



**HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL**

DATE OF REQUEST: 02/05/13
 TOTAL NUMBER OF EMPLOYEES TRAVELING: 1
 DEPARTMENT NAME: Fire Marshal's Office
 NAME & TITLE OF EMPLOYEE(S) TRAVELING: Juan Martinez, Fire Marshal

EVENT INFORMATION

TITLE OF EVENT: 2013 Texas Emergency Management Conference
 EVENT DATE(S) FROM: 03/25/13 TO: 03/28/13
 DEPARTURE DATE: 03/24/13 RETURN DATE: 03/29/13
 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 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.

Trainings of this nature will keep me abreast of new and changing policies and procedures, thus enabling me to better perform my duties as Fire Marshal for Hidalgo County.

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)	\$ 150.00	✓	AIRFARE*
Subtotal for Object Code 584	\$ 150.00	\$	BUS**
2. AIRFARE-ROUNDTRIP COACH FARE ONLY	\$ -		Rental Car**
3. TAXI FARE	\$ -		County Vehicle** X
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	\$ -		** 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	\$ 100 to 151.39		
10. LODGING	\$ 530 to 618.78		
11. MEALS	\$ 195.00	✓	
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 825 to 965.13		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 975 to 1,115.13	\$	

Registration
 Reg # 231266
 For \$ 150

Meals & Parking
 Reg # 231295
 meals \$195
 Parks \$ 100

Hotel
 Reg # 229354
 For \$ 530

Note:
 Original pending
 delivery 2-11-13.

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 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:
 Jane Altes 2-8-13 [Signature] 292-7035

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

68 FEB 8 PM 3:39
 BUDGET OFFICE
 HIDALGO COUNTY



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

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Juan Martinez	EMPLOYEE I.D. NO.:	138126	EMPLOYEE TITLE:	Fire Marshal	
DEPARTMENT:	Fire Marshal's Office	DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?	No			
DEPARTURE DATE:	3/24/13	RETURN DATE:	3/29/13			
TIME OF DEPARTURE:	11:00 a.m.	TIME OF RETURN:	12:00 p.m.			
TO CITY:	San Antonio	STATE:	Texas			
SEMINAR/CONFERENCE/MEETING:	START DATE:	3/25/2013	END DATE:	3/28/2013	ACTUAL NO. OF DAYS	4
TITLE OF WORKSHOP/CONFERENCE:	2013 Texas Emergency Management Conference					
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	County Vehicle		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?	Rolando Benavides					
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:	Trainings of this nature will keep me abreast of new and changing policies and procedures, thus enabling me to better perform my duties as the Fire Marshal for 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
		24-Mar	25-Mar	26-Mar	27-Mar	28-Mar	29-Mar		
Breakfast	\$9.00	\$0.00	\$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	\$0.00	\$0.00	\$60.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$0.00	\$0.00	\$90.00
Total	\$39.00	\$30.00	\$39.00	\$39.00	\$39.00	\$39.00	\$9.00	\$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)	\$ 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:	Parking	5 days @ \$ 20.00	\$ 100.00

III. PERSONAL VEHICLE MILEAGE	Miles @ \$ 0.565 (Current Rate)	\$ -
<p>(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.</p>		

IV. OTHER (Itemize)	\$
	\$

V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE:	VI. TOTAL TRAVEL ADVANCE REQUESTED: \$ 295.00
VII. COMMENTS:	VII. GENERAL LEDGER ACCOUNT NUMBER: 3-1100-422-10-300-001-0-583

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.

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



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

DEPARTMENT: Fire Marshal's Office If, applicable, was travel approved by Co. Exec. Officer? _____

DEPARTURE DATE: 3/24/2013 RETURN DATE: 3/29/2013

TO CITY: San Antonio STATE: Texas

NAME OF EMPLOYEES ATTENDING SEMINAR: Juan Martinez, Fire Marshal

TOTAL# OF EMPLOYEES ATTENDING SEMINAR: 1

PURPOSE/BENEFIT TO HIDALGO COUNTY:
Trainings of this nature will keep me abreast of new and changing policies and procedures, therefore, enabling me to better perform my duties as Fire Marshal for Hidalgo County.

A. WORKSHOP/SEMINAR REGISTRATION(S)

TITLE OF WORKSHOP/SEMINAR: 2013 Texas Emergency Management Conference

SPONSORED BY: Texas Division of Emergency Management

REGISTRATION CHECK PAYABLE TO: Texas Department of Public Safety

REGISTRATION ADDRESS: Henry B. Gonzalez Convention Center SEMINAR START DATE: 3/25/2013
San Antonio, TX. SEMINAR END DATE: 3/28/2013
 PURCHASE ORDER NO. _____

1. REGISTRATION COST PER EMPLOYEE: \$ 150.00 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.: 3-1100-422-10-300-001-0-584 TOTAL NO. OF EMPLOYEES ATTENDING: 1

TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) A.	\$	<u>150.00</u>
(SEE PAGE 2 FOR SECTIONS B, C, & D)	TOTAL THIS PAGE (A):	\$ <u>150.00</u>
	TOTAL 2ND PAGE (B + C + D):	\$ <u>618.78</u>
	GRAND TOTAL (A + B + C + D)	\$ <u>768.78</u>

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)	<u>SULEMA CAVAZOS</u>	<u>956-318-2656</u>
	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.

<u>JUAN MARTINEZ</u>		138126
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: Fire Marshal's Office

DEPARTURE DATE: 3/24/2013 RETURN DATE: 3/29/2013

TO CITY: San Antonio STATE: Texas

NAME OF EMPLOYEES ATTENDING SEMINAR: Juan Martinez, Fire Marshal

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 Emily Morgan-San Antonio HOTEL PHONE NO: 210-225-5100

ADDRESS OF HOTEL: 705 East Houston Street CONFIRMATION NO.(s): 82347303
San Antonio, TX. 78205

ROOM RATE: \$ 106.00 PURCHASE ORDER NO. _____

NUMBER OF NIGHTS: 5 GENERAL LEDGER ACCT NO: 3-1100-422-10-300-001-0-583

ROOM RATE: _____ TOTAL NO. OF ROOMS: 1

NUMBER OF NIGHTS: _____

ROOM RATE: _____ HOTEL TAX RATE: 16.75%

NUMBER OF NIGHTS: _____

TOTAL CHECK AMOUNT FOR HOTEL (Daily Room Rate x No. of Rooms x No. of Days x Tax Rate) B. \$ 618.78

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 Yes IF YES, EXPLAIN REASON FOR NOT UTILIZING IT? Attach memo if more space needed. _____

NAME OF CAR RENTAL COMPANY: _____

ADDRESS OF CAR RENTAL COMPANY: _____
Note: Coordination of travel is required for every group of 4 or less

PHONE NUMBER OF CAR RENTAL COMPANY: _____

VEHICLE NO. 1 TYPE: _____ VEHICLE NO. 2 TYPE: _____

DAILY CAR RATE: _____ DAILY CAR RATE: _____

NUMBER OF DAYS: _____ NUMBER OF DAYS: _____

CONFIRMATION NO.: _____ CONFIRMATION NO.: _____

VEHICLE NO. 1 - NAMES OF EMPLOYEES TRAVELING: _____ VEHICLE NO. 2 - NAMES OF EMPLOYEES TRAVELING: _____

PURCHASE ORDER NO. _____ GL ACCT NO: _____

TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) C. \$ -

D. AIRFARE(S)

Note: Use of a travel agency is discouraged. Refundable fares should be considered if possibility of a trip cancellation exists.

NAME OF AIRLINE COMPANY: _____

ADDRESS OF AIRLINE COMPANY: _____

PHONE NO. OF AIRLINE COMPANY: _____ CONFIRMATION NO.: _____

ROUND TRIP AIRFARE PER PERSON: _____

NUMBER OF TRAVELERS: _____

GENERAL LEDGER ACCOUNT NUMBER _____ P.O. NO. _____

TOTAL CHECK AMOUNT FOR AIRLINE COMPANY D. \$ -

SUBTOTAL (B+C+D) \$ 618.78

HIDALGO COUNTY PURCHASING DEPARTMENT

TRAVEL REQUEST FORM

USING THE STATE OF TEXAS TRAVEL CARD

As per County Travel Policy (at least two (2) weeks prior to the date the check will be needed)

Date of Travel Request Submission: 1/14/13
 Department: Fire Marshal's Office Requestor: Sulema EXT: 5901
 Number of Employees: 1
 Employee(s) Name (DOB if requesting airfare): Juan Martinez

Destination: San Antonio, TX
 Name of Seminar/Conference: 2013 Texas Emergency Management Conference
 Travel Account Number: -1100-422-10-300-001-0-583

HOTEL: Req. #: _____ P.O. #: _____

MUST REQUEST CHECK FOR HOTEL

Hotel Name: The Emily Morgan San Antonio Hotel Address: 705 East Houston St., San Antonio, TX 78205
 Number of Rooms: 1 Hotel Phone Number: 210-225-5100

Check In: 3/24/13 Check Out: 3/29/13
 Single_Bed or Double Beds

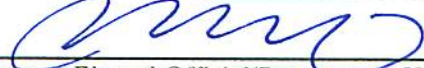
AUTO: Req. #: _____ P.O. #: _____ Vendor # 396095

Rental Location: _____ Type of Vehicle: _____

Date/Time of Pick up: _____ Date/Time of Drop off: _____

AIRFARE: Req. #: _____ P.O. #: CITIBANK vendor #: 343277
 Refundable: YES NO Airline Name: _____

Departure Date/Time: _____ Return Date/Time: _____

 _____ 1/15/13
 Signature: Elected Official/Department Head Date

Original Signature is required

For Purchasing Department Office Use Only

Hotel Confirmation: _____ Spoke to: _____
 Auto Confirmation: _____
 Flight Confirmation: _____
 Received Confirmation via email/fax: _____
 Credit Card Authorization Form Hotel: _____ Faxed back to Hotel: _____
 CC Approval on: _____ Agenda Item: _____
 HCPD-TRAVEL-2011 REVISED 2012 CC APPROVED ON: 3/06/2012

Requisition

Req # 00231295

PO #

Date: 02/08/13

Bill To: x
x

Vendor: 338702
MARTINEZ, JUAN
C/O FIRE MARSHAL

Ship To: FIRE MARSHAL
1124 NORTH "M" RD.
EDINBURG TX 78542

Contact: SULEMA
956-318-2656

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00		DO NOT DUPLICATE ORDER MEALS TO ATTEND THE 2013 TEXAS EMERGENCY MANAGEMENT CONFERENCE, SAN ANTONIO, TX 3/26/13-3/28/13 MARCH 24-DEPART AT 11AM---\$39.00 MARCH 25---\$39.00 MARCH 26---\$39.00 MARCH 27---\$39.00 MARCH 28---\$39.00 MARCH 29-ARRIVE AT 12 NOON---\$9.00	195.00	195.00
3.00	NGT	OVERNIGHT PARKING AT THE EMILY MORGAN HOTEL IN SAN ANTONIO, TX. TO ATTEND THE 2013 TEXAS EMERGENCY MANAGEMENT CONFERENCE AT THE HENRY B. CONVENTION CENTER IN SAN ANTONIO, TX VEHICLE: 2013 CHEVY TAHOE, VIN#1GNSK2E08DR2265445, LP#BK24015 Account No 3-1100-422-10-300-001-0-583	20.00	100.00
			Encumbrance	
			295.00	
			Freight	.00
			Total	295.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

Requisition

Req # 00231266

PO #

Date: 02/08/13

Bill To: *
*

Vendor: 264474
 TEXAS DEPARTMENT OF PUBLIC SAFETY
 P.O. BOX 4087
 AUSTIN TX 78773-0001

Ship To: FIRE MARSHAL
 1124 NORTH "M" RD.
 EDINBURG TX 78542

Contact: SULEMA
 956-318-2656

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	EACH	DO NOT DUPLICATE ORDER 2013 TEXAS EMERGENCY MANAGEMENT CONFERENCE 3/15/13-3/28/13 REGISTRATION FEE IS \$150.00 PER ATTENDEE REGISTRATION WILL BE FOR JUAN MARTINEZ, FIRE MARSHAL REGISTRATION WILL BE HELD AT THE HENRY B. CONVENTION CENTER IN SAN ANTONIO, TX ***NOTE*** WHEN MAKING CHECK, PLEASE INCLUDE "TEXAS EMERGENCY MANAGEMENT CONFERENCE" ON THE CHECK, AS PER THE CONFERENCE COORDINATOR, TO MAKE SURE CHECK GETS TO THEM. Account No 3-1100-422-10-300-001-0-584	150.00	150.00
			Encumbrance	
			150.00	
			Freight	.00
			Total	150.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7253		

Authorized By: _____

Requisition

Req. # 00229354

PO. #

Date: 01/14/13

Bill To: x
x

Vendor: 280321
ALAMO HOTELS, INC.
EMILY MORGAN HOTEL
705 EAST HOUSTON STREET
SAN ANTONIO TX 78205

Ship To: FIRE MARSHAL
1124 NORTH "M" RD.
EDINBURG TX 78542

Contact: Sulema
956-318-2656

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
5.00	NGT	<p>DO NOT DUPLICATE ORDER</p> <p>Reservations for Juan Martinez, Fire Marshal, to attend 2013 Texas Emergency Management Conference in San Antonio, TX, March 24, 2013-March 29, 2013. Room rate is \$106.00 per night plus \$6.75 tax per room per night=\$112.75 per night. Confirmation # is 92347303</p> <p>Check In: 3/24/13 Check Out: 3/29/13 Total of 5 nights</p> <p>Account No</p>	106.00	530.00
			Encumbrance	
			Freight	.00
			Total	530.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-407-7233		

Authorized By: _____

Search DPS Enter Text Below

Emergency Management

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- Contact us

2013 Texas Emergency Management Conference

Please save the date for the 2013 Texas Emergency Management Conference!

Date: Monday, March 25 – Thursday, March 28, 2013

Location: Henry B. Gonzalez Convention Center
San Antonio, Texas ([Map](#))

Registration: Registration is scheduled to be up in January. Please keep checking our Website for updated information.

Cost: \$150

Hotels: We are starting to add links to San Antonio Riverwalk hotels offering government rates. Please [select this link](#) for a list of hotels. This list will be updated often. Please keep checking for more additions.

Speakers: TDEM is currently accepting applications for conference presentations. Please review further information at the following link.

[2013 Texas Emergency Management Conference Call for Presentations](#)

Exhibitors: Please contact [Scott Sutherland](#) at (512) 424-7197 for more information.

[2013 Texas Emergency Management Conference Exhibitor Prospectus \(PDF\)](#)

If you have any questions, please email us at TDEM.CONFERENCE@dps.texas.gov.



My Reservations

Accessibility links

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Search by keyword:

Search 



Event Information

[Attendee Reservations](#) [Hotel Information](#)

 Help  Print  Email a Friend  Bookmark Page

 [Need to Book Multiple Group Reservations?](#)

2013 Emergency Management Conference

Welcome to the 2013 Emergency Management Conference reservation site!

A block of rooms have been reserved for March 22, 2013 - March 29, 2013. The special room rate will be available until March 1st or until the group block is sold-out, whichever comes first. Booking a reservation from our site is simple. To begin the process, click on "Book a Room" below to receive your group's preferred rate.

Our hotel is the official hotel of the Alamo located next door to the shrine and in the heart of the entertainment district. Our location is a short 3 block walk to the Henry B. Gonzales convention center. Guests also have the option of riding the city trolley for 1.10 one way to the conference. The trolley pick up is adjacent to the hotel.

We look forward to serving you at the The Emily Morgan San Antonio - a DoubleTree by Hilton Hotel in March! We hope you enjoy your stay and your group's event!

Quick and Easy Reservations for Attendees

Attending an event at our hotel? Special room rates have been arranged for this event. Click on the room type below to view room details.

Special Room Rates:

[2 QUEEN BEDS
NONSMOKING](#)

[1 KING BED NONSMOKING](#)

rates from
106.00 USD/Night
rates from
106.00 USD/Night

Check-in Date:

22 March 2013 - 29 March 2013

Book by **March 1st** to reserve your room!

[Terms & Conditions](#)

[Book a Room](#)

The Emily Morgan San Antonio - a DoubleTree by Hilton Hotel

 Maps  Directions

705 East Houston Street
San Antonio, Texas
USA 78205
Tel: +1-210-225-5100
Fax: +1-210-225-7227

Amenities



We look forward to welcoming you to The Emily Morgan San Antonio - a DoubleTree by Hilton Hotel with a freshly baked chocolate chip cookie on arrival. Fantastically located overlooking the Alamo, steps from the legendary Riverwalk, our San Antonio hotel is the ideal downtown base within minutes of all the attractions the vibrant city has to offer.

Admire the 1920's architecture of our historic building, offering a unique venue for San Antonio meetings and celebrations. With customized catering menus, a devoted events team and 4,000 sq. ft. of function space let us help make your dream event a reality.

Take some time out to focus on relaxation during your stay. Enjoy a dip in the sparkling outdoor pool or a soothing cocktail.

[Back to top](#)

Unfortunately our call for speakers does not end until January 15th. We have a tentative time schedule that is subject to change. Not sure if that would pass for your needs:

3/25
3/26

Schedule:
 Monday
 2:00 - 4:00 pm Opening Session
 4:30 - 5:30 pm Workshop
 Tuesday
 8:00 - 9:30 am Regional Meetings
 10:00 - 11:00 am Workshop
 1:00 - 2:00 pm Workshop
 2:30 - 3:30 pm Workshop
 4:00 - 5:00 pm Workshop

3/27

Wednesday
 8:00 - 9:30 am Regional Meetings
 10:00 - 11:00 am Workshop
 1:00 - 2:00 pm Workshop
 2:30 - 3:30 pm Workshop
 4:00 - 5:00 pm Workshop

3/28

Thursday
 8:00 - 9:30 am Regional Meetings
 10:00 - 11:00 am Workshop
 1:00 - 2:00 pm Workshop
 2:30 - 3:30 pm Workshop

*Subject to change

-----Original Message-----

From: Solema Cavaros [mailto:solema.cavaros@co.hidalgo.tx.us]
 Sent: Wednesday, January 23, 2013 10:29 AM
 To: IEM CONFERENCE
 Subject: Agenda

Hello,
 Do you all have the agenda available already?

Solema Cavaros

Hidalgo County
 Fire Marshal's Office
 1114 N. "M" Rd.
 Edinburg, Texas 78141

office: 361-318-2656 ext. 5901
 fax: 361-318-2697
 e-mail: solema.cavaros@co.hidalgo.tx.us

Good morning Sulema,

I wanted to let you know that we do not yet have our registration open for the upcoming 2013 Texas Emergency Management Conference. We hope to have it ready next week.

The attendee cost will be \$150. The schedule is not yet posted on our web site. This will be posted when the registration site opens.

Sorry for the delay.

Scott Sutherland
Texas Division of Emergency Management
Emergency Management Liaison
Ofc: 512-424-7197
scott.sutherland@dps.texas.gov

**The Emily Morgan San Antonio - a
DoubleTree by Hilton Hotel**

705 East Houston Street, San Antonio, TX, United States
78205
Tel: 210-205-5100 Fax: 210-205-7227

[Rooms & Suites](#)

[Dining](#)

[Amenities & Services](#)

[Map & Directions](#)

Thank you for booking with us, Juan Martinez

Confirmation: 82347303

[Modify Reservation](#)

Arrival:

24 Mar 2013 3:00 PM

Departure:

29 Mar 2013 12:00 PM

Rate Information:

Rate Type:

Texas Emergency Mana

Rate per night 106.00 USD

Total for Stay per Room:

Rate 530.00 USD

Taxes 88.78 USD

Total 618.78 USD

Total for Stay: 618.78 USD

Includes estimated taxes and service charges. (Gratuities not included.)

Tax:

- There is a 16.75% per room per night tax

Additional Charges:

- Valet parking: 28.00/night

Room Information:

We are a smoke-free hotel

Rooms:

1

Clients:

2 Adults

Room Type:

2 QUEEN BEDS NONSMOKING

Rate Rules and Cancellation Policy:

- Your reservation is guaranteed for late arrival
- Please contact us should you need to cancel your reservation.
- Cancellations are required by 4PM on 21 Mar 2013 local hotel time.
- Cancellation penalties may apply

* Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age.

Requests Upon Arrival™ items are subject to availability.

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If you need to MODIFY or CANCEL your reservation, click [here](#).

Any change to the arrival date, departure date or room type of this reservation is subject to the hotel's availability at the time the change is requested and may result in a possible rate change or an additional fee. For example, shortening or lengthening your reservation is subject to availability and may not be possible at a later date. For more information, please click [here](#) to see all the rules and restrictions applicable to this reservation.

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