



HIDALGO COUNTY, TEXAS

APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 01/31/13
 TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Purchasing
 NAME & TITLE OF EMPLOYEE(S) TRAVELING: Oscar Garza

EVENT INFORMATION

TITLE OF EVENT: E4Clicks Regional Introductory Class
 EVENT DATE(S) FROM: 02/13/13 TO: 02/14/13
 DEPARTURE DATE: 02/12/13 RETURN DATE: 02/14/13
 LOCATION OF EVENT: CITY: San Antonio STATE: Texas

PURPOSE OF TRAVEL

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

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

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

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

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE	MODE OF TRAVEL <small>(Place an "X" by applicable mode of travel)</small>
1. REGISTRATION FEE(S)	\$ 895.00		AIRFARE* _____
Subtotal for Object Code 584	\$ 895.00	\$	BUS** _____
2. AIRFARE- ROLNTRIP 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	\$ 273.20		
11. MEALS	\$ 90.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 363.20		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 1,258.20	\$	

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: Martha L Salazar DATE: 2/4/13 DEPARTMENT CONTACT PERSON: Quilda PHONE NO.: 4853

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): Janie Myers DATE: 2/14/13 REVIEWER'S SIGNATURE: Janie Myers PHONE NO.: 292 7025

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

Pending Line Item Transfer (2/15/13) (AI 36727)

HIDALGO COUNTY BUDGET OFFICER



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

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME: <u>Oscar Garza</u>		EMPLOYEE ID. NO.: <u>080608</u>	EMPLOYEE TITLE: <u>Procurement Specialist</u>
DEPARTMENT: <u>Purchasing</u>		DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE? <u>No</u>	
DEPARTURE DATE: <u>2/12/13</u>		RETURN DATE: <u>2/14/13</u>	
TIME OF DEPARTURE: _____		TIME OF RETURN: _____	
TO CITY: <u>San Antonio</u>		STATE: <u>Texas</u>	
SEMINAR/CONFERENCE/MEETING:	START DATE: <u>2/13/2013</u>	END DATE: <u>2/14/2013</u>	ACTUAL NO. OF DAYS: <u>2</u>
TITLE OF WORKSHOP/CONFERENCE: <u>4 Clicks</u>			
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL): <u>County Vehicle</u>		IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL. <u>No</u>	
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE? <u>None</u>			
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? <u>No</u>		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
		12-Feb	13-Feb	14-Feb					
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						\$36.00
Total	\$39.00	\$30.00	\$39.00	\$21.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
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: _____ days @ \$ 20.00 \$ -									
III. PERSONAL VEHICLE MILEAGE _____ Miles @ \$ 0.565 (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: \$ 90.00				
VII. COMMENTS:					VII. GENERAL LEDGER ACCOUNT NUMBER:				

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.

	<i>Martha L. Salazar</i>	<i>Martha L. Salazar</i>
EMPLOYEE SIGNATURE	DEPARTMENT OFFICIAL'S NAME (Print Name)	DEPARTMENT OFFICIAL'S APPROVAL (Signature)



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

DEPARTMENT:	Purchasing		
DEPARTURE DATE:	2/12/2013	RETURN DATE:	2/14/2013
TO CITY:	San Antonio	STATE:	Texas
NAME OF EMPLOYEES	Oscar Garza		
ATTENDING SEMINAR:			

SEMINAR REGISTRATION

TITLE OF WORKSHOP/CONFERENCE:	e4 Clicks Regional Introctory Class		
SPONSORED BY:	Estimators for Estimators		
REGISTRATION CHECK PAYABLE TO:	Citibank		
REGISTRATION ADDRESS:			
1. REGISTRATION COST PER EMPLOYEE:	\$ 895.00	NO. OF EMPLOYEES ATTENDING AT THIS RATE:	1
2. REGISTRATION COST PER EMPLOYEE:	\$ -	NO. OF EMPLOYEES ATTENDING AT THIS RATE:	0
3. "FREE" REGISTRATION COST:	"FREE"	NO. OF EMPLOYEES ATTENDING FOR "FREE":	0
GENERAL LEDGER ACCT NO.:	3.11004E+16	TOTAL NO. OF EMPLOYEES ATTENDING:	1
TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) A.			\$ 895.00

HOTEL

NAME OF HOTEL:	Hampton	HOTEL PHONE NUMBER:	1-210-558-3999
ADDRESS OF HOTEL:	8902 Jones Maltsberger Rd San Antonio Texas	GENERAL LEDGER ACCT NO.:	3.11004E+16
1. DAILY ROOM RATE:	\$ 117.00	CONFIRMATION NUMER(S):	87646203
TAX RATE:	16.75%		CitiBank
NUMBER OF NIGHTS:	2		
TOTAL AT THIS RATE:	\$ 273.20		
2. DAILY ROOM RATE:	\$ -	CONFIRMATION NUMER(S):	
TAX RATE:	0.00%		
NUMBER OF NIGHTS:	0		
TOTAL AT THIS RATE:	\$ -	TOTAL # OF ROOMS REQUESTED	
TOTAL CHECK AMOUNT FOR HOTEL (Daily Room Rate + Tax) x No. of Nights) B.			\$ 273.20

CAR RENTAL

NAME OF CAR RENTAL COMPANY:			
ADDRESS OF CAR RENTAL COMPANY:			
PHONE NUMBER OF CAR RENTAL COMPANY:			
1. DAILY CAR RATE:	\$ -	CONFIRMATION NO.:	
NUMBER OF DAYS:	0		
TOTAL AT THIS RATE:	\$ -		
2. DAILY CAR RATE:	\$ -	CONFIRMATION NO.:	
NUMBER OF DAYS:	0		
TOTAL AT THIS RATE:	\$ -		
GENERAL LEDGER ACCOUNT NUMBER:			
TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) C.			\$ -
Please indicate below how Hidalgo County will benefit from this trip:			TOTAL (A + B + C) \$ 1,168.20

I hereby certify that information and estimates provided on this form are true and as accurate as possible. The funds will be used solely for Official County travel.

DEPARTMENT HEAD APPROVAL (Signature)	Nielda Cavazos DEPARTMENT CONTACT PERSON	4853 PHONE #
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AI-36725

Purchasing Department 43. 0.

CC REGULAR

Meeting 02/19/2013

Date:

Submitted By: Nielda Cavazos, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Requesting approval for Oscar Garza, Procurement Specialist to attend the 4 Clicks Regional Introductory Class on February 13-14 2013 in San Antonio, Texas

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 311004151181600010

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

line item transfer submitted

Attachments

back up

Form Review

Inbox	Reviewed By	Date
Purchasing Department		
Budget & Management		
Auditor's Office		
Form Started By: Nielda Cavazos		Started On: 01/31/2013 03:06 PM

Reg
 Citibank Hotel 230731 - 117⁰⁰ - 273.20
 Citibank Reg 230736 - 895.00
 Oscar Garza 230737 - 90.00

San Antonio, TX

2-Day Introductory Training

February 13-14, 2013 8AM-4PM

The Most Powerful Implementation of RSMeanTM
Cost Data and Cost Estimating Technology Available



Owners, Contractors, and AE's:

Take advantage of an opportunity to bring your estimating skills, and overall SABER, JOC, SATOC, MATOC, IDIQ, MACC, POCA, and BOA project productivity, to the next level! Please remember that our regional training classes may fill up early; so register today.

Whether you are using e4Clicks Project Estimator[™] or RSMean JOCWorks[™], get the most out of your premier technology!

You will learn how to:

- Leverage hot keys
- Easily copy/paste
- Reuse estimates
- Utilize visual estimating and QTO tool complete with Extensions, Pattern Search, and more!

Owners looking to better manage your projects. Contractors looking to better serve your clients and win more jobs, and AEs hoping to enhance your estimating capabilities: this class is for you!

Join your peers and gain incredible understanding and great retention. Plus, you'll receive our training manual to take home for future reference.

The cost of attending our two-day course is \$895.00 per attendee. Please remember you must have a computer to attend. Registrants without a laptop can rent one for \$175.00 each. (GSA Pricing Also Available)

 **Register For Training**

Again, this class is first come, first serve; so reserve your seat before we're sold out! Thank you and please let me know if you need any additional information on the class.

Bruce

Bruce Sarty
Director of Training
951.679.3887 Office
info@4Clicks.com

"e4Clicks is fast. Quick does not adequately describe how rapidly a complete estimate can be compiled that is both accurate in scope and very informative to our clients of our intentions. Without e4Clicks, we could not support the work load per person that we currently achieve."

- Contractor

"I am indescribably happy with the software. Your trainers are fantastic. I wish more of our construction contractors had the professionalism and attitude your team displays. I can only imagine what it would be like to work on a daily basis with energetic, competent, and congenial people like those on your team. Thank you. It's hard to believe software can make me want to come to work! You should also be aware that the contractors and subs that started using the product are also VERY pleased. I think it has a little to do with the way we implement it into our JOC process."

- DPW Engineering Technician

"In my lifetime I've been in LOTS of training, some good, some not so good, some just miserable/hard to stay awake through... BUT... Not only was your training extremely informative, you kept us hopping and on our toes! Thank you for your obvious dedication to your firm, your knowledge of the software, your ability to hold your audience's attention, your constant encouragement and fun presentation... all of which help folks learn. I know I learned a lot today!"

- USAF Customer



4Clicks
By Estimators For Estimators
SUPPORTING THE INDUSTRY SINCE 2001



4Clicks Solutions, LLC
Colorado Springs, CO
URL www.4Clicks.com
Email info@4Clicks.com

Receive CEU Credits -
4Clicks is a Certified AACEI
Education Partner



4Clicks

By Estimators For Estimators

2013 TRAINING SCHEDULE



World-Class Training to Meet *Your* Needs!

- Classes lead by experienced cost estimators and project managers.
- Hands-on training delivering better understanding and greater retention.
- Take-home training materials packed with rich, detailed information.
- Certified training by AACEI for Continuing Education Units.



Introductory Training Class

This 2-day class is perfect for first-time users, anyone who wants a great foundation in e4Clicks, and estimators who would like greater depth in the abilities of e4Clicks.

We will even introduce eTakeoff™ electronic takeoff / visual estimating software. Learn about:

- Project Management Basics
- Project and Estimate Highlights
- Line Item and RSMeans™ Highlights
- Estimate Reports
- Importing/Exporting
- Technical Evaluations
- Revised Estimates
- Estimate and Line Item Clipboards
- Cloning Estimates and Line Items

Advanced Training Class

This 2-day class picks up where the Introductory Training Class leaves off. This class takes estimators to the next level in speed, efficiency, and depth in e4Clicks. Master those skills that will set you apart from other e4Clicks and RSMeans estimators! Learn about:

- Advanced Project and Estimate Tools
- Advanced Line Items and RSMeans Tools
- Alternate and IDIQ Guides
- Updating Pricing Guide Years
- Totalling Components and Schemas
- Contract Management
- Document Management
- Project Milestones
- eTakeoff – Hands-on Example

This is not your average training class! Excited instructors with knowledge not only in e4Clicks but also the specifics of our industry make this an engaging, incredibly beneficial, and fun event. There's no dozing off in this class!

These state of the art training classes will transform your efficiency, organization, and capabilities. Whether you manage one site or dozens, the knowledge secured in these classes will help streamline your operations, standardize your offices, and increase your work capacity. Truly do more with less – in less time!

Return home with greater confidence in your ability to create complete and accurate estimates!

What do students think?

- "Great class as always! You always make it enjoyable. I like the fact that you guys are always upgrading and making things better and easier."
- "I would just like to tell you that your software is wonderful and awesome. The investments that we did for this seminar (time, money and efforts) are all worthwhile."
- "I am indescribably happy with the software. Your trainers are fantastic. I wish more of our construction contractors had the professionalism and attitude your team displays."

Classes are held at the following locations and dates:

2-Day Introductory	San Antonio, TX	February 13-14
2-Day Introductory	Las Vegas, NV	March 13-14
2-Day Introductory	Atlanta, GA	April 10-11
2-Day Advanced	San Antonio, TX	May 15-16
2-Day Advanced	Las Vegas, NV	June 19-20

- 🌐 [Click Here](#) to register.
- ✉️ [Click Here](#) to request a free software demonstration trial.
- 📞 [Questions?](#) Call Michael Brown, Founder at 866.438.4254.

Introductory Class Schedule

Day 1: Basics of e4Clicks and Estimating

Start Time	End Time	Topic	Outline
8:00 AM	8:15 AM	Conference Introduction	Welcome, Introductions, Schedule, Objectives
8:15 AM	8:50 AM	Introduction to e4Clicks	History, Feedback, e4Clicks Overview, Benefits, Versions, Starting, Usernames, Tour, Database Organization, Maneuvering Lesson, Help
9:00 AM	9:40 AM	Project Management Basics	Contacts, City Cost Indexes, Crews, References
9:40 AM	10:00 AM	Class Exercise #1 – Group, Program Basics (Page B-4)	Create New Contact
10:10 AM	11:00 AM	Quick Start	Creating a Project, Creating an Estimate, Opening a Guide, Searching an RSMeans Guide, Entering Line Items, Printing Estimate
11:10 AM	12:00 PM	Class Exercise #2 – Project (Page B-5)	New Project, Search the Guide, Add Line Items, Print Estimate
12:00 PM	12:30 PM	Lunch	Provided at Hotel
12:30 PM	1:00 PM	Project and Estimate Highlights	Project Window, Menu Options, Update Project Window and Tabs, Estimates Tab, Menu Options, Updating Estimate Window and Tabs
1:00 PM	1:20 PM	Class Exercise #3 – Projects/Estimates (Page B-6)	New Projects, Rename Estimate, New Estimates
1:20 PM	1:30 PM	Class Exercise – Solution	Class Exercise – Solution
1:40 PM	2:30 PM	Line Item and Pricing Guide Highlights	Line Items Tab, Menu Options, Update Line Item Details Window, Custom Line Items, Quick-Select Guide, Pricing Guides, RSMeans, Menu Options, Search Utilities
2:40 PM	3:10 PM	Class Exercise #4 – Project (Page B-7)	New Project, Search the Guide, Add Line Items, Print Estimate
3:10 PM	3:30 PM	Class Exercise – Solution	Class Exercise – Solution

Day 2: Estimating Tools and Basics of eTakeoff

Start Time	End Time	Topic	Outline
8:00 AM	8:50 AM	Printing Estimates Reports / Import/Export	Selecting Estimates, Reports Menu Options, Different Reports, Options, Output, Legends and Details, Customized Reports, Import, Export, Print and Export
9:00 AM	9:30 AM	Class Exercise #5 - Project (Page B-8)	New Project, Search the Guide, Add Line Items, Custom Line Item, Print Estimate, Export Estimate
9:30 AM	9:50 AM	Class Exercise - Solution	Class Exercise - Solution
10:00 AM	10:50 AM	Technical Evaluations / Revised Estimate	Technical Evaluation, Revised Estimate
11:00 AM	11:40 AM	Class Exercise #6 - Technical Evaluation (Page B-9)	Import Estimate, Technical Evaluation, Technical Evaluation Report
11:40 AM	12:00 PM	Class Exercise - Solution	Class Exercise - Solution
12:00 PM	12:30 PM	Lunch	Provided at Hotel
12:30 PM	1:00 PM	Clipboard	Estimate Clipboard, Copy Estimate, Line Item Clipboard, Copy Line Item
1:00 PM	1:20 PM	Class Exercise #7 - Estimate Efficiency (Page B-11)	Copy/Paste Estimates, Apply Takeoff
1:20 PM	1:30 PM	Class Exercise - Solution	Class Exercise - Solution
1:40 PM	2:30 PM	eTakeoff - Basics and Integration with e4Clicks	eTakeoff, Quantity Field, Batch Modify, Return with Quantity, Load Most Recent eTakeoff Quantity, Clear Values
2:40 PM	3:30 PM	Q&A and Review	Q&A, Review, What's New, Preview of Cool Tools, Good-byes