change](#)
25 and Up

Renter's Information [change](#)
RENAN RAMIREZ
Tel.: (956) 318-2626
NIELDA.CAVAZOS@CO.HIDALGO.TX.US

Total Cost Estimate

For a(n) **Standard rental** (Ford Fusion or similar).

2 Day @ \$ 35.50 USD	\$ 71.00 USD
Drop Charge	\$ 0.00 USD
COLLISION DAMAGE WAIVER FULL	Included
SUPPLEMENTAL LIABILITY PROTECTION	Included
FACILITY CHARGE 4.00/DAY	\$ 8.00 USD
CUSTOMER TRANSPORTATION CHARGE	\$ 4.40 USD
CONCESSION FEE RECOVERY 11.11 PCT	\$ 7.89 USD
EULESS SPORTS VENUE TAX 5 PCT	\$ 4.70 USD
TEXAS REIMBURSEMENT FEE 1.35/DAY	\$ 2.70 USD
MOTOR VEH RENTAL TAX	\$ 9.40 USD
* Total Charges	\$ 108.09 USD

Additional surcharges, local taxes, etc. may apply.

Standard
Ford Fusion or similar

Add Optional Items

GPS	\$ 10.99 USD / Day	Add
	\$ 169.99 USD Max/Rental	
Child toddler seat	\$ 8.95 USD / Day	Add
	\$ 60.00 USD Max/Rental	

Explore Protection Products

Damage Waiver	Included in price
Loss Damage Waiver	Included in price
Supplemental Liability Protection	Included in price

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.

Shuttle Policy

PROCEED TO THE LOWER LEVEL FROM BAGGAGE CLAM AND TAKE THE BLUE AND WHITE RENTAL CAR SHUTTLE BUS. THE RENTAL CAR CENTER IS 7-10 MINUTES FROM THE TERMINAL.

Important Information About Your Rental

- MILEAGE IS UNLIMITED FOR STATE OF TEXAS BUSINESS USE ON CONTRACTED CAR CLASSES. FOR ONE WAY RENTALS, MILEAGE IS UNLIMITED MILES WHEN BOOKING ONE WAY RENTALS IN TEXAS AND RETURNING IN TEXAS. ALL OTHER ONE WAY RENTALS WILL INCLUDE 0 FREE MILES WITH A \$40 PER MILE CHARGE.
- ALL STATE DRIVERS MUST BE 18 YEARS OF AGE OR OLDER FOR CONTRACTED CAR CLASSES FOR BUSINESS USE, 21 AND UP FOR 12-15 PASSENGER VANS.
- THERE ARE NO ADDITIONAL FEES FOR STATE RENTERS WITH VALID ID OR A SPOUSE OR DOMESTIC PARTNER.
- IF YOU OR ANY DRIVER OPERATE THE RENTAL VEHICLE IN NORTHERN CALIFORNIA, COLORADO, FLORIDA, NORTH CAROLINA, TEXAS, WASHINGTON STATE, OR BRITISH COLUMBIA, CANADA, AND GENERATE AN UNPAID TOLL, YOU WILL BE CHARGED OUR TOLL PASS CONVENIENCE CHARGE OF \$2.95 FOR EACH DAY YOU USE A TOLL ROAD OR BRIDGE PLUS THE COST OF ALL UNPAID TOLLS. THE MAXIMUM TOLL PASS CONVENIENCE CHARGE FOR THE RENTAL PERIOD IS \$14.75, PLUS THE COST OF ALL UNPAID TOLLS. FOR INFORMATION CALL (877) 880-1258. 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 AN ADMINISTRATIVE CHARGE OF UP TO \$25.00 PER RENTAL. TOLL ROAD USAGE PROGRAM WWW.HTALLC.COM/ENTERPRISE. ESPANOL: WWW.ES.HTALLC.COM/ENTERPRISE. FRANCIS: WWW.FR.HTALLC.COM/ENTERPRISE. PORTUGUES: WWW.PT.HTALLC.COM/ENTERPRISE.

[Exit, No Changes](#) [Cancel Reservation](#)



SEARCH FLIGHTS → CHOOSE FLIGHTS → **TRIP ITINERARY** → TRAVELER INFORMATION → COMPLETE PURCHASE → CONFIRMATION

Review Trip Itinerary

Fare Details 1 Adults (age 18 to 64) \$1,126.00 Additional Taxes/Fees \$40.20 Total Price \$1,166.20			Total Ticket Price \$1,166.20 Card Statement Credit ▶ -\$50.00 Total After Savings \$1,116.20
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Flight Details

Wed., Nov. 28, 2012 | McAllen, TX (MFE) to Dallas/Fort Worth, TX (DFW)

Depart: 12:14 p.m. Wed., Nov. 28, 2012 McAllen, TX (MFE)	Arrive: 1:28 p.m. Wed., Nov. 28, 2012 Houston, TX (IAH - Intercontinental)	Flight Time: 1 hr 14 mn	Award Miles/ Premier Qualifying*: 316 /150%	Flight: UA1507 Aircraft: Boeing 737-500 Fare Class: United Economy (B) Meal: None No Special Meal Offered. Premier Instant Upgrade Fare
Change Planes. Connect time in Houston, TX (IAH - Intercontinental) is 48 minutes.				
Depart: 2:16 p.m. Wed., Nov. 28, 2012 Houston, TX (IAH - Intercontinental)	Arrive: 3:30 p.m. Wed., Nov. 28, 2012 Dallas/Fort Worth, TX (DFW)	Flight Time: 1 hr 14 mn Travel Time: 3 hr 16 mn	Award Miles/ Premier Qualifying*: 224 /150% Total Award Miles: 540	Flight: UA5166 Operated by SKYWEST DBA UNITED EXPRESS. Aircraft: Canadair Regional Jet 700 Fare Class: United Economy (B) Meal: None No Special Meal Offered. Premier Instant Upgrade Fare

Fri., Nov. 30, 2012 | Dallas/Fort Worth, TX (DFW) to McAllen, TX (MFE)

Depart: 2:28 p.m. Fri., Nov. 30, 2012 Dallas/Fort Worth, TX (DFW)	Arrive: 3:39 p.m. Fri., Nov. 30, 2012 Houston, TX (IAH - Intercontinental)	Flight Time: 1 hr 11 mn	Award Miles/ Premier Qualifying*: 224 /150%	Flight: UA5195 Operated by SKYWEST DBA UNITED EXPRESS. Aircraft: Canadair Regional Jet 700 Fare Class: United Economy (B) Meal: None No Special Meal Offered. Premier Instant Upgrade Fare
Change Planes. Connect time in Houston, TX (IAH - Intercontinental) is 1 hour 1 minute.				
Depart: 4:40 p.m. Fri., Nov. 30, 2012 Houston, TX (IAH - Intercontinental)	Arrive: 5:53 p.m. Fri., Nov. 30, 2012 McAllen, TX (MFE)	Flight Time: 1 hr 13 mn Travel Time: 3 hr 25 mn	Award Miles/ Premier Qualifying*: 316 /150% Total Award Miles: 540	Flight: UA4505 Operated by EXPRESSJET AIRLINES DBA UNITED EXPRESS. Aircraft: Embraer RJ145 Fare Class: United Economy (B) Meal: None No Special Meal Offered.

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MileagePlus Number or Username: PIN or Password: <input type="text"/> Forgot Your MileagePlus Number? Forgot Your PIN? Forgot Password?	Continue Without Signing In If you are a MileagePlus member and do not wish to sign in to your account, you can enter your MileagePlus number on the next page for mileage credit.
<input type="checkbox"/> Remember Me	Not a MileagePlus member? You'll have the opportunity to enroll in our frequent flyer program at the end of the booking process if you wish.

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Edna Kirby

√ 403237

From: 'Marriott Hotels & Resorts Reservation' [reservations@marriott.com]
Sent: Tuesday, October 16, 2012 9:19 AM
To: NIELDA.CAVAZOS@CO.HIDALGO.TX.US
Subject: Dallas/Fort Worth Marriott Hotel & Golf Club at Champions Circle Reservation Confirmation #86628336



Dallas/Fort Worth Marriott Hotel & Golf Club at Champions Circle

3300 Championship Parkway,
 Fort Worth, Texas 76177 USA
 Phone: 1-817-961-0800 Fax: 1-817-497-3011



Reservation for RENAN RAMIREZ

Confirmation Number: 86628336
Check-in: Wednesday, November 28, 2012 (03:00 PM)
Check-out: Friday, November 30, 2012 (12:00 PM)

[View hotel website](#)
[Modify or Cancel reservation](#)

[Driving Directions](#)
[Maps & Transportation](#)

Reservation Confirmation

Dear RENAN RAMIREZ,

We are pleased to confirm your reservation with Marriott. Below is a summary of your booking and room information. We look forward to making your stay gratifying and memorable. When you're traveling away from home you can always count on Marriott.

Dallas/Fort Worth Marriott Hotel & Golf Club at Champions Circle

Planning Your Trip

Check out some of Fort Worth's top attractions
 Book with Hertz: Save up to 35% and Earn 500 Rewards Points
 Book Cars, Tours & More - get great rates on local tours and attractions

Reservation Details

Confirmation Number: 86628336
Your hotel: Dallas/Fort Worth Marriott Hotel & Golf Club at Champions Circle
Check-in: Wednesday, November 28, 2012 (03:00 PM)
Check-out: Friday, November 30, 2012 (12:00 PM)
Room type: Standard Room, Guest room, 1 King or 2 Double, Skyline view

Number of rooms: 1
Guests per room: 1
Guest name: RENAN RAMIREZ
Reservation confirmed: Tuesday, October 16, 2012 (14:19:00 GMT)
Guarantee method: Credit card guarantee, Master Card

Special request(s):
 • 1 King Bed, Sold Out/Not Guaranteed

Summary of Room Charges	Cost per night per room (USD)
Wednesday, November 28, 2012 - Friday, November 30, 2012 (2 nights)	109.00

TX CONF. URBAN CNTYS	
Estimated government taxes and fees	16.35
Total for stay (for all rooms)	250.70
<ul style="list-style-type: none"> • Complimentary on-site parking • Changes in taxes or fees implemented after booking will affect the total room price. 	

You may modify or cancel your reservation online (see details below), or call 1-800-228-9290 in the US and Canada. Elsewhere, call our worldwide telephone numbers.

Contact us if you have questions about your reservation.

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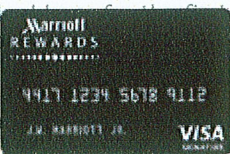
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Texas Conference of Urban Counties
 500 West 13th Street
 Austin, TX 78701
 Phone: 512/476-6174

Programs

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Texas Clean Air Working Group

TechShare

TIHCA

Public Power Pool

Member's Area

**Champions Circle 2012 Education and Policy Conference
 November 28-30, 2012**

**Marriott Hotel and Golf Club at Champions Circle
 3300 Championship Parkway
 Fort Worth, Texas, 76177
 Main Telephone: 1-817-961-0800
 Room Reservations: 1-866-348-3984
[Online Reservations](#)**

Overview

The next Urban Counties Education and Policy Conference will be held on November 28-30, 2012 at the Marriott at Champions Circle in Fort Worth, Texas.

Champions Circle 2012 will be an opportunity for urban county officials to gather in a relaxed setting for in-depth discussions of the major issues and challenges facing urban counties. It will feature a mix of top-level state and national speakers and educational programming that is tailored for the interests of county officials from urban areas. The conference will set the tone for Urban County policy for the next regular session of the Legislature and may result in policy formulation on the spot – or provide direction for the development of future policy positions.

A Premier Continuing Education Opportunity!

Champions Circle 2012 will feature a rich mix of top-level state and local speakers and programming that is tailored for the interests of urban county officials. Although the roster of speakers is still being finalized, we expect to have over eleven hours of continuing education credit for commissioners who attend the entire conference.

Who Should Attend?

Commissioners court members and county professional staff – including executive, budget, elections, information technology, and legislative staff – will all benefit from attending Champions Circle 2012. The conference provides a great opportunity to network and discuss county government issues.

Conference Registration Information

Members of the Texas Conference of Urban Counties may register for Champions Circle 2012 by calling the Urban Counties offices at (512) 476-6174. A confirmation of registration will be sent to your office with an invoice for registration fees.

Registration Fees	By September 28	After September 28
Registrant	\$390	\$440
Guest	\$120	\$140

All guests who plan to attend any of the conference sessions are asked to pay the full Registrant rate. However, if an attendee would like to bring a guest for only the evening dinners and receptions, they may join us at the Guest rate.

Registration fees for Champions Circle 2012 include the following:

- o Wednesday evening Welcome Reception, and Keynote Dinner;
- o Thursday breakfast, general sessions and break-outs, Membership Luncheon, Sponsors' Reception and evening entertainment; and
- o Friday breakfast and general sessions.

Friday lunch will not be provided.

A single-day rate is not available at this time.

Room Reservations

Conference participants will need to make their own hotel reservations. A special conference rate of **\$109** (plus

tax) per night has been negotiated for the conference. You may make your room reservations by calling the hotel directly at 1-866-348-3984 or by clicking [here](#). Please request the Texas Conference of Urban Counties room block to get the special conference rate.

Room reservations must be made by October 31, 2012 in order to receive the reduced rate for the conference. Room space is limited, so make your reservations as soon as possible to ensure your participation at Champions Circle 2012.

Conference Schedule

Wednesday, November 28, 2012

Please join us early for a golf tournament at the pristine Jay Morrish golf course. Tee-times will start at 12:00pm on Wednesday, November 28. Please note that spaces are extremely limited, so sign up early. Just be sure to mention that you would like to play when you register for the conference. Tournament organizers will assemble teams according to player handicaps, but if you have any special requests please let us know. Green fees are included in your conference registration.

Following the golf tournament, Champions Circle 2012 will kick off with a Welcome Reception and our Keynote Dinner. More details will be posted as they are confirmed.

Thursday, November 29, 2012

A full day of informative sessions are currently being scheduled. Come early for breakfast, stay all day for a variety of general and break-out sessions, and stick around for a special evening at our Sponsors' Reception. It is guaranteed to be an evening with your colleagues that you won't soon forget.

Friday, November 30, 2012

Close out the conference with a half-day of sessions.

The full agenda will be posted as soon as it is finalized.

Directions to the Hotel

From Austin/San Antonio:

- Take I-35 North towards Fort Worth.
- Take the west branch onto I-35W North.
- Take Exit 70, Dallas / Bridgeport / Airport.
- Turn left onto TX-114 West / Highway 114.
- Turn left onto Championship Pkwy.
- Arrive at Marriott Hotel & Golf Club at Champions Circle.

From Downtown Dallas:

- Take I-35E North toward Denton.
- Take TX-183 West / E John W Carpenter Fwy.
- Keep right onto TX-114 West / E John W Carpenter Fwy.
- Keep straight onto TX-114 South / TX-121 West / John W Carpenter Fwy.
- Bear right onto TX-114 West.
- Travel approximately 15 miles.
- Immediately after crossing under I-35W, turn left onto Championship Pkwy.
- Arrive at Marriott Hotel & Golf Club at Champions Circle.

From DFW Airport:

- Take North Exit out of the airport.
- Take ramp right for TX-114 West toward Ft Worth / Grapevine.
- Keep straight onto TX-114 South / TX-121 West / John W Carpenter Fwy.
- Bear right onto TX-114 West.
- Travel approximately 15 miles.
- Immediately after crossing under I-35W, turn left onto Championship Pkwy.
- Arrive at Marriott Hotel & Golf Club at Champions Circle.

From Houston:

- Take I-45 North toward Dallas.
- Take Exit 284A, take ramp right and follow signs for I-30 West 2.1
- Take Exit 44A, I-35E North toward Denton.
- Keep left onto TX-183 West / E John W Carpenter Fwy.
- Keep right onto TX-114 West / E John W Carpenter Fwy.
- Keep straight onto TX-114 South / TX-121 West / John W Carpenter Fwy.
- Bear right onto TX-114 West.
- Travel approximately 15 miles.
- Immediately after crossing under I-35W, turn left onto Championship Pkwy.
- Arrive at Marriott Hotel & Golf Club at Champions Circle.

For more information please contact the Urban Counties Office at 512.476.6174

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Edna Kirby

From: Renan Ramirez [renan.ramirez@co.hidalgo.tx.us]
Sent: Friday, October 12, 2012 1:30 PM
To: Katie Hooks
Cc: Edna Kirby
Subject: Re: REGISTRATION INFORMATION: TechShare Planning Meeting - November 28-30, 2012 at Marriott Champions Circle in Fort Worth

To: Urban Counties IT Directors, County and District Clerks, Juvenile Chiefs

In September you should have received the invitation below to attend the first annual TechShare Planning Meeting, which will be held in conjunction with the Texas Conference of Urban Counties Education and Policy Conference on November 28-30 the Marriott Hotel at Champions Circle in Fort Worth, Texas.

If you are planning to attend the TechShare Planning Meeting, you will need to register by sending the following information below to Katie Hooks at katie.hooks@cuc.org or 512.476.6174. **Registration closes on November 1, 2012** so please let us know as soon as possible if you plan to attend.

Name : Renan Ramirez

County: Hidalgo

Title: CIO

Address: 100 E. Cano / 4th Floor / IT Dept

Phone 956-457-0792

Email renan.ramirez@co.hidalgo.tx.us

Hotel Reservation or local? Reservation

Golf? (Please provide handicap, average, \$60max/ person, 12pm tee time on 11/28) **NO GOLF**

Keynote Dinner? (6-9pm on 11/28, business casual attire) - **Maybe**

Sponsors' Reception at Texas Motor Speedway? (6-8 on 11/29, casual attire, pace car rides \$10, race car rides \$125)

Spouse/ Guest? (\$120 to participate in all functions/meals throughout the entire conference, plus additional costs above) - **none**

Hotel reservations must be made directly to the Marriott Hotel at Champions Circle in Fort Worth, Texas (866.348.3984) no later than November 12, 2012. Please ask for the Texas Conference of Urban Counties room block, which will be \$109/night, but rooms are limited so please make your arrangements as soon as possible.

Additional information including a detailed schedule will be distributed closer to the meeting, but let us know if you have any questions or concerns in the meantime. Thanks so much and we look forward to seeing you in November!

Katie Hooks | TechShare

Texas Conference of Urban Counties | 500 W 13th St. | Austin TX 78701

P: 512.476.6174 | F: 512.476.5122

E: katie.hooks@cuc.org | W: www.cuc.org

 Please consider the environment before printing this email.

From: Katie Hooks **On Behalf Of** TechShare

Sent: Tuesday, September 25, 2012 3:56 PM

To: TechShare

Subject: TechShare Planning Meeting - November 28-30, 2012 at Marriott Champions Circle in Fort Worth

Importance: High

To: Urban Counties IT Directors, County and District Clerks, Juvenile Chiefs

10/17/2012

The purpose of this email is to invite you to participate in the first annual TechShare Planning Meeting, which will be held in conjunction with the Texas Conference of Urban Counties Education and Policy Conference. The Conference and TechShare Planning Meeting will be held November 28-30, 2012 at the Marriott Hotel at Champions Circle in Fort Worth, Texas.

The TechShare Planning Meeting will be designed to discuss a roadmap for TechShare in two specific areas:

1. Common Integrated Justice System

Tyler Technologies will participate in our planning session. Tyler will present their product roadmap for Odyssey and our participants will have the opportunity to provide input for Tyler's product planning purposes. In addition, the participants will receive an update on our Enterprise Modification program and discuss potential changes for the coming year. The Urban Counties will also discuss areas where we can improve our services to the counties sharing the Odyssey software through the Common Integrated Justice System.

2. TechShare.Juvenile

The Texas Juvenile Justice Department will participate in our planning session. The participants will receive an update on the status of new development for the TechShare.Juvenile software, and the status of our collaborative efforts to implement the software in Juvenile Probation Departments across Texas. In addition, participants will have the opportunity to provide feedback and suggestions that can be incorporated into the plans for improving the TechShare.Juvenile software.

The TechShare Planning Meeting will be conducted in conjunction with the Texas Conference of Urban Counties Education and Policy Conference. As such, participants in the TechShare Planning Meeting will have the opportunity to join County Judges and Commissioners in some of their educational sessions.

The TechShare Planning Meeting will begin with a Keynote Dinner on Wednesday evening, November 28. On Thursday, November 29, participants will meet as a group to discuss general TechShare topics and then in breakouts for CIJS and TechShare.Juvenile planning sessions. Thursday evening, participants are invited to a Sponsors' Reception at Texas Motor Speedway in conjunction with the Urban Counties Conference.

On Friday, November 30, the TechShare Planning Meeting will conclude with a county roundtable where each county can informally present topics of interest to other participants.

There is no fee to attend the TechShare Planning Meeting, except for optional recreational activities on Wednesday and Thursday evenings.

A limited number of guest rooms have been reserved at the Marriott Hotel at Champions Circle. We encourage participants to reserve their rooms as soon as possible as availability is limited.

We will be providing more information about the Urban Counties Education and Policy Conference and TechShare Planning Meeting over the next few days.

Please contact Ms. Katie Hooks or me with questions, suggestions, and/or for additional details.

Katie.Hooks@cuc.org

Charles.Gray@cuc.org

Regards,

Charles Gray
TechShare Program Manager
Texas Conference of Urban Counties
(512) 233-5786 (office, direct)
(512) 913-6206 (mobile)