



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

DEPARTMENT: Fire Marshal If, applicable, was travel approved by Co. Exec. Officer? Yes

DEPARTURE DATE: 3/17/2013 RETURN DATE: 3/22/2013

TO CITY: Austin STATE: Texas

NAME OF EMPLOYEES ATTENDING SEMINAR: Rolando Casas

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, thus enable me to better perform my duties as Deputy Fire Marshal for Hidalgo County.

A. WORKSHOP/SEMINAR REGISTRATION(S)

TITLE OF WORKSHOP/SEMINAR: 58th Texas IAAI Fire & Arson Investigators Seminar

SPONSORED BY: TEEX

REGISTRATION CHECK PAYABLE TO: TEEX

REGISTRATION ADDRESS: 301 Tarrow SEMINAR START DATE: 3/17/2013
College Station, TX 77840-7896 SEMINAR END DATE: 3/22/2013
 PURCHASE ORDER NO. _____

1. REGISTRATION COST PER EMPLOYEE: \$ 190.00 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.: 3-1100-422-10-300-001-0-583 TOTAL NO. OF EMPLOYEES ATTENDING: 1

TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) A.	\$	190.00
(SEE PAGE 2 FOR SECTIONS B, C, & D)	TOTAL THIS PAGE (A):	\$ 190.00
	TOTAL 2ND PAGE (B + C + D):	\$ -
	GRAND TOTAL (A + B + C + D):	\$ 190.00

E. CERTIFICATIONS AND EMPLOYEE AUTHORIZATIONS FOR PAYROLL DEDUCTIONS

DEPARTMENT'S PUBLIC OFFICIAL CERTIFICATION: I hereby certify that trip expenditures are necessary and will be incurred for official county business. Reasonable efforts to minimize the use of county funds have been explored. The information and estimates provided on this form are true and as accurate as possible. If it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. Travelers have read the Travel Policy, Guidelines, and Procedures and understand that failure to cancel reservations for any reasons other than those allowed by the Travel Policy will be at their expense.

	Yolanda Orozco	956-318-2656
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.

Rolando Casas		105937
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

DEPARTURE DATE: 3/17/13 RETURN DATE: 3/22/13

TO CITY: Austin STATE: TX

NAME OF EMPLOYEES ATTENDING SEMINAR: Rolando Casas

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/proq/stmp/

NAME OF HOTEL: Omni Austin Hotel - Southpark HOTEL PHONE NO: 512-448-2222

ADDRESS OF HOTEL: 4140 Governors Row CONFIRMATION NO.(s): 40010730966
Austin, TX 78744

ROOM RATE: \$ 85.00 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: 15.00%

NUMBER OF NIGHTS: _____

TOTAL CHECK AMOUNT FOR HOTEL (Daily Room Rate x No. of Rooms x No. of Days x Tax Rate) B. \$ 488.75

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/proq/stmp/

IS A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? YES / NO _____ IF YES, EXPLAIN REASON FOR NOT UTILIZING IT? Attach memo if more space needed. _____

NAME OF CAR RENTAL COMPANY: _____

ADDRESS OF CAR RENTAL COMPANY: _____
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) \$ 488.75



HIDALGO COUNTY, TEXAS

APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 02/06/13

TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Fire Marshal

NAME & TITLE OF EMPLOYEE(S) TRAVELING: Rolando Casas, Deputy Fire Marshal

EVENT INFORMATION

TITLE OF EVENT: 58th Texas IAAI Fire & Arson Investigators Seminar

EVENT DATE(S) FROM: 03/17/13 TO: 03/22/13

DEPARTURE DATE: 03/17/13 RETURN DATE: 03/22/13

LOCATION OF EVENT: CITY: Austin 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 (Place an "X" by applicable mode of travel)
1. REGISTRATION FEE(S)	\$ 190.00		AIRFARE* _____
Subtotal for Object Code 564	\$ 190.00	\$	BUS** _____
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	\$ -		Rental Car** _____
3. TAXI FARE	\$ -		County Vehicle** <input checked="" type="checkbox"/>
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	\$ 488.75		
11. MEALS	\$ 234.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 563	\$ 722.75	\$	
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 912.75	\$	

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: 2/6/13 DEPARTMENT CONTACT PERSON: Yolanda Orozco PHONE NO.: 318-2656

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.: _____

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



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

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	<u>Rolando Casas</u>	EMPLOYEE I.D. NO.:	<u>105937</u>	EMPLOYEE TITLE:	<u>Deputy Fire Marshal</u>
DEPARTMENT:	<u>Fire Marshal</u>	DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?	<u>No</u>		
DEPARTURE DATE:	<u>3/17/13</u>	RETURN DATE:	<u>3/22/13</u>		
TIME OF DEPARTURE:	<u>7:00am</u>	TIME OF RETURN:	<u>7:00pm</u>		
TO CITY:	<u>Austin</u>	STATE:	<u>Texas</u>		
SEMINAR/CONFERENCE/MEETING:	START DATE: <u>3/17/2013</u>	END DATE: <u>3/22/2012</u>	ACTUAL NO. OF DAYS	<u>-359</u>	
TITLE OF WORKSHOP/CONFERENCE:	<u>58th Texas IAAI Fire & Arson Investigators Seminar</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>Yes</u>		
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?	_____				
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	<u>Yes</u>	IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?	_____		
PURPOSE/BENEFIT TO HIDALGO COUNTY:	<u>Trainings of this nature will keep me abreast of new and changing polices and procedures, thus enabling me to better perform my duties as Deputy Fire Marshal for Hidalgo County.</u>				

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
		17-Mar	18-Mar	19-Mar	20-Mar	21-Mar	22-Mar		
Breakfast	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00		\$54.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00		\$72.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00		\$108.00
Total	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$0.00	\$234.00

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: \$	234.00
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)

Requisition

Req # 00231013

PO #

Date: 02/05/13

Bill To: x
x

Vendor : 312177
TEEX
301 TARROW
COLLEGE STATION TX 77840-7896

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

Contact: Yolanda Orozco
956-318-2656

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	EACH	DO NOT DUPLICATE ORDER Registration Fee for Rolando Casas, Deputy Fire Marshal to attend the 58th Texas IAAI Fire & Arson Investigators Seminar, in Austin, TX, March 17-22, 2013. <u>Account No</u> 3-1100-422-10-300-001-0-584 REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233	190.00 Encumbrance 190.00 Freight .00 Total 190.00	190.00 190.00

Authorized By: _____

Requisition

Req # 00230998

PO #

Date: 02/05/13

Bill To: x
x

Vendor : 202398
OMNI AUSTIN HOTEL-SOUTHPARK
4140 GOVERNORS ROW
AUSTIN TX 78744

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

Contact: Yolanda Orozco
956-318-2656

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
5.00	NGT	DO NOT DUPLICATE ORDER Hotel Reservation for Rolando Casas, Deputy Fire Marshal to attend the 58th Texas IAAI Fire & Arson Investigators Seminar, in Austin, TX, March 17-22, 2013. (Room Rate \$85 plus \$12.75 - \$15% Tax), Confirmation # 40010730966 March 17, 2013 Arrive = \$97.75 March 18, 2013 = 97.75 March 19, 2013 = 97.75 March 20, 2013 = 97.75 March 21, 2013 = 97.75 March 22, 2013 Depart <u>Account No</u> 3-1100-422-10-300-001-0-583 REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233	97.75 <u>Encumbrance</u> 488.75 Freight .00 Total 488.75	488.75 .00 488.75

Authorized By: _____

Zimbra

yolanda.orozco@co.hidalgo.tx.us

Omni Austin Hotel at Southpark Reservation Confirmation 40010730966

From : Omni Hotels & Resorts <reservations@omnihotels.com> Wed, Feb 06, 2013 01:33 PM

Subject : Omni Austin Hotel at Southpark Reservation
Confirmation 40010730966

To : yolanda orozco <yolanda.orozco@co.hidalgo.tx.us>

External images are not displayed. Display images below

Omni Hotels			
Hotel	Local	Modifv	Join Select
<p>— <i>Your Reservation at the</i> Omni Austin Hotel at Southpark</p>			
CONFIRMATION #40010730966			

Omni Austin Hotel at Southpark

4140 Governors Row
Austin TX US 78744
Phone: 512-448-2222
Fax 512-442-8028

Driving Directions to the Hotel
>

ROOM RATE

58th Annl Tx Fire&arson	
Investig	
5 nights	85.00 USD
Subtotal (5 nights)	425.00 USD
Taxes	63.75 USD
Fees	0.00 USD

Grand Total 488.75 USD

Additional fees may apply
Read complete terms and conditions

GUEST

Rolando Casas
1124 N M Road
US 78542

ARRIVING: DEPARTING:
03/17/2013 03/22/2013

CHECK IN CHECK OUT
TIME: TIME:
3:00 PM 12:00 PM

ACCOMMODATIONS

268 sq ft; granite vanity tops, 37" LCD TV, fully stocked in-room mini bar.

Classic Deluxe Room with Double Beds

Access Austin's vibrant nightlife, bustling art scene and sweeping natural beauty from this contemporary oasis for modern luxury.

Features:

- 268 sq. ft. room with contemporary décor in rich earth tones and dark wood furnishings.
- WiFi access available.
- 37" television.
- Luxurious granite full bathroom with make-up mirror.
- Hill Country and swimming pool views available.

NUMBER OF GUESTS

1 Adult(s) 0 Child(ren)

GUARANTEE

Mastercard *****6616
Deposit not required

CANCELLATION: Cancel by 12PM on 03/16/2013 to avoid \$97.75 penalty.

If you have a question about this reservation please contact us by phone 1-888-444-OMNI or send us email at reservations@omnihotels.com.

You can obtain more information regarding Omni Hotels from OUR website.

We thank you for your patronage and wish you a pleasant stay at the **Omni**

Austin Hotel at Southpark. Other customer requests will be confirmed at check-in.

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global hotel

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: 2/5/13
 Department: Fire Marshal Requestor: Yolanda Orozco EXT: 5910
 Number of Employees: 1
 Employee(s) Name (DOB if requesting airfare): Rolando Casas

Destination: Austin, TX
 Name of Seminar/Conference: 58th Texas IAAI Fire & Arson Investigators Seminar
 Travel Account Number: 3-1100-422-10-300-001-0-583

HOTEL: Req. #: 00230998 P.O. #: _____

MUST REQUEST CHECK FOR HOTEL


Hotel Name: Omni Austin, Hotel at Southpark Hotel Address: 994140 Governor's Row, Austin, TX
 Number of Rooms: 1 Hotel Phone Number: (512) 448-2222
 Check In: 3/17/13 Check Out: 3/22/13 (5 Nights)

 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: _____
 Signature:  _____ Date: 02/05/13

Original Signature is required

For Purchasing Department Office Use Only

Hotel Confirmation: 40610730966 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



Emergency Services Training Institute

58th TEXAS IAAI FIRE and ARSON INVESTIGATORS SEMINAR

Phone: (866) 878-8900 Fax: (979) 458-0649

Address: TEEX-ESTI, 200 Technology Way, College Station, TX 77845

Participant Information:

(Photocopies can be made for additional participants. No emailed registrations will be accepted.)

Rolando Casas 453-53-4179 304110
 Participant Name (First, MI, Last) TEEX Student ID** (or Full Social Security Number*) TCLEOSE PID #

Organization Hidalgo County Fire Marshal's Office Supervisor Name Juan Martinez
 Address 1124 N "M" Rd City/State/Zip Edinburg, TX 78539
 Phone (956) 318-2656 Fax (956) 318-2697 County Hidalgo Nation _____
 Email rolando.casas@co.hidalgo.tx.us Date of Birth 01/15/1981 Gender Male Female
MM / DD / YYYY (MUST BE 18 OR OLDER)

Please see the back to complete your registration.

Transfer and Cancellation Policy

If you cannot attend a class, you MUST contact TEEX in advance to either transfer or cancel your registration. Please refer to the Transfer, Cancellation, and No-Show Policies below.

- Transfers:**
 Transfers to another scheduled class (or from one customer to another) are accepted at any time before the start of the class at no charge.
- Customers are encouraged to transfer to a future scheduled class of the same course.
 - If the customer cannot transfer to a scheduled class of the same course, then he/she may transfer to another class of a different course and receive either a refund or pay the difference between the two class fees (if applicable).
 - If the customer cannot attend any scheduled class, then the Cancellation/Refund Policy is in effect.
- Cancellations/Refunds:**
- TEEX will provide a full refund if you cancel 15 or more calendar days before the start of the class.
 - Cancellations received 14 calendar days or less before the start of the class will be charged a fee of 10% of the class tuition.
 - If TEEX cancels a class, customers will be offered:
 - a transfer to a scheduled class of the same course.
 - a transfer to another class of a different course (customers will receive either a refund or pay the difference between the two class fees, if applicable).
 - a full refund.

No Shows: Registered participants who do not contact TEEX in advance to cancel their registration and do not attend their scheduled class will be charged the entire class fee.
eLearning/Correspondence Courses: Refunds are not available for eLearning or correspondence courses, nor may the course be transferred from one customer to another.

*By sending your check, please be aware that you are authorizing the Texas A&M Engineering Extension Service (TEEX) to make a one-time electronic debit from your account at the financial institution on your check. This electronic debit will be for the amount of the check; no additional amount will be added to the amount and ALL transactions will remain secure. Please contact TEEX's Financial Services Department at (979) 458-6906 to learn about other payment options if you prefer NOT to have your check used this way. We value your business and appreciate your selecting TEEX for your training needs.

Payment Information — Appropriate fees must accompany each registration form. Deadline for registration is March 4, 2013.

**Tuition: The fee of \$190 applies to Early Registration (before March 4, 2013).
 Late Registration and On-Site registration fee after March 4 is \$225 each.**

Entire Seminar with Banquet \$ 190
 _____ Extra Banquet Tickets \$ 30.00/each

There is no longer a one-day tuition to the Seminar

TOTAL ENCLOSED: \$ 190

- Check * / Money Order / Cashier's Check enclosed payable to TEEX (Please add course number, course name, and course date)
- Purchase Order (Copy of official and signed company PO must be attached. TEEX will then invoice Co/Dept.)
- Credit Card MasterCard Visa American Express Discover
- PIN-less Debit Card MasterCard Visa American Express Discover

(Print) Name on Card _____

Signature _____ Signature Date _____

For Office Use Only	
Record #	_____
Course #	_____
Section #	_____
Student #	_____
Check #	_____
Receipt #	_____
Bill Slip #	_____
Invoice #	_____
Voucher #	_____

TEEX CUSTOMER CARE FOR CUSTOMER SECURITY: REQUIRED INFORMATION BELOW WILL BE DESTROYED ONCE PAYMENT IS PROCESSED TEEX CUSTOMER CARE

CUT AND SHRED CUT AND SHRED ALL BELOW

Credit Card Number: _____ Expiration Date: _____

Please see the back to complete your registration.

TEEX is EEO compliant. For more information call (866) 878-8900

Last Updated 10/05/12

General Liability Statement

In consideration for receiving permission to participate in the foregoing course sponsored by the Texas A&M Engineering Extension Service (TEEX), a member of The Texas A&M University System (TAMUS), I hereby **FULLY RELEASE, FOREVER DISCHARGE, AND AGREE TO HOLD HARMLESS**, for any and all purposes, TEEX, TAMUS, the Board of Regents of TAMUS, and their respective officers, servants, agents, volunteers and employees (collectively, the "Released Parties"), of and from any and all liability to me, my personal representatives, assigns, heirs and next of kin, for any damage to or loss of my property, any injury to my person, including death, arising directly or indirectly out of my participation in the Course, **INCLUDING ANY SUCH DAMAGE, LOSS OR INJURY THAT IS CAUSED BY ANY ACT OR OMISSION ON THE PART OF THE RELEASED PARTIES**. I further agree to **INDEMNIFY, DEFEND, AND HOLD HARMLESS** the Released Parties for, from, and against any and all liabilities, damages, claims, lawsuits, costs (including court costs, attorneys' fees and costs of investigation), and actions of any kind or description for any damage to or loss of property or injury to persons, including death, arising out of the Course or my participation in the Course, **INCLUDING ANY DAMAGE, LOSS OR INJURY CAUSED BY ANY ACT OR OMISSION ON THE PART OF THE RELEASED PARTIES, INCLUDING ANY NEGLIGENT CONDUCT OF THE RELEASED PARTIES** but excluding any gross negligence or willful misconduct of the Released Parties.

By execution below I hereby acknowledge that there are inherent risks involved in this Course and I recognize and assume all of the risks associated with participation in the Course. **I ACKNOWLEDGE THAT IT IS IMPORTANT THAT I VERIFY THAT I HAVE INSURANCE COVERAGE WHICH EXTENDS TO ME WHILE PARTICIPATING IN THE COURSE, AND THAT I SECURE SUCH COVERAGE IF I DO NOT ALREADY HAVE IT.** I understand that TEEX does not provide such coverage, and that no insurance coverage may exist through TEEX to cover any injuries or damages which I may sustain or claims which may arise as a result of my participation in the Course.

Media Release

I give TEEX the right to use my name, my still photo or video image, or my words (audio or text-based) in any media, for purposes of evaluation, training, research, promotion, marketing, recruiting, fund raising, exhibits or any other lawful purpose. I waive any right to inspect or approve the use of any hard copy or electronic record that may appear in connection with such use. This release is for worldwide use.

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No individual will, on the basis of race, color, sex, religion, national origin, age, or disability, be excluded from participation in, or be denied the benefit of, or be subjected to discrimination under any System program or activity. If you, as a student do feel that you have been discriminated against, please contact TEEX's Human Resources Office at 979-458-6801 or at HR@teex.tamu.edu.

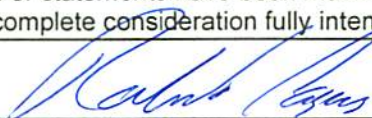
***Privacy Act and Policy**

All participants of TEEX courses, technical assistance, and exercises are advised that disclosure of a full Social Security Number (SSN) is optional unless required for reporting purposes by the participant's occupation's certifying organization or a grant/contract sponsor. The SSN is used to maintain accurate participant training records and to reliably report such data to supervisors or other agencies. A participant SSN will not be disclosed to any other person(s) without the participant's prior written consent.

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Acknowledgement

I acknowledge and represent that I have read the foregoing, understand it and sign it voluntarily as my free act and deed; no representations or statements have been made to me to induce me to execute this document. I execute this document for full, adequate and complete consideration fully intending to be bound by the same, now and in the future.

Signature: xDate: 01 / 30 / 2013
(MM/DD/YYYY)



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Texas A&M Engineering Extension Service
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Omni Austin Hotel at Southpark

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Phone: (512) 448-2222, Fax: (512) 442-8028

**Welcome to the 58th Annual TEEEX Fire and Arson Investigators Seminar
and Austin, Texas**

The Omni Austin Hotel at Southpark welcomes attendees of the 58th Annual TEEEX Fire and Arson Investigators Seminar. We have provided special rates during your stay. All bookings for group attendees may be made online to receive your special negotiated rate by clicking the "book now" button below.

Conference Dates: March 15 - 22, 2013
Special Rate: \$85.00 single
 \$115.00 double
Book By: February 22 in order to receive special rate

We hope you enjoy your stay!

[Book Now](#)

TEXAS A&M ENGINEERING



EXTENSION SERVICE

2013
MARCH 17-22
WWW.TEEX.ORG/FIRE

Register online at
www.teex.org/annualschools
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Texas Chapter
International Association of Arson Investigators



ATAC
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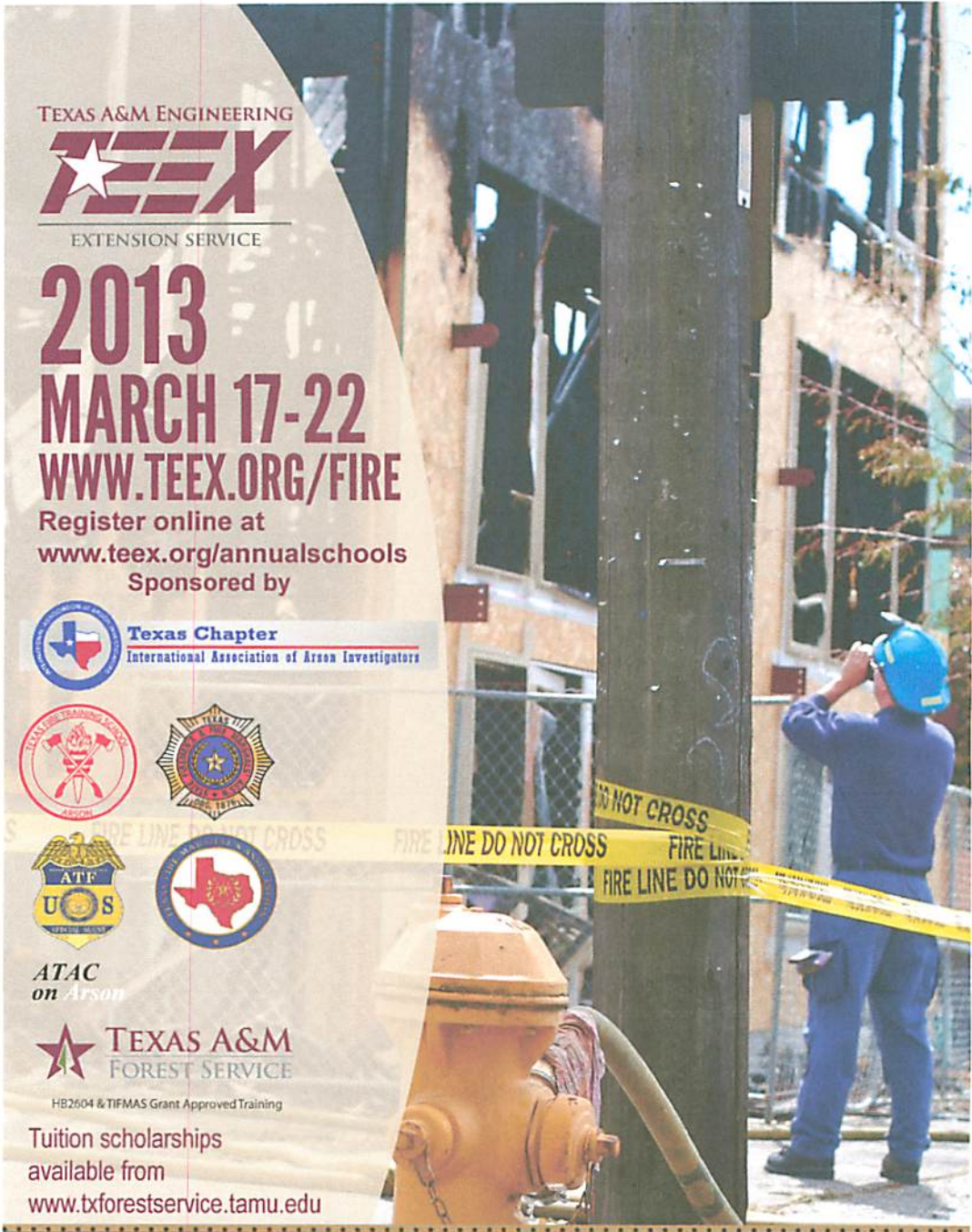


HB2604 & TIFMAS Grant Approved Training

Tuition scholarships
available from
www.txforestservicetamu.edu

58th

**Texas IAAI Fire & Arson
Investigators Seminar**



We invite you to join us for the
Texas A&M Engineering Extension Service

58th Texas IAAI Fire & Arson Investigators Seminar

Tentative Seminar Topics:

- State Fire Marshal's Office SFMO Panel Discussion
- Clandestine Drug Labs
- Video Surveillance
- Cell Phone/Ping Warrants
- NFPA 1033 & 921 Updates
- Ventilation Patterns and How they affect Fire Investigations
- Specialized TCLEOSE Class (Wed afternoon)

Conference Schedule:

Sunday, March 17

- 2:00 p.m. - 5:00 p.m.
Registration and Check-in (Omni
Southpark Hotel)

Monday, March 18

- 7:00 a.m. - 8:00 a.m.
Late Registration
- 8:00 a.m. - 8:30 a.m.
Opening Ceremonies
- 8:30 a.m. - 5:00 p.m.
Class
- 5:00 p.m.
Texas Fire Marshals' Association
(Business Meeting)

Tuesday, March 19

- 8:00 a.m. - 5:00 p.m.
Class
- 5:00 p.m.
The Texas Chapter of the
International Association of Arson
Investigators
(Annual Business Meeting)

Wednesday, March 20

- 8:00 a.m. - Noon
Class
- Noon
Release for the day to attend
Legislative Day at the Capitol or
specialized TCLEOSE class at
1:00 p.m.
- 1:30 p.m.
IAAI CFI Exam & Special TCLE-
OSE

Thursday, March 21

- 8:00 a.m. - 5:00 p.m.
Class
- 7:00 p.m.
58th Texas IAAI Fire & Arson
Investigators Seminar Awards
Ceremony and Dinner
(Office attire is acceptable.)

Friday, March 22

- 8:00 a.m. - 11:45 a.m.
Class
- 11:45 a.m.
Conference concludes

Scheduled Meetings:

Texas Fire Marshals' Association
Monday, March 18 – 5:00 p.m.

The Texas Chapter of the International Association of Arson Investigators
(Annual Business Meeting)
Tuesday, March 19 – 5:00 p.m.

Room Reservations

A block of rooms has been reserved at the Omni Hotel for seminar participants until February 22, 2013. The rates are \$85 for a single, \$115 for a double. Participants are required to pay all state and local taxes. Reservations may be made by calling the Omni at 1-800-843-6664 and telling them you will be attending the TEEX Arson Seminar.

Banquet Tickets

The Annual Banquet is scheduled for 7:00 p.m. on Thursday, March 21. During the banquet, the Texas Chapter of the IAAI and A Texas Advisory Council on Arson (ATAC) will present annual awards for outstanding accomplishments in arson prevention. Spouses and guests are cordially invited. Additional banquet tickets may be purchased for \$30 each at registration Sunday or Monday morning. Dress for the banquet is office attire.

Continuing Education Credits

CEU credits are available from the Texas Commission on Fire Protection (TCFP), The Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE), and the Texas Department of Insurance for insurance investigators. Continuing education credit for insurance

Registration

On or before March 4, 2013 \$190; After March 4, 2013 \$225

Now two ways to register at www.teex.org/annualschools!

Click on the link to register online **OR**

Complete a registration form for each person registering, print form and either fax or mail in with payment.

Visa, MasterCard, Discover and American Express accepted.

Mail or fax registration form(s) with full payment to:

TEEX/ESTI, P.O. Box 40006

College Station, TX 77842

- Pay with U.S. currency or checks drawn on U. S. Banks.
- Make checks payable to : TEEX

Registration Guidelines

- Only registrations with complete forms and full payment will be processed.
- Registrations will be accepted until March 4, 2013. After March 4, see Late Registration.

Late Registration

(Forms post marked after March 4, 2013 and during On-site Registration.)

After March 4, 2013, you must register on-site (at the Omni Hotel) Sunday and Monday, March 17 & 18, and tuition is \$225 per person.

NOTE: Late registration will close on Monday, March 18th, no other registrations will be allowed after this date.

VISIT US ONLINE FOR DETAILED INFORMATION AND TO REGISTER!

www.teex.org/annualschools

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