



HIDALGO COUNTY, TEXAS APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 01/07/13
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Elections

NAME & TITLE OF EMPLOYEE(S) TRAVELING: Yvonne Ramon (Elections Administrator)

EVENT INFORMATION

TITLE OF EVENT: Election Center 2013 Special Workshop

EVENT DATE(S) FROM: 02/28/13 TO: 03/01/13

DEPARTURE DATE: 02/27/13 RETURN DATE: 03/03/13

LOCATION OF EVENT: CITY: New Orleans STATE: Louisiana

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 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.

Note:

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)	\$ 419.00		AIRFARE*
Subtotal for Object Code 584	\$ 419.00	\$	BUS**
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	\$ -		Rental Car**
3. TAXI FARE	\$ -		County Vehicle**
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			
11. MEALS			
12. OTHER EXPENSES			
Subtotal for Object Code 583	\$ -		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 419.00	\$	

Registration
Req: 228737

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.:

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.:
<u>Janie Alejos</u>	<u>1-15-13</u>		<u>292-7025</u>
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):	DATE:	SIGNATURE OF DBM DEPARTMENT HEAD:	



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

DEPARTMENT:	Elections	If, applicable, was travel approved by Co. Exec. Officer?	No
DEPARTURE DATE:	2/27/2013	RETURN DATE:	3/3/2013
TO CITY:	New Orleans	STATE:	Louisiana
NAME OF EMPLOYEES ATTENDING SEMINAR:	Yvonne Ramon		
TOTAL# OF EMPLOYEES ATTENDING SEMINAR:	1		
PURPOSE/BENEFIT TO HIDALGO COUNTY:	Texas Association of Elections Administrators 2011 Midwinter Conference		

A. WORKSHOP/SEMINAR REGISTRATION(S)

TITLE OF WORKSHOP/SEMINAR:	Elections Center Special Workshop		
SPONSORED BY:	Texas Association of Elections Administrators		
REGISTRATION CHECK PAYABLE TO:	Texas Association of Elections Administrators		
REGISTRATION ADDRESS:	The Election Center	SEMINAR START DATE:	2/27/2013
	Conference Office P.O. Box 965	SEMINAR END DATE:	3/3/2013
	Elk Grove, CA 95759	PURCHASE ORDER NO.	Req# 228737
1. REGISTRATION COST PER EMPLOYEE:	\$ 419.00	NO. OF EMPLOYEES ATTENDING AT THIS RATE:	1
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.:	3#1100-414-00-130-001-0-584	TOTAL NO. OF EMPLOYEES ATTENDING:	1
TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) A.	\$	419.00	
(SEE PAGE 2 FOR SECTIONS B, C, & D)	TOTAL THIS PAGE (A):	\$	419.00
	TOTAL 2ND PAGE (B + C + D):		#VALUE!
	GRAND TOTAL (A + B + C + D)		#VALUE!

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.

EMPLOYEE NAME (PRINT)		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.

enter
ELECTION PROGRAM

February 2-3, 2013
(person registering)

Male Female

FAX _____
(in cents)

Do you have a conference office?

Tuition

Registration fee: \$399
Materials fee: \$499

Programs fee: \$399
Materials fee: \$499

Materials fee: \$399
Materials fee: \$499

FEBRUARY 15, 2013
Registration fee after February 15, 2013 will be \$499. Sorry, we cannot invoice.

Registration stating reason for late registration: **NO LATER THAN** full credit toward a class, calendar year 2013 less a given for cancellations on

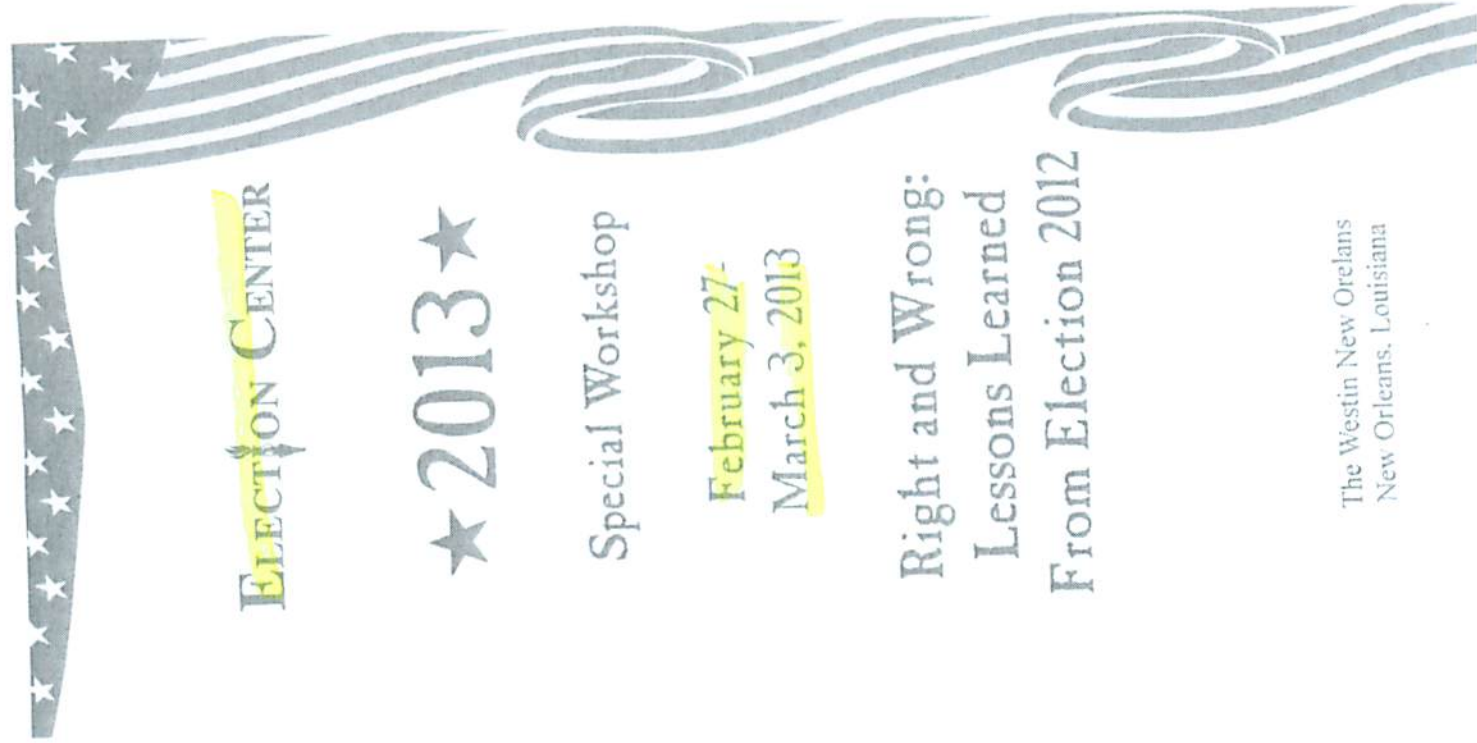
Registration fee before

REQUIRES A SIGNATURE AND CANNOT BE ACCEPTED

Phone: (916) 686-7928
Fax: 54-1578880

Nonprofit Org.
U.S. Postage
PAID
Sacramento, CA
Permit No. 1250

ELECTION CENTER
Conference Office
P.O. Box 965
Elk Grove, CA 95759



ELECTION CENTER

★2013★

Special Workshop

February 27-

March 3, 2013

Right and Wrong:
Lessons Learned
From Election 2012

The Westin New Orleans
New Orleans, Louisiana

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9-10	The 2012 Presidential Election Survey Status
10-11	Voter Registration and Elections Litigation from 2012
11-11:30	Break
11:30-12:30	New Ideas and Suggestions for Voters Needing Assistance (And update of RAAV activities)
12:30-2	No Host Lunch
2-3	Presidential Election Clearinghouse Issues from The Election Assistance Commission
3-4	2012 Recounts and Contested Elections: Lessons Learned
4-4:30	Suggestions for 2013 Activities in the Voter Registration and Election Office
Saturday, March 2, 2013	Registration Desk
8-9	Course VII Facilitating Voter Participation
9-4:30	Course VIII Implementation of New Programs
9-4:30	Course XV Training in Elections
12-1:30	Hosted Lunch
Sunday, March 3, 2013	Courses Continued
8-11	Course VII
	Course VIII
	Course XV

REGISTRATION
The Election Center
Special Workshop

New Orleans, Louisiana
 February 28-March 1, 2013

(Please use a separate form for each person registering.)

Name _____
 (Address and office phone number provided will be printed on the attendee list and distributed to conference participants)

Address _____

City/State/Zip _____

Telephone: Office _____

Home _____

Fax _____

If you are a member of The Election Center, please include your membership number here _____

Are you a CERA graduate? Yes _____ No _____
 If Yes, what year? _____

Registration and checks received by the conference office no later than February 15, 2013:

Gold, Silver, Blue, Associate and NACRC \$119

Non-Members \$519

Registrations and checks received after February 15, 2013 or at the workshop:

Gold, Silver, Blue, Associate and NACRC \$519

Non-Members \$619

Registration Fee Enclosed \$ _____

CANCELLATION POLICY: Written cancellation-stating reason for some must be received by the conference office no later than February 15, 2013 in order to receive full credit toward a class, workshop, or conference to be used during the next calendar year less a \$50 processing fee. There will be no credit given for cancellations received on or after February 16, 2013.

Please return completed form and check so that they are received no later than February 15, 2013 in order to avoid the additional fee to:

The Election Center
 Conference Office
 P.O. Box 965
 Elk Grove, CA, 95759

Please do not send mail that requires a signature for delivery. This mail cannot be accepted.

To pay by credit card, see electioncenter.org

For additional information, please call Pat Hawkins at (916) 686-7928.

The Election Center's Federal I.D. Number is 54-1578880.

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THE WESTIN
NEW ORLEANS
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THE WESTIN NEW ORLEANS CANAL PLACE WOULD LIKE TO WELCOME YOU AS A PARTICIPANT IN

The Election Center Special Workshop

February 27-March 3, 2013

RESERVATIONS FOR THIS GROUP MUST BE RECEIVED BY THE CUT OFF DATE OF FEBRUARY 6, 2013. ALL RESERVATIONS WILL BE ACCEPTED ON A SPACE AND RATE AVAILABILITY BASIS.

(You will be contacted should the group rate not be available)

PLEASE COMPLETE ALL OF THE FOLLOWING INFORMATION TO CONFIRM YOUR RESERVATION AND TO ENSURE A SPEEDY CHECK-IN.

Arrival Date _____ Departure Date _____
Official check-in time is 3:00pm but we try to accommodate early arrivals, so please let us know arrival times. Departure time is 12:00 noon.

Name _____

Organization/Company _____

Address _____

City/State/Zip _____

Phone (____) _____ Fax (____) _____

Email _____

**** Room rate is \$169 plus tax**

Number of rooms _____ Number of people _____
(\$70 additional charge per adult over 2 people)

Preferred Bedding: _____ 1 King Bed _____ 1 Double Bed _____
(Your seating preferences will be noted on your records, but is not determined until check-in)

Starwood Preferred Guest Number _____

ALL RESERVATIONS MUST BE ACCOMPANIED BY FORM OF GUARANTEE. THE FIRST NIGHT DEPOSIT IS NOT REFUNDABLE.

American Express Discover Visa MasterCard

Credit Card Number _____

Exp Date _____

Print name as it appears on card _____

Signature _____

Fax or email this form to us:
Fax Number: 504-556-5333 or email this form to:
504.westin@westinneworleans.com
Westin New Orleans Canal Place
100 Rue Iberville New Orleans, LA Phone Number 504-556-7065

IMPORTANT WORKSHOP INFORMATION

Registration deadlines

Hotel: February 6, 2013

(However, if the block of rooms sells out before the deadline, rooms may not be available, or may only be available at a much higher rate.)

Workshop: February 15, 2013

(In order to obtain the discounted rate, the registration form and registration fee must be received.....not postmarked, no later than February 15, 2013. Please do not send mail that requires a signature. It cannot be accepted.)

Classes: February 15, 2013

(In order to obtain the discounted rate, the registration form and tuition fee must be received ... not postmarked, no later than February 15. Please do not send mail that requires a signature. It cannot be accepted.) There will be no on-site registration for classes only, as seating is limited.

On Site Registration

Because of security concerns, a computer generated name badge is required to enter the classes.

workshop and lunch areas. On Site Registration may delay admission to the workshop. **PLEASE REGISTER IN ADVANCE TO AVOID LATE CHARGES AND A DELAY IN BEING ADMITTED INTO THE WORKSHOP.** Your advance registration also allows us to better plan for food and beverage functions, seating and training materials. *Thank you very much for your cooperation.*

Please use FedEx for overnight mail. If you need a FedEx mailing address, please call Pat Hawkins at (916) 686-7928.

registering)

will be printed participants)

please include

office no

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**COURSE #7
FACILITATING VOTER PARTICIPATION**

Instructor: Mitchell Brown, Ph.D.
Auburn University
Auburn, AL

Saturday, March 2, 2013 9:00 a.m. - 4:30 p.m.
Sunday, March 3, 2013 8:00 a.m. - 11:00 a.m.

In the United States, participation in elections is essential to the proper functioning of the democratic process. This course discusses who votes, who doesn't, and why. It enables officials to measure participation and why it is important to the democratic process. It also gives suggestions on how administrators might motivate citizens in their area to register and vote.

**COURSE #8
IMPLEMENTATION OF NEW PROGRAMS**

Instructor: Robert Montjoy, Ph.D.
University of New Orleans
New Orleans, Louisiana

Saturday, March 2, 2013 9:00 a.m. - 4:30 p.m.
Sunday, March 3, 2013 8:00 a.m. - 11:00 a.m.

Knowing what needs to be done is only the beginning. Implementation is a system of organizational structures, processes, and routines that put an idea into action. Without implementation, no real change occurs. Unless implementation is successful, the good idea quickly takes a turn for the worse. This course works with actions taken to carry out policies related to election administration and voter registration such as a new on-time project, a new continuous program, or a change to an existing program.



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 01/07/13
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Elections

NAME & TITLE OF EMPLOYEE(S) TRAVELING: Yvonne Ramon (Elections Administrator)

EVENT INFORMATION

TITLE OF EVENT: Election Center Professional Education Program
EVENT DATE(S) FROM: 03/02/13 TO: 03/03/13
DEPARTURE DATE: 02/27/13 RETURN DATE: 03/03/13
LOCATION OF EVENT: CITY: New Orleans STATE: Louisiana

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.

Note:

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE	MODE OF TRAVEL an "X" by applicable mode of travel) (Place
1. REGISTRATION FEE(S)	\$ 399.00		AIRFARE* <u>X</u>
Subtotal for Object Code 584	\$ 399.00	\$	BUS**
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	\$ 1,278.60		Rental Car** <u>X</u>
3. TAXI FARE	\$ -		County Vehicle**
4. BUS FARE	\$ -		Private Vehicle**
5. RENTAL CAR	\$ 320.43		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	\$ -		** 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.
8. TELEPHONE CALLS	\$ -		
9. PARKING	\$ -		
10. LODGING	\$ 771.88		
11. MEALS	\$ 195.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 2,565.91	\$	
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 2,964.91	\$	
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: Yvonne Ramon DATE: _____ DEPARTMENT CONTACT PERSON: _____ PHONE NO.: _____

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): <u>Janie Alejos</u>	DATE: <u>1-15-13</u>	REVIEWER'S SIGNATURE: <u>Janie Alejos</u>	PHONE NO.: <u>292-7085</u>
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):	DATE:	SIGNATURE OF DBM DEPARTMENT HEAD:	

Registration
Req: 228771

Airfair
Req: 229059

Car Rental
Req: 229045

Hotel
Req: 228538

Meals
Req: 228730



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

DEPARTMENT:	Elections	If, applicable, was travel approved by Co. Exec. Officer?	No
DEPARTURE DATE:	2/27/2013	RETURN DATE:	3/3/2013
TO CITY:	New Orleans	STATE:	Louisiana
NAME OF EMPLOYEES ATTENDING SEMINAR:	Yvonne Ramon		
TOTAL# OF EMPLOYEES ATTENDING SEMINAR:	1		
PURPOSE/BENEFIT TO HIDALGO COUNTY:	Texas Association of Elections Administrators 2011 Midwinter Conference		

A. WORKSHOP/SEMINAR REGISTRATION(S)

TITLE OF WORKSHOP/SEMINAR:	Elections Center Special Workshop		
SPONSORED BY:	Texas Association of Elections Administrators		
REGISTRATION CHECK PAYABLE TO:	Texas Association of Elections Administrators		
REGISTRATION ADDRESS:	The Election Center	SEMINAR START DATE:	2/27/2013
	Conference Office P.O. Box 965	SEMINAR END DATE:	3/3/2013
	Elk Grove, CA 95759	PURCHASE ORDER NO.	Req# 228771
1. REGISTRATION COST PER EMPLOYEE:	\$ 399.00	NO. OF EMPLOYEES ATTENDING AT THIS RATE:	1
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.:	31100-414-00-130-001-0-584	TOTAL NO. OF EMPLOYEES ATTENDING:	1
TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) A.	\$	399.00	
(SEE PAGE 2 FOR SECTIONS B, C, & D)	TOTAL THIS PAGE (A):	\$	399.00
	TOTAL 2ND PAGE (B + C + D):	\$	2,370.91
	GRAND TOTAL (A + B + C + D):	\$	2,769.91

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 #
--	-----------------------------	---------

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.

EMPLOYEE NAME (PRINT)	<i>Yvonne Ramon</i> 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: Elections
 DEPARTURE DATE: 2/27/2013 RETURN DATE: 3/3/2013
 TO CITY: New Orleans STATE: Louisiana
 NAME OF EMPLOYEES ATTENDING SEMINAR: Yvonne Ramon
 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: The Westin New Orleans Canal Place HOTEL PHONE NO: 504-566-7006
 ADDRESS OF HOTEL: 100 Rue Iberville CONFIRMATION NO.(s): 775490864
New Orleans, LA 70130
 ROOM RATE: \$ 169.00 PURCHASE ORDER NO. Req# 228838
 NUMBER OF NIGHTS: 4 GENERAL LEDGER ACCT NO: 3-1100-414-00-130-001-0-583
 ROOM RATE: _____ TOTAL NO. OF ROOMS: 1
 NUMBER OF NIGHTS: _____
 ROOM RATE: _____ HOTEL TAX RATE: 14.18%
 NUMBER OF NIGHTS: _____
 TOTAL CHECK AMOUNT FOR HOTEL(Daily Room Rate x No. of Rooms x No. of Days x Tax Rate) B. \$ 771.88

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 Rent-A-Car
 ADDRESS OF CAR RENTAL COMPANY: New Orleans Intl Airport
Note: Coordination of travel is required for every group of 4 or less 400 Rental Blvd, Kenner, LA 70062
 PHONE NUMBER OF CAR RENTAL COMPANY: 504-468-3018
 VEHICLE NO. 1 TYPE: Full Size VEHICLE NO. 2 TYPE: _____
 DAILY CAR RATE: \$ 64.08 DAILY CAR RATE: _____
 NUMBER OF DAYS: 5 NUMBER OF DAYS: _____
 CONFIRMATION NO.: _____ CONFIRMATION NO. 479878884
 VEHICLE NO. 1 - NAMES OF EMPLOYEES TRAVELING: _____ VEHICLE NO. 2 - NAMES OF EMPLOYEES TRAVELING: _____
 PURCHASE ORDER NO. Req#229045 GL ACCT NO: 3-1100-414-00-130-001-0-583
 TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) C. \$ 320.43

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: McAllen, Texas
 PHONE NO. OF AIRLINE COMPANY: _____ CONFIRMATION NO.: \$ 162,352,190,881.00
 ROUND TRIP AIRFARE PER PERSON: \$ 1,278.60
 NUMBER OF TRAVELERS: 1
 GENERAL LEDGER ACCOUNT NUMBER 3-1100-414-00-130-001-0-583 P.O. NO. _____
 TOTAL CHECK AMOUNT FOR AIRLINE COMPANY D. \$ 1,278.60

SUBTOTAL (B+C+D) \$ 2,370.91



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

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Yvonne Ramon		EMPLOYEE ID. NO.:	166626		EMPLOYEE TITLE:	Elections Administrator	
DEPARTMENT:	Elections		DO YOU HAVE AN OUTSTANDING TRAVEL ADVANCE?	No				
DEPARTURE DATE:	2/27/13		RETURN DATE:	3/3/13				
TIME OF DEPARTURE:	5:15 AM		TIME OF RETURN:	8:34 PM				
TO CITY:	New Orleans		STATE:	Louisiana				
SEMINAR/CONFERENCE/MEETING:	START DATE:	2/27/2013	END DATE:	3/3/2013	ACTUAL NO. OF DAYS	5		
TITLE OF WORKSHOP/CONFERENCE:	Election Center 2013 Special Workshop and Professional Educaiton Program							
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):			IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL.	Yes				
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?	Yvonne Ramon							
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:	Election Center 2013 Special Workshop							

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
		27-Feb	28-Feb	1-Mar	2-Mar	3-Mar			
Breakfast	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00			\$45.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00			\$60.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00			\$90.00
Total	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$0.00	\$0.00	\$195.00

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. - 6:00 p.m. (breakfast & lunch)
After 1:00 p.m. (dinner)	After 6:00 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 @ \$ 0.510 (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: \$ 195.00
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VII. COMMENTS:	VII. GENERAL LEDGER ACCOUNT NUMBER: 3 4-1100-414-00-130-001-0-583
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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)
--------------------	--	--

Rosie Diaz

From: Nielda Cavazos [nielda.cavazos@co.hidalgo.tx.us]
Sent: Tuesday, January 15, 2013 8:40 AM
To: 'Rosie Diaz'
Subject: FW: Rest easy. Your reservation has been confirmed (775490864).

PRC#
228838

Finally here you go

Thanks,

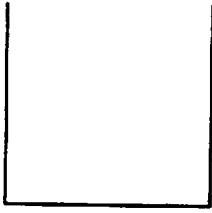
Nielda Cavazos, Travel Specialist
Hidalgo County Purchasing Department
1802 S. Bus Hwy 281
Edinburg, Texas 78539
Phone: (956)-192-7000 ext 4843
Fax: (956) 192-7612
nielda.cavazos@co.hidalgo.tx.us

\$1169. - night
676. - 4 nights
87.88 - Room
rate
tax
8. occupancy
fee

\$771.88

From: The Westin New Orleans Canal Place
[mailto:GCCUSTSERVICE@CONFIRM.STARWOODHOTELS.COM]
Sent: Tuesday, January 15, 2013 8:35 AM
To: NIELDA.CAVAZOS@CO.HIDALGO.TX.US
Subject: Rest easy. Your reservation has been confirmed (775490864).

Trouble seeing this email? View it in a browser for up-to-date reservation information, or to view in [English](#), [Français](#), [Español](#), [Deutsch](#), [日本語](#), [中文\(简体\)](#), [Italiano](#), [Português](#), [Русский](#)



The Westin New Orleans Canal Place
100 Rue Iberville,
New Orleans, Louisiana 70130 United States
Phone: (504) 566-7006 Fax: (504) 553-5120

- CONTACT US
- GUEST ROOMS
- FEATURES AND ACTIVITIES
- DINING OPTIONS
- LOCAL AREA
- DRIVING DIRECTIONS
- AREA MAP

MEETING SPACE

Greetings Yvonne,

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

Stay Well,

David Rosenberg
GENERAL MANAGER

Confirmation: 775490864

YOUR RESERVATION

Check In	27-FEB-2013 - 3:00 PM *
Check Out	03-MAR-2013 - 12:00 PM *
Number of Rooms	1
Number of Guests	1

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

YOUR ACCOMMODATIONS: ROOM 1 OF 1

Guest Name	YVONNE RAMON
Number of Adults	1
Number of Children	0

Room Description
King Bed

- Traditional Non-smoking. Smoke-free
- 37 Sq.m/400 Sq.ft
- 32 Inch Flat Screen Lcd Tv

A MESSAGE FOR YOUR STAY

A MESSAGE FROM WESTIN HOTELS & RESORTS

Pack light & stay fit with New Balance clothing & shoes to use during your stay.

A MESSAGE FROM STARWOOD PREFERRED GUEST

- Heavenly Bed And Shower
- City View
- Large Work Area

Remarks

YOUR RATE: ROOM 1 OF 1

Rates for the night of 27-Feb-13, 28-Feb-13, 01-Mar-13, 02-Mar-13

Rate Details
The Election Center/

Earn up to 18,00 bonus
Starpoints® >>

169.00 in US DOLLARS per night

Taxes
Occupancy 2.0 Usd Per Room Per Night Not In The Rate
Room Tax 13.0 Percent Per Room Per Night Not In The Rate

Guarantee and Cancellation Policies
Your room is guaranteed with a(n) MASTER CARD card.
Cancel by 6:00 PM Hotel time 3 days prior to avoid 1 Night penalty. There may be additional applicable charges and taxes.

Room taxes may be charged on penalties.

Special Services for All Rooms:
February 27, 2013 - March 03, 2013
Rate Plan: The Election Center/
MANDATORY GTD Per Room/per Stay

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

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 800-937-3461 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.

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.
One StarPoint Drive, Stamford, CT 06902 USA

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](#).

Rosie Diaz

From: Enterprise Rent-A-Car Reservations [onlinereservations@enterprise.com]
Sent: Monday, January 14, 2013 2:41 PM
To: niela.cavazos@co.hidalgo.tx.us
Subject: Confirmed: Enterprise Rent-A-Car Reservation

REA
#229045

Dear Yvonne Ramon,

Thank you for choosing Enterprise. We look forward to seeing you on Wednesday, February 27, 2013 at 10:00 am. If you didn't print your confirmation when you reserved your car, please print this Email or record your confirmation number. You may need it when you pick up your rental.

Your rental information is summarized below.

P.S. Remember us when you're renting in town. Enterprise is always nearby at more than 6,500 neighborhood locations.

RESERVATION INFORMATION

Confirmation Number: 479878884

Name: Ramon, Yvonne

Pick Up Date: Wednesday, February 27, 2013 at 10:00 am

Drop Off Date: Sunday, March 3, 2013 at 4:00 pm

Pick Up Location Address and Phone Number :

NEW ORLEANS INTL ARPT

400 RENTAL BLVD.

KENNER, LA 70062-6941

Tel.: (504) 468-3018

Pick Up Location Hours for the week of : February 25, 2013

Monday 6:00 am 11:59 pm

Tuesday 6:00 am 11:59 pm

Wednesday 6:00 am 11:59 pm

Thursday 6:00 am 11:59 pm

Friday 6:00 am 11:59 pm

Saturday 6:00 am 11:59 pm

Sunday 6:00 am 11:59 pm

Car and Rate Information for HIDALGO COUNTY PURCHASING:
Full Size

Chevy Impala, Nissan Altima, Dodge Charger or similar

232.50 USD (5 Day @ 46.50)

0.00 USD (Drop Charge)

0.00 USD (COLLISION DAMAGE WAIVER FULL)

0.00 USD (SUPPLEMENTAL LIABILITY
PROTECTION)

31.00 USD (CUSTOMER FACILITY CHARGE
6.20/DAY)
25.83 USD (AIRPORT CONCESSION FEE RECOVERY)
11.57 USD (STATE SALES TAX)
19.53 USD (JEFFERSON PARISH TAX)
Total Charges 320.43 USD

Additional surcharges, local taxes, etc. may apply.

ENTERPRISE PICK-UP POLICY

COUNTER IN TERMINAL. SHUTTLE WILL BE PROVIDED TO
RENTAL VEHICLE.

ENTERPRISE MILEAGE POLICY

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.

ENTERPRISE AGE POLICY

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.

ENTERPRISE ADDITIONAL DRIVER POLICY

THERE ARE NO ADDITIONAL FEES FOR STATE RENTERS WITH VALID ID OR A SPOUSE OR DOMESTIC PARTNER.

ENTERPRISE AFTER HOURS POLICY

THE ENTERPRISE OFFICE OPENS AT 4AM FOR RETURN SERVICE

ONLY. CUSTOMERS SHOULD RETURN VEHICLES TO THE ENTERPRISE OFFICE FROM 4AM TO MIDNIGHT.

***** FROM MIDNIGHT TO 4AM, PLEASE RETURN TO: PARK-N-FLY (ACROSS FROM THE AIRPORT) LOCATED AT 1017 AIRLINE HWY. PHONE (504)469-4716.

PLACE KEYS IN THE ENTERPRISE KEY-DROP BOX.

COMPLIMENTARY SHUTTLE PROVIDED BACK TO THE AIRPORT.

TO MODIFY OR CANCEL THIS RESERVATION

Please click the link below to modify or cancel this reservation.

(Note:

Modifying your location, date, or time may result in changes to your rates, taxes, surcharges or underage fee).

[https://www.enterprise.com/car_rental/deeplinkmap.do?bid=001
&confirmnum=4798](https://www.enterprise.com/car_rental/deeplinkmap.do?bid=001&confirmnum=4798)

[78884&firstname=Yvonne&lastname=Ramon&cnty=US&language=EN](https://www.enterprise.com/car_rental/deeplinkmap.do?bid=001&confirmnum=4798)

Rosie Diaz

From: United Airlines, Inc. [unitedairlines@united.com]
Sent: Monday, January 14, 2013 2:48 PM
To: NIELDA.CAVAZOS@CO.HIDALGO.TX.US
Subject: eTicket Itinerary and Receipt for Confirmation LONYDL

*Real
#221059*



Confirmation:
LONYDL
 Check-In :

Issue Date: January 14, 2013

Traveler	eTicket Number	Frequent Flyer	Seats
RAMON/YVONNEMRS	0162352190881		29B/11B/10C/10C

FLIGHT INFORMATION

Day, Date	Flight	Class	Departure City and Time	Arrival City and Time	Aircraft	M
Wed, 27FEB13	UA633	B	MCALLEN, TX (MFE) 5:15 AM	HOUSTON, TX (IAH -BUSH INTL) 6:26 AM	A-319	
Wed, 27FEB13	UA4336	B	HOUSTON, TX (IAH -BUSH INTL) 8:49 AM	NEW ORLEANS, LA (MSY) 10:02 AM	ERJ-145	
Flight operated by EXPRESSJET AIRLINES INC doing business as UNITED EXPRESS.						
Sun, 03MAR13	UA4967	B	NEW ORLEANS, LA (MSY) 4:00 PM	HOUSTON, TX (IAH -BUSH INTL) 5:17 PM	CRJ-700	
Flight operated by SKYWEST AIRLINES doing business as UNITED EXPRESS.						
Sun, 03MAR13	UA5182	B	HOUSTON, TX (IAH -BUSH INTL) 7:16 PM	MCALLEN, TX (MFE) 8:34 PM	CRJ-700	
Flight operated by SKYWEST AIRLINES doing business as UNITED EXPRESS.						

FARE INFORMATION

Fare Breakdown		Form of Payment:	
Airfare:	1,151.62 USD	MASTERCARD	
U.S. Federal Transportation Tax:	86.38	Last Four Digits 6590	
U.S. Flight Segment Tax:	15.60		
September 11th Security Fee:	10.00		
U.S. Passenger Facility Charge:	15.00		
Per Person Total:	1,278.60 USD		
eTicket Total:	1,278.60 USD		

The airfare you paid on this itinerary totals: 1,151.62 USD

The taxes, fees, and surcharges paid total: 126.98 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
2/27/2013 McAllen, TX (MFE) to New Orleans, LA (MSY)	25.00 USD	35.00 USD	50.0lbs (23.0kg) - 62.0in (157.0)
3/3/2013 New Orleans, LA (MSY) to McAllen, TX (MFE)	25.00 USD	35.00 USD	50.0lbs (23.0kg) - 62.0in (157.0)

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.

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.

Thank you for choosing United Airlines

united.com

[Legal Notices](#), [Privacy Policy](#)

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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.

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**CREDIT FOR THIS COURSE IS GIVEN
ONLY TO GRADUATE STUDENTS
RENEWING THEIR CERA STATUS**

**COURSE #15
TRAINING IN ELECTIONS**

Instructor: Kathleen Hale, J.D., Ph.D.
Auburn University
Auburn, AL

Saturday, March 2, 2013 9:00 a.m. - 4:30 p.m.
Sunday, March 3, 2013 8:00 a.m. - 11:00 a.m.

Training is critical, not just for poll workers, but for everyone in the elections process. This course draws upon recently published material on elections training, best practices, and existing knowledge of adult education to offer principles and examples applicable to election administration. This is a graduate class for the PEP Program, and participants will be expected to share their own experiences and actively participate in discussions and projects, to employ training techniques appropriate for the various training situations in the administration of elections and voter registration.

**The Election Center
PROFESSIONAL EDUCATION PROGRAM**

New Orleans, Louisiana, March 2-3, 2013

(Please use a separate form for each person registering)

NAME _____ Male _____ Female _____
ADDRESS _____
CITY/STATE/ZIP _____
EMAIL _____
Telephone _____ Home _____ FAX _____
Work _____ (For emergencies)

Election Center Membership Number _____

Registration and check received by the conference office no later than February 15, 2013:

Course #7 Facilitating Voter Participation	Tuition
Platinum, Gold, Silver, Blue, and Associate	\$399
Non-Member	\$499
Course #8 Implementation of New Programs	
Platinum, Gold, Silver, Blue, and Associate	\$399
Non-Member	\$499
Course #15 Training in Elections	
Platinum, Gold, Silver, Blue, and Associate	\$399
Non-Member	\$499

REGISTRATION DEADLINE—FEBRUARY 15, 2013

Registration and check received by the Conference Office after February 15, 2013, add \$100 to above fees. There will be no on-site registration for the class due to limited seating. Sorry we cannot invoice.

CANCELLATION POLICY: Written cancellation stating reason for same must be received by the conference office **NO LATER THAN FEBRUARY 15, 2013** in order to receive full credit toward a class, workshop or conference to be used during calendar year 2013 less a \$50 processing fee. There will be no credit given for cancellations on or after February 16, 2013.

Please mail this form and check to reach the Conference Office before February 15, 2013 to:

The Election Center
Conference Office
P.O. Box 965
Elk Grove, CA, 95759

PLEASE DO NOT SEND MAIL THAT REQUIRES A SIGNATURE FOR DELIVERY. THIS MAIL CANNOT BE ACCEPTED!

Please use FedEx for overnight mail.
Call Pat Hawkins for an overnight mail address.
To pay by credit card, see electioncenter.org.
For additional information, please call Pat Hawkins at (916) 686-7928.
The Election Center's Federal ID Number is 54-1578880

Nonprofit Org.
U.S. Postage
PAID

Req # 228771

One of the realities of life is that Federal legislation and Federal laws continue to greatly affect local and state administration of elections. Since Election 2000, Congress and the states have become very active in shaping ways elections are administered. By looking at the Lessons Learned from Election 2012 we can digest what went right and what went wrong. The near term future of elections depends on how we handle the new requirements from Federal and state mandates -- and an increasing number of court decisions.

We always learn new lessons in any major election cycle. Election administration continues to get better as we grow as a profession and this session will be about sharing those lessons so that the 2014 elections -- and beyond -- provide better service to America's voters. Finding the right answers now can prevent trouble for you in the near future.

In addition to the workshop will be additional Professional Education Program courses during the weekend. Tuition for those courses is separate from the workshop registration. We continue our commitment to great education in election and voter registration administration and help a great city.

NO New Orleans. 300 years of history. Older than the nation. Known as one of Americans favorite cities to visit. the French Quarter is as fine as it ever was and the hotels and restaurants are dishing out the hospitality and incredibly good food for which the city is famous. Not only will you attend an outstanding workshop, but you get to help revitalize a cultural icon known the world over. Support this wonderful city and this will be your opportunity to see both the old and the renewed.

Make your reservations TODAY because the hotels have been selling out quickly in recent years. If you have questions or need help, call Pat Hawkins in our Conference Office immediately at 916-686-7928.

LESSONS LEARNED FROM ELECTION 2012

Tentative Schedule of Events

Wednesday, February 27, 2013
5-8 Registration Desk

6-7:30 Welcome Reception

Thursday, February 28, 2013
8-3 Registration Desk

8:30-9 Continental Breakfast

9-9:30 Welcome/Housekeeping Announcements

9:30-10:45 Update: Pending, Proposed and Recent Federal Voter Registration and Election Legislation and Law

10:45-11:15 Break

11:15-12:30 Justice Department Presidential Election Issues and Resolutions

12:30-2 Hosted Lunch

2-5 Problems and Possible Solutions with the Requirements of the Military and Overseas Voter Empowerment Act Impacted the Administration of the 2012 Presidential Election (Including helpful hints from the Federal Voting Assistance program)

3-4 Requirements of the Help American Vote Act that Impacted the 2012 Presidential General

4-5 Numbers, Numbers, Numbers (Numbers that needed closer attention)

Friday, March 1, 2013
8-2 Registration Desk

8:30-9 Continental Breakfast

10-

11-

11:

12:

2-3

3-4

4-4

Sat

8-9

9:-

9-4

9-4

12-

Sun

Co

8-1