



HIDALGO COUNTY, TEXAS

APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 02/05/13

TOTAL NUMBER OF EMPLOYEES TRAVELING: 3

DEPARTMENT NAME: I. T. Department

NAME & TITLE OF EMPLOYEE(S) TRAVELING: Priscilda Menjares, Vivian Barrera, Clarissa Longoria

EVENT INFORMATION

TITLE OF EVENT: 2013 Odyssey User Conference

EVENT DATE(S) FROM: 05/22/13 TO: 05/24/13

DEPARTURE DATE: 05/21/13 RETURN DATE: 05/24/13

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)	\$ 1,050.00	/	AIRFARE*
Subtotal for Object Code 584	\$ 1,050.00	/	BUS**
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	\$ -	/	Rental Car**
3. TAXI FARE	\$ -	/	County Vehicle**
4. BUS FARE	\$ -	/	Private Vehicle**
5. RENTAL CAR	\$ 142.00	/	OTHER** (Specify)
6. GASOLINE/DIESEL/FUEL	\$ 80.00	/	
7. MILEAGE REIMBURSEMENT	\$ -	/	
8. TELEPHONE CALLS	\$ -	/	
9. PARKING	\$ 80.00	/	
10. LODGING	\$ 1,397.25	/	
11. MEALS	\$ 441.00	/	
12. OTHER EXPENSES	\$ -	/	
Subtotal for Object Code 583	\$ 2,140.25	/	
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 3,190.25	/	
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): Janie Alejos DATE: 2-20-13 REVIEWER'S SIGNATURE: PHONE NO.: 298-7085

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

Registration:
Reg # 231564
\$ 1050.00

Clarissa Longoria
Reg 231625
\$ 147

Lodging:
Reg # 231569
\$ 1397.25

Priscilla Menjares
Fuel: / meals
Reg 231576
\$ 147
\$ 140 Fuel/ meals
307 Total

Barrera Vivian Meals
Reg - 231583
\$ 147

Car Rental
Reg 231573
\$ 142



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

DEPARTMENT:	I. T. Department		
DEPARTURE DATE:	5/21/2013	RETURN DATE:	5/24/2013
TO CITY:	Austin	STATE:	Texas
NAME OF EMPLOYEES ATTENDING SEMINAR:	Vivian Barrera, Priscilda Menjares, Clarissa Longoria		
	2013 Odyssey User Conference		

SEMINAR REGISTRATION

TITLE OF WORKSHOP/CONFERENCE:	2013 Odyssey User Conference		
SPONSORED BY:			
REGISTRATION CHECK PAYABLE TO:	Tyler Technologies		
REGISTRATION ADDRESS:			
1. REGISTRATION COST PER EMPLOYEE:	\$ 350.00	NO. OF EMPLOYEES ATTENDING AT THIS RATE:	3
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.:		TOTAL NO. OF EMPLOYEES ATTENDING:	3
TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) A.		\$	1,050.00

HOTEL

NAME OF HOTEL:	Hilton Austin	HOTEL PHONE NUMBER:	512.482.8000
ADDRESS OF HOTEL:	500 E. 4th St Austin, Texas 78701	GENERAL LEDGER ACCT NO.:	3-1100-415-00-200-001-0-583
1. DAILY ROOM RATE:	\$ 135.00	CONFIRMATION NUMER(S):	3509373597
TAX RATE:	15.00%		3507185691
NUMBER OF NIGHTS:	9		3509862087
TOTAL AT THIS RATE:	\$ 1,397.25		
2. DAILY ROOM RATE:		CONFIRMATION NUMER(S):	
TAX RATE:			
NUMBER OF NIGHTS:			
TOTAL AT THIS RATE:	\$ -	TOTAL # OF ROOMS REQUESTED	
TOTAL CHECK AMOUNT FOR HOTEL (Daily Room Rate + Tax) x No. of Nights) B.		\$	1,397.25

CAR RENTAL

NAME OF CAR RENTAL COMPANY:	Enterprise		
ADDRESS OF CAR RENTAL COMPANY:	615 S. Clossner Edinburg, Texas 78539		
PHONE NUMBER OF CAR RENTAL COMPANY:	956.383.3815		
1. DAILY CAR RATE:	\$ 35.50	CONFIRMATION NO.:	4GQQJF
NUMBER OF DAYS:	4		
TOTAL AT THIS RATE:	\$ 142.00		
2. DAILY CAR RATE:	\$ -	CONFIRMATION NO.:	
NUMBER OF DAYS:	0		
TOTAL AT THIS RATE:	\$ -		
GENERAL LEDGER ACCOUNT NUMBER:	3-1100-415-00-200-001-0-583		
TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) C.		\$	142.00

Please indicate below how Hidalgo County will benefit from this trip: TOTAL (A + B + C) \$ 2,589.25

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)	DEPARTMENT CONTACT PERSON	PHONE #
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HIDALGO COUNTY, TEXAS OUT-OF-COUNTY – TRAVEL ADVANCE REQUEST

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Priscilda Menjares	EMPLOYEE I.D. NO.:	165212	EMPLOYEE TITLE:	Technical Specialist I	
DEPARTMENT:	I. T. Department	DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?				
DEPARTURE DATE:	5/21/13	RETURN DATE:	5/24/13			
TIME OF DEPARTURE:	12:00 Noon	TIME OF RETURN:	6:00 P M			
TO CITY:	Austin	STATE:	Texas			
SEMINAR/CONFERENCE/MEETING:	START DATE:	5/22/2013	END DATE:	5/24/2013	ACTUAL NO. OF DAYS	3
TITLE OF WORKSHOP/CONFERENCE:	Odyssey User Conference					
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	Car Rental	IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL.				
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?	Clarissa Longoria, Vivian Barrera					
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	No	IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?				
PURPOSE/BENEFIT TO HIDALGO COUNTY:						

B. ESTIMATED EXPENSES:

I. MEALS: (Meals for one-day travel not requiring an overnight stay will not be advanced)									
Meals will be prorated for partial days	Meal Rate	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	Total
		21-May	22-May	23-May	24-May				
Breakfast	\$9.00		\$9.00	\$9.00	\$9.00				\$27.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00				\$48.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00				\$72.00
Total	\$39.00	\$30.00	\$39.00	\$39.00	\$39.00	\$0.00	\$0.00	\$0.00	\$147.00

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:	Hotel Parking	4	days @ \$ 20.00	\$ 80.00
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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)

Gas	\$ 80.00
	\$ _____

V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE:	VI. TOTAL TRAVEL ADVANCE REQUESTED: \$	307.00
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VII. COMMENTS:	VII. GENERAL LEDGER ACCOUNT NUMBER:	3-1100-415-00-200-001-0-583
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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)



Requisition No 00231576
 Po No

Vendor MENJARES, PRISCILDA
 Address C/O IT DEPT.

Owner EKIRBY

Date Entered 02-13-2013

Status Needs Approval by COMP

Line No	Quantity	Description	Unit Price	Payment Amount
1	3	BREAKFAST 05/22/13-05/24/13	9.0000	27.00
2	4	LUNCH 05/21/13-05/24/13	12.0000	48.00
3	4	DINNER 05/21/13-05/24/13	18.0000	72.00
4	4	FUEL AUTO (TRAVEL TO AUSTIN)	20.0000	80.00
5	4	SELF PARKING	20.0000	80.00

Total 307.00

Account Number	Description	Account Balance	Amount
3-1100-415-00-200-001-0-583	INFO TECH DEPT-TRAVEL OUT OF COUNTY	4,664.75	307.00



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

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Vivian Barrera	EMPLOYEE I.D. NO.:	099767	EMPLOYEE TITLE:	Technical Specialist I	
DEPARTMENT:	I. T. Department	DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?				
DEPARTURE DATE:	5/21/13	RETURN DATE:	5/24/13			
TIME OF DEPARTURE:	12:00 Noon	TIME OF RETURN:	6:00 P M			
TO CITY:	Austin	STATE:	Texas			
SEMINAR/CONFERENCE/MEETING:	START DATE:	5/22/2013	END DATE:	5/24/2013	ACTUAL NO. OF DAYS	3
TITLE OF WORKSHOP/CONFERENCE:	Odyssey User Conference					
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	Car Rental	IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL.				
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?	Clarissa Longoria, Priscilda Menjares					
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	No	IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?				
PURPOSE/BENEFIT TO HIDALGO COUNTY:						

B. ESTIMATED EXPENSES:

I. MEALS: (Meals for one-day travel not requiring an overnight stay will not be advanced)									
Meals will be prorated for partial days	Meal Rate	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	Total
		21-May	22-May	23-May	24-May				
Breakfast	\$9.00		\$9.00	\$9.00	\$9.00				\$27.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00				\$48.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00				\$72.00
Total	\$39.00	\$30.00	\$39.00	\$39.00	\$39.00	\$0.00	\$0.00	\$0.00	\$147.00

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)
\$ 39.00	\$ 9.00
8:00 a.m. - 1:00 p.m. (lunch & dinner)	8:00 a.m.- 6:00 p.m. (breakfast & lunch)
\$ 30.00	\$ 21.00
After 1:00 p.m. (dinner)	After 6:00 p.m. (breakfast,lunch,&dinner)
\$ 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 @ \$ 0.565 (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: \$ 147.00
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VII. COMMENTS: _____ VII. GENERAL LEDGER ACCOUNT NUMBER: 3-1100-415-00-200-001-0-583

C. CERTIFICATION AND AUTHORIZATION TO PAYROLL DEDUCTIONS

I hereby certify that information provided on this form is true and estimated expenditures are reasonable and necessary . The funds will be used by me for the specific trip listed above and not given to or used by another county employee. If my trip is cancelled, I will immediately return the travel advance funds to the County Treasurer no later than 20 calendar days after the seminar/conference/ meeting end date by submitting a Final Travel Expense Claim. In addition, I agree to account for all travel expenditures including the travel advance by submitting a Final Travel Expense Claim, accompanied by required original supporting documentation, no later than 20 days after my seminar/conference/meeting end date. Any unused funds will also be returned to the County Treasurer's Office no later than 20 days after my seminar/conference/meeting end date.

Should I fail to submit a Final Travel Expense Claim, I understand that I will not be allowed to obtain another travel advance until the pending travel advance is settled. In addition, I agree to repay Hidalgo County and further consent to payroll deductions by the County Treasurer to recover the pending travel advance amount.

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

Req # 00231583

PO #

Date: 02/13/13

Bill To: x
x

Vendor: 262919
BARRERA, VIVIAN
C/O IT DEPT.

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

Contact: EDNA KIRBY
955-292-7010

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		VIVIAN BARRERA WILL BE ATTENDING THE ODYSSEY USER CONFERENCE 2013 IN AUSTIN, TEXAS, MAY 21 THRU 24, 2013		
		DO NOT DUPLICATE ORDER		
3.00	EACH	BREAKFAST 05/22/13-05/24/13	9.00	27.00
4.00	EACH	LUNCH 05/21/13-05/24/13	12.00	48.00
4.00	EACH	DINNER 05/21/13-05/24/13	18.00	72.00
		Account No	Encumbrance	
		3-1100-415-00-200-001-0-583	147.00	
			Freight	.00
			Total	147.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____



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

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME: Clarissa Longoria, EMPLOYEE I.D. NO.: 154199, EMPLOYEE TITLE: Technician III
DEPARTMENT: Pct 4, DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?
DEPARTURE DATE: 5/21/13, RETURN DATE: 5/24/13
TIME OF DEPARTURE: 12:00 Noon, TIME OF RETURN: 1:00 P M
TO CITY: Austin, STATE: Texas
SEMINAR/CONFERENCE/MEETING: START DATE: 5/22/2013, END DATE: 5/24/2013, ACTUAL NO. OF DAYS: 3
TITLE OF WORKSHOP/CONFERENCE: Odyssey User Conference
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL): Car Rental, IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL.
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE? Vivian Barrera, Priscilda Menjares
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? No, IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?
PURPOSE/BENEFIT TO HIDALGO COUNTY:

B. ESTIMATED EXPENSES:

I. MEALS: (Meals for one-day travel not requiring an overnight stay will not be advanced)
Table with columns: Meals will be prorated for partial days, Meal Rate, MONTH / DAY (21-May to 24-May), Total.
Breakfast: \$9.00, Lunch: \$12.00, Dinner: \$18.00, Total: \$39.00
Total: \$39.00, \$30.00, \$39.00, \$39.00, \$39.00, \$0.00, \$0.00, \$0.00, \$147.00

Meal per diems must be prorated for 1st day and last day of travel as follows:
Departure: Before 8:00 a.m. (breakfast, lunch, & dinner) \$ 39.00, 8:00 a.m. - 1:00 p.m. (lunch & dinner) \$ 30.00, After 1:00 p.m. (dinner) \$ 18.00
Arrival: Before 8:00 a.m. (breakfast) \$ 9.00, 8:00 a.m.- 6:00 p.m. (breakfast & lunch) \$ 21.00, 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: \$ 147.00

VII. COMMENTS: VII. GENERAL LEDGER ACCOUNT NUMBER: 3-1100-415-00-200-001-0-583-

C. CERTIFICATION AND AUTHORIZATION TO PAYROLL DEDUCTIONS

I hereby certify that information provided on this form is true and estimated expenditures are reasonable and necessary . The funds will be used by me for the specific trip listed above and not given to or used by another county employee. If my trip is cancelled, I will immediately return the travel advance funds to the County Treasurer no later than 20 calendar days after the seminar/conference/ meeting end date by submitting a Final Travel Expense Claim. In addition, I agree to account for all travel expenditures including the travel advance by submitting a Final Travel Expense Claim, accompanied by required original supporting documentation, no later than 20 days after my seminar/conference/meeting end date. Any unused funds will also be returned to the County Treasurer's Office no later than 20 days after my seminar/conference/meeting end date.

Should I fail to submit a Final Travel Expense Claim, I understand that I will not be allowed to obtain another travel advance until the pending travel advance is settled. In addition, I agree to repay Hidalgo County and further consent to payroll deductions by the County Treasurer to recover the pending travel advance amount.

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

Requisition

Req # 00231625

PO #

Date: 02/13/13

Bill To: x
x

Vendor: 406155
LONGORIA, CLARISSA
C/O IT DEPT.

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

Contact: EDNA KIRBY
956-292-7010

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		CLARISSA LONGORIA WILL BE ATTENDING THE ODYSSEY USER CONFERENCE 2013 IN AUSTIN, TEXAS, MAY 21 THRU 24, 2013 DO NOT DUPLICATE ORDER		
3.00	EACH	BREAKFAST 05/22/13-05/24/13	9.00	27.00
4.00	EACH	LUNCH 05/21/13-05/24/13	12.00	48.00
4.00	EACH	DINNER 05/21/13-05/24/13	18.00	72.00
		<u>Account No</u>	<u>Encumbrance</u>	
		3-1100-415-00-200-001-0-583	147.00	
			Freight	.00
			Total	147.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

Requisition

Req # 00231569

PO #

Date: 02/13/13

Bill To: x
x

Vendor : 296716
HILTON AUSTIN
500 EAST 4TH STREET
AUSTIN TX 78701

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

Contact:

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
3.00	EACH	PRISCILDA MENJARES, VIVIAN BARRERA, CLARISSA LONGORIA WLL BE LODGING AT THE HILTON AUSTIN FOR THE ODYSSEY USER CONFERENCE 2013 IN AUSTIN, TEXAS, MAY 21 THRU 24, 2013 CONFIRMATION : 3509373597, 3507185691, 3509862087 DO NOT DUPLICATE ORDER LODGING FOR PRISCILDA MENJARES, VIVIAN BARRERA, CLARISSA LONGORIA <u>Account No</u> 3-1100-415-00-200-001-0-583 REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233	465.75 Encumbrance 1,397.25 Freight .00 Total	1,397.25 1,397.25

Authorized By: _____

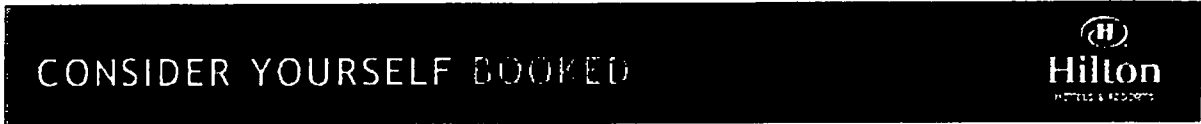
Edna Kirby

From: Hilton Hotels & Resorts Confirmed [hiltonhotels&resorts@res.hilton.com]

Sent: Monday, February 04, 2013 3:23 PM

To: edna.kirby@co.hidalgo.tx.us

Subject: Hilton Hotels & Resorts Confirmation #3509373597



Hilton Austin

10000 Katy Freeway, Suite 1000, Houston, TX 77025



We're pleased to confirm your reservation and look forward to welcoming you to Hilton.

[View My Reservation](#) | [Cancel My Reservation](#) | [Print My Reservation](#) | [Share My Reservation](#) | [Map & Directions](#)

Thank you for booking with us. Priscilda Menjares

Confirmation: 3509373597

Modify Reservation

Arrival: 21 May 2013 3:00 PM
Departure: 24 May 2013 12:00 PM

eStandby * UPGRADE
Upgrade for as little as \$7 extra per night. [Upgrade Now >](#)

Rate Information:

Rate Code	
TYLER TECH UPGRADE	
Rate per night	105.00 USD
Total for Stay (per Room)	
Rate	405.00 USD
Taxes	60.75 USD
Total	465.75 USD

Total for Stay: 465.75 USD
(Includes estimated taxes and service charges. See details for more info.)

Tax:
• There is a 15.00% tax on room per night tax.

Additional Charges:
• Valet parking: 25.00 night - Same parking: 10.00 night

Room Information:
Rooms: 1
Guests: 1 Adult
Room Type: 1 QUEEN BEDS

Comments and Requests:
100MP-HSIA-1EDF-31001 100MP-HSIA-1EDF-31001

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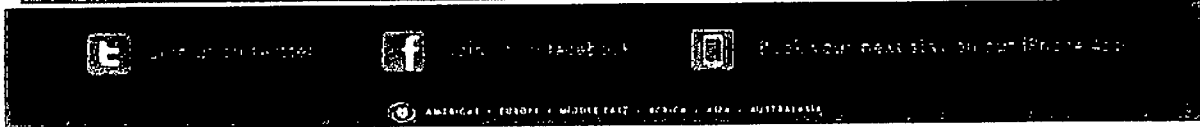
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Rate Rules and Cancellation Policy:

View the Rate Rules and Cancellation Policy for this reservation.
Rate Rules and Cancellation Policy for this reservation.
Rate Rules and Cancellation Policy for this reservation.



Service or amenity availability is subject to state and local laws. Must be of legal drinking age. Hilton Requests Upon Arrival items are subject to availability.

If you use a debit or credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

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.

If you have questions regarding your reservation, please contact Hilton Reservations and Customer Care at 1-800-HILTONS (443-8667), click here, or email us at hiltonhelp@hiltonres.com.

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Edna Kirby

From: Hilton Hotels & Resorts Confirmed [hiltonhotels&resorts@res.hilton.com]

Sent: Monday, February 04, 2013 3:23 PM

To: edna.kirby@co.hidalgo.tx.us

Subject: Hilton Hotels & Resorts Confirmation #3507185691



Hilton Austin
10000 Katy Fwy
Austin, TX 78758



We're pleased to confirm your reservation and look forward to welcoming you to Hilton.

Print this page | Download this page | Add to my calendar | Manage my reservations

Thank you for booking with us. Priscilla Menjares

Confirmation: 3507185691

Modify Reservation

Arrival

21 May 2013 3:00 PM

Departure

24 May 2013 12:00 PM

eStandby™ UPGRADE
Upgrade for as little as \$7 extra per night. Upgrade now >

Rate Information:

Room Type	TRIPLE TECH SUITE
Rate per night	105.00 USD
Tax and Fees per Room	
State	6.375000
Taxes	6.750000
Total	111.750000

Total for Stay: 465.75 USD
Includes estimated taxes and service charges. Excludes optional services.

Tax:
• There is a 15.00% occupancy tax on the room rate.

Additional Charges:
• Water parking: 25.00 per day. 5.00 per hour. 10.00 per hour.

Room Information:
Rooms: 1
Guests: 3
Room Type: 1 QUEEN BEDS

Comments and Requests:
COMPENSATED BUSINESS

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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, upgrading or engineering your reservation is subject to availability, and may not be possible at a later date. For more information, please refer to the rules and restrictions applicable to this reservation.

If you have questions regarding our services, please contact Hilton Reservations and Customer Care at 1-800-HILTONS-4U-6667, click here, or visit us at www.hilton.com.

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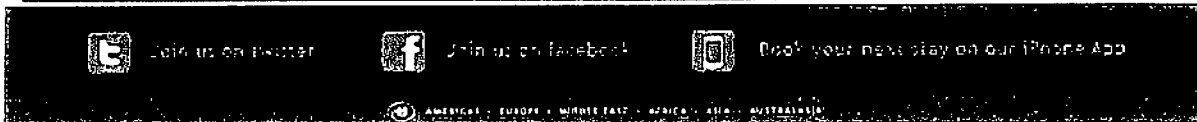
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Rate Rules and Cancellation Policy:

For more information on our rate rules and cancellation policy, please visit our website at [www.hilton.com/rates](#)



*Service tax, alcohol beverages & sundries extra. Price shown does not include applicable taxes. Request your Airfare™ package event availability.

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Hilton Worldwide will not contact you by telephone, text message or e-mail to ask for your confidential personal information, credit card details or recovery account login information related to upcoming stays or your account. Anyone who receives this type of request should not respond. If you do, we thank you, please notify us at [mailto:abuse@hilton.com](#) should you receive such a communication.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out. Any such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

To view, 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 rate of 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.

If you have questions regarding your reservation, please contact Hilton Reservations and Customer Care at 1-800-HILTONS (445-3687) or click [here](#) to email us at [mailto:help@hilton.com](#).

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Requisition

Req # 00231573

PO #

Date: 02/13/13

Bill To: x
x

Vendor : 275875
 EAN HOLDINGS, LLC
 4210 S. CONGRESS AVENUE
 AUSTIN TX 78745

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

Contact:

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
4.00	DAY	FULL SIZE CAR RENTAL FOR PRISCILDA MENJARES, VIVIAN BARRERA, CLARISSA LONGORIA THEY WILL BE ATTENDING THE ODYSSEY USER CONFERENCE 2013 IN AUSTIN, TEXAS, MAY 21 THRU 24, 2013 CONFIRMATION: 4GQQJF PICK UP DATE: 05/21/13 RETURN DATE: 05/24/13 Account No 3-1100-415-00-200-001-0-583	35.50	142.00
			<u>Encumbrance</u>	
			142.00	
			Freight	.00
			Total	142.00

Authorized By: _____



FACSIMILE TRANSMITTAL SHEET	
TO: PHONE#:	FROM:
FAX #:	DATE: 2/04/13
RE:	TOTAL # OF PAGES INCLUDING COVER: 1

THE QUOTE YOU REQUESTED

Below is the corporate rate for TKC1080 to be rented for the following dates:

5/21 to 5/25
pick-up date return date
12pm to 11:30AM
pick-up time return time

Corporate Account # Hidalgo Co.
Vehicle Size/Type Standard Size Car

Rate \$ 35.50 x 4 day (s) = \$ 142.00
 DW \$ _____ x _____ day (s) = \$ _____
 PAI \$ _____ x _____ day (s) = \$ _____
 SLP \$ _____ x _____ day (s) = \$ _____
 Tx Reim. Fee \$ _____ x _____ day (s) = \$ _____
 Motor Vehicle Tax 10% = \$ _____
 Mexico Insurance \$ 29.99 x _____ day (s) = \$ _____
 (Calendar Day Billing)
 Grand Total = \$ 142.00

*Basic Protection Package Includes: DW (Damage Waiver) & PAI (Personal Accident Insurance)
* Full Protection Package Includes: DW, PAI, & SLP (Supplemental Liability Protection)

Renter's Name: Priscilla Menjares
Additional Driver: _____
Reservation # 4600JF

** Please fax copy of license(s) n advance if possible.
Thank you.

Edna Kirby

From: Renan Ramirez [renan.ramirez@co.hidalgo.tx.us]
Sent: Tuesday, January 22, 2013 1:47 PM
To: edna kirby
Subject: Fwd: Invitation: May 22-24, Odyssey User Conference in Austin, TX

Edna,

Need these three girls setup for travel.

Thanks!

Renan Ramirez
Chief Information Officer
County of Hidalgo, Texas
956-289-7444

From: "Priscilda Menjares" <priscilda.menjares@co.hidalgo.tx.us>
To: "Edna Kirby" <edna.kirby@co.hidalgo.tx.us>
Cc: "Renan Ramirez" <renan.ramirez@co.hidalgo.tx.us>, "Vivian Barrera" <vivian@co.hidalgo.tx.us>, "Clarissa Longoria" <clarissa.longoria@co.hidalgo.tx.us>
Sent: Tuesday, January 22, 2013 1:22:25 PM
Subject: Fwd: Invitation: May 22-24, Odyssey User Conference in Austin, TX

Edna,

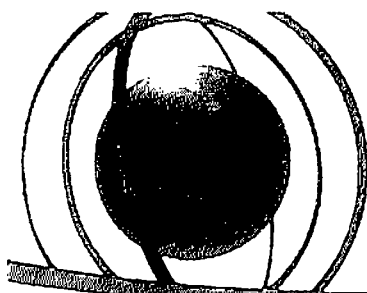
As per Renan, he would like for me, Clarissa, and Vivian to attend this conference. What steps are required from us in order to proceed?

Thank you,

Priscilda Menjares

From: "Tyler Technologies, Odyssey Solution Group" <cjevents@tylertech.com>
To: "priscilda menjares" <priscilda.menjares@co.hidalgo.tx.us>
Sent: Tuesday, January 22, 2013 12:01:09 PM
Subject: Invitation: May 22-24, Odyssey User Conference in Austin, TX

View Email in Browser (For valuable updates, add us to your Safe Sender's list. Please forward to associates.)



ODYSSEY[®]

User Conference
Connect. Communicate. Collaborate.

Join us for ...
the Odyssey User Conference

May 22-24, 2013 in Austin, TX
Hilton Austin

The annual Odyssey User Conference will include **new classes** tailored to meet the demands of courts, jails, justice of peace offices, as well as prosecutors and public defenders' offices.

The action-packed conference will provide valuable takeaways that include **updates on Odyssey 2013 and beyond**, as well as **hands-on training in labs and new product demos** — all the in-depth product training and key information you need to make your office more efficient.

The two-day event will be filled with **opportunities** — network with Tyler staff and peers to share best practices and ideas, and learn about and provide input on future product roadmaps.

And, if you've been to an Odyssey User Conference before, you know we'll take a break for a fun event that allows you to mingle with peers from other jurisdictions.

Click here for additional information on the Agenda and to Register.

TexFile Information Session

Join us for a half-day TexFile Information Session on **Wednesday, May 22** from **10 a.m.-3 p.m.** This session is open to all Texas county clerks and their staff. If you are interested in learning about **mandatory e-filing in Texas**, you should plan to attend.

Hotel Information:

We have reserved a block of rooms at the Hilton Austin at a **special rate of \$135 per night**. We urge you to make reservations as soon as possible as we only have a limited number of rooms reserved. Reserve your room »

Or, call the hotel at **512.482.8000** and mention "Tyler Courts & Justice Group" to get the discounted rate.

We hope you will join us in Austin, Texas!



Register by March 29 and pay an early registration fee of \$225 per person!

After March 29, the regular conference fee of **\$400 per person** applies.

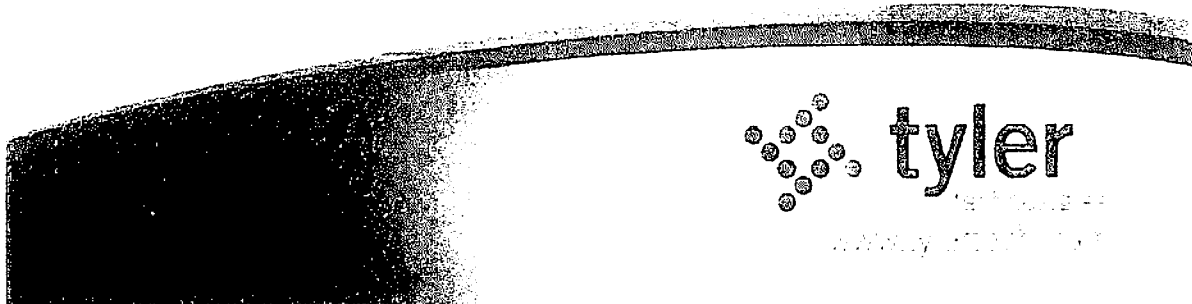
**These fees include all sessions, several meals and the special event.*

Odyssey User Conference
May 22-24
Hilton Austin
Austin, TX

Find out more »

Email: cjevents@tylertech.com

Call: 972.713.3770, ext. 3121



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Tyler Technologies, 6500 International Parkway, Suite 2000, Plano, TX 75093 | 972-713-3700 | contact@tylertech.com
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ODYSSEY

USER CONFERENCE

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VENUE

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AGENDA

REGISTRATION

Texas Odyssey® User Conference — Registration

Enjoy two full days of classes and workshops designed to meet the needs of Odyssey software users. The cost for this two-day event is \$400 per person. Included with every registration:

- Two days of training classes and seminars
- Breakfast, lunch and break-refreshments on Thursday and Friday
- Thursday night happy hour and dinner

Register by March 29, 2013 and pay an early registration fee of \$325 per person! After March 29th, the regular conference fee of **\$400 per person** applies, which includes all sessions, meals and the special event.

[Register online today »](#)

**We recommend you [review the agenda](#) and [class descriptions](#) to make your course selections and use as a guide when registering.*

To ensure sufficient planning time for a successful conference, we must receive all registrations by **May 1, 2013**. Please review all registration details below before starting the registration process.

Payment Information: Payment for the 2013 Tyler Odyssey User Conference must be made in the form of a check. Billing is also available with invoices payable upon receipt. Your payment option selection is requested at the end of the online registration process. Please indicate method and expected date of payment to be received.

Send payments and/or cancellations to
Tyler Technologies, Inc.
Attn: Odyssey User Conference — Austin, TX
PO Box 203556
Dallas, TX 75320-3556

If you are paying by check, please indicate your *Customer Name*, *Customer Number* and *C&J Odyssey Texas User Conference* on the check memo.

Cancellation Policy

- Cancellations received **before April 11** will be **fully refunded**.
- Cancellations received **before May 7** will be refunded, less a **\$75 processing fee**.
- **No refunds** for cancellations made **after May 7**.



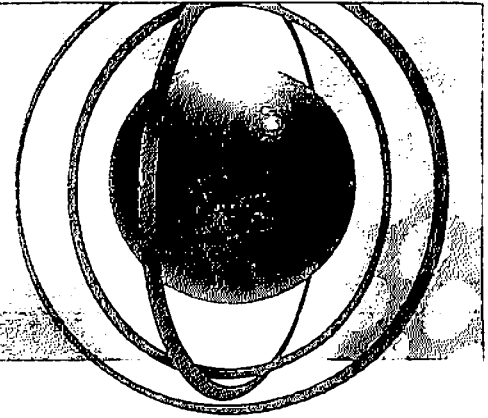
Empowering people who serve the public™



ODYSSEY

USER CONFERENCE

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Odyssey Texas User Conference Agenda				May 22-24, 2013 Austin, Texas		
	A	B	C	D Lab 1	E Lab 2	F
Wednesday, May 22, 2013						
10:00 a.m. - 3:00 p.m.	TexFile Information Session - Mandatory E-Filing <ul style="list-style-type: none"> • Overview and Timeline • Implications for IT • The Onboarding Process • Message for Attorneys and other Filers • Clerk Training (TexFile check-in will be at 9:30 a.m. Lunch will be provided.)					
5:00-7:00 p.m.	Check-In and Welcome Reception					
Thursday, May 23, 2013						
7:45-8:30 a.m.	General Session					
8:45-9:45 a.m. Session 1	2013 Odyssey Workflow and Workspaces	Newly Elected Officials - Get to Know Tyler	Integration Latest & Greatest	MS Project Lab	Enterprise Custom Reports (ECR) Training Lab	DataXchange - Connecting at the Speed of Justice
10:00-11:00 a.m. Session 2	JP - Getting the Most from Odyssey Release 2012	Jail Manager - Getting the Most from 2012 & Beyond	Attorney Manager - Getting the Most from 2012			E-Filing Rules & Procedures
11:15 a.m.-12:15 pm. Session 3	Case Manager - Getting the Most from 2012		2013 & Beyond	Integration Monitoring & Troubleshooting Lab	Forms Processing Lab	Odyssey Release 2012 Configuration Requirements
Lunch						
1:30-2:30 p.m. Session 4	Case Manager - 2013 & Beyond	Jail Roundtable Paper on Demand Jail	LMS & Onboarding New Staff	Enterprise Custom Reports (ECR) Training Lab	Financial Troubleshooting Lab	eCharging - Offense Reports
2:45-3:45 p.m. Session 5	Odyssey Portal - 2013 & Beyond	Document Management Updates & Best Practices	Governance - Making CJIS Work			
4:00-5:00 p.m. Session 6	Preparing for Releases		Direct & Prefiled Cases	MS Word & MS Excel Lab	Security Troubleshooting Lab	
Friday, May 24, 2013						
8:00-9:00 a.m.	General Session					
9:15-10:15 a.m. Session 7	Odyssey Installation Manager System (IMS) Overview and Demonstration	Charge Integration & CJIS Completeness	Collections Improvement	Financial Troubleshooting Lab	Time Standards Lab	
10:30-11:30 a.m. Session 8			Transforming to an Electronic Office		Sneak Peak - Odyssey File & Serve Review Tool	
Lunch						
1:00-2:00 p.m. Session 9	Pretrial Release	Managing your Enterprise Custom Reports (ECR)	Document Management Updates & Best Practices		Jail Best Practices Lab	
2:15-3:15 p.m. Session 10	Inside Tyler					

Edna Kirby

From: Odyssey User Conference [tyler.events@tylertech.com]
Sent: Tuesday, February 05, 2013 9:28 AM
To: Priscilda Menjares
Cc: edna.kirby@co.hidalgo.tx.us
Subject: Modification Confirmed - 2013 Odyssey User Conference - Austin, TX

Dear Priscilda,

Your registration has been modified. Please save this email for future reference.

Event: Odyssey User Conference - Austin, TX
Date: Wednesday, 05/22/13
Location: Hilton Austin
Address: 500 East 4th St, Austin, Texas 78701

Confirmation number: JGNNH4798LJ

[Click here to view the event summary](#)

Don't forget to reserve your room at the [Hilton Austin!](#)

We look forward to seeing you.

Sincerely,
Jennifer Keltner
Tyler Technologies

jennifer.keltner@tylertech.com

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http://www.cvent.com/d/a_8dHl0JWESG0o44z3ojoA/97h7/P1/5S?

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2013 Odyssey User Conference - Austin, TX

General Options

Name: Priscilda Menjares
Title: Technical Specialist
Address: Courthouse, 100 N Closser, 1st Floor
 Edinburg, Texas 78539
 USA
Number of People Registered: 1
Confirmation Number: *JGNNH4798LJ* (needed to modify your registration)
Event Title: 2013 Odyssey User Conference - Austin, TX
Location: Hilton Austin
 500 East 4th St
 Austin, Texas 78701
Phone: 512-482-8000
Date: 05/22/2013
Time: 7:30 AM [Add to my calendar](#)

Current Registration Details

Priscilda Menjares

Registration Items

Registration Item	Cost
Registration	\$325.00

Sessions

Date and Time	Session	Cost
05/22/2013 10:00 AM	[TF] Attending TexFile Information Session	\$25.00
05/22/2013	[MG] Not Attending Meet & Greet	\$0.00
05/23/2013 7:45 AM	[0] General Session	\$0.00
05/23/2013 8:45 AM	[1] 2013 Odyssey Workflow & Workspaces	\$0.00
05/23/2013 10:00 AM	[2] Jail Mgr - Getting the Most from 2012/2013 & Beyond - part 1 of 2	\$0.00
05/23/2013 11:15 AM	[3] Case Manager - Getting the Most from 2012	\$0.00
05/23/2013 1:30 PM	[4] Case Manager - 2013 & Beyond	\$0.00
05/23/2013 2:45 PM	[5] Document Management Updates & Best Practices - part 1 of 2	\$0.00
05/23/2013 4:00 PM	[6] Security Troubleshooting Lab	\$0.00
05/23/2013 6:00 PM	[EV] Attending Event	\$0.00
05/24/2013 8:00 AM	[0] General Session	\$0.00
05/24/2013 9:15 AM	[7] Odyssey Installation Manager System (IMS) Overview & Demo - part 1 of 2	\$0.00
05/24/2013 10:30 AM	[8] Transforming to an Electronic Office	\$0.00
05/24/2013 1:00 PM	[9] Jail Best Practices Lab - part 1 of 2	\$0.00
05/24/2013 2:15 PM	[10] Jail Best Practices Lab - part 2 of 2	\$0.00

Order Summaries

Order

Date	Type	Amt Ordered	Amt Paid	Amt Due
02/04/2013 3:32 PM CT	offline order	\$350.00	\$0.00	\$350.00
Total:		\$350.00	\$0.00	\$350.00

Payment Details

Edna Kirby

From: Odyssey User Conference [tyler.events@tylertech.com]
Sent: Tuesday, February 05, 2013 10:12 AM
To: Vivian Barrera
Cc: edna.kirby@co.hidalgo.tx.us
Subject: Registration Confirmed - 2013 Odyssey User Conference - Austin, TX

Dear Vivian:

Your registration has been confirmed. Please save this email for future reference.

2013 Odyssey User Conference - Austin, TX
Date: Wednesday, 05/22/13

Confirmation number: FFNLZDHBLZC

[Click here](#) to view the event summary

Don't forget to reserve your room at the Hilton Austin!

We look forward to seeing you.

Sincerely,
Jennifer Keltner
Tyler Technologies

jennifer.keltner@tylertech.com

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<http://www.cvent.com/d/YYm60Im0bEuj9SB-9DV8bw/97h7/P1/5S?>

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2013 Odyssey User Conference - Austin, TX

General Options

Name: Vivian Barrera
Title: Systems Manager
Address: 100 N. Closser, 1st Flr., Courthouse
 Edinburg, Texas 79539
Number of People Registered: 1
Confirmation Number: *FFNLZDHBLZC* (needed to modify your registration)
Event Title: 2013 Odyssey User Conference - Austin, TX
Location: Hilton Austin
 500 East 4th St
 Austin, Texas 78701
Phone: 512-482-8000
Date: 05/22/2013
Time: 7:30 AM [Add to my calendar](#)

Current Registration Details

Vivian Barrera

Registration Items

Registration Item	Cost
Registration	\$325.00

Sessions

Date and Time	Session	Cost
05/22/2013 10:00 AM	[TF] Attending TexFile Information Session	\$25.00
05/22/2013	[MG] Attending Meet & Greet	\$0.00
05/23/2013 7:45 AM	[0] General Session	\$0.00
05/23/2013 8:45 AM	[1] Integration Latest & Greatest	\$0.00
05/23/2013 10:00 AM	[2] Jail Mgr - Getting the Most from 2012/2013 & Beyond - part 1 of 2	\$0.00
05/23/2013 11:15 AM	[3] Jail Mgr - Getting the Most from 2012/2013 & Beyond - part 2 of 2	\$0.00
05/23/2013 1:30 PM	[4] Jail Roundtable Paper on Demand Jail	\$0.00
05/23/2013 2:45 PM	[5] Document Management Updates & Best Practices - part 1 of 2	\$0.00
05/23/2013 4:00 PM	[6] Security Troubleshooting Lab	\$0.00
05/23/2013 6:00 PM	[EV] Attending Event	\$0.00
05/24/2013 8:00 AM	[0] General Session	\$0.00
05/24/2013 9:15 AM	[7] Odyssey Installation Manager System (IMS) Overveiw & Demo - part 1 of 2	\$0.00
05/24/2013 10:30 AM	[8] Odyssey Installation Manager System (IMS) Overview & Demo - part 2 of 2	\$0.00
05/24/2013 1:00 PM	[9] Jail Best Practices Lab - part 1 of 2	\$0.00
05/24/2013 2:15 PM	[10] Jail Best Practices Lab - part 2 of 2	\$0.00

Order Summaries

Order

Date	Type	Amt Ordered	Amt Paid	Amt Due
02/05/2013 10:11 AM CT	offline order	\$350.00	\$0.00	\$350.00
Total:		\$350.00	\$0.00	\$350.00

Payment Details

Edna Kirby

From: Odyssey User Conference [tyler.events@tylertech.com]
Sent: Tuesday, February 05, 2013 10:25 AM
To: CLARISSA LONGORIA
Cc: edna.kirby@co.hidalgo.tx.us
Subject: Modification Confirmed - 2013 Odyssey User Conference - Austin, TX

Dear CLARISSA.

Your registration has been modified. Please save this email for future reference.

Event: Odyssey User Conference - Austin, TX
Date: Wednesday, 05/22/13
Location: Hilton Austin
Address: 500 East 4th St, Austin, Texas 78701

Confirmation number: HXNPNPTBC3R

[Click here to view the event summary](#)

Don't forget to reserve your room at the [Hilton Austin!](#)

We look forward to seeing you.

Sincerely,
Jennifer Keltner
Tyler Technologies

jennifer.keltner@tylertech.com

Having trouble with the link? Simply copy and paste the entire address listed below into your web browser:

http://www.cvent.com/d/_LuqewlOwU-IQf2wKf_m4w/97h7/P1/5S?

If you no longer want to receive emails from Odyssey User Conference - Austin, TX please click the link below.

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Edna Kirby

From: Jennifer Keltner [tyler.events@tylertech.com]
Sent: Tuesday, February 05, 2013 9:36 AM
To: edna.kirby@co.hidalgo.tx.us
Subject: 2013 Odyssey User Conference - Austin, TX: Registration Confirmation

General Options

Name: CLARISSA LONGORIA
Title: Technical Specialist
Address: Administration Bldg, 100 Cano, 4th Floor
Edinburg, Texas 78539
USA
Number of People Registered: 1
Event Title: 2013 Odyssey User Conference - Austin, TX
Location: Hilton Austin
500 East 4th St
Austin, Texas 78701
Phone: 512-482-8000
Date: 05/22/2013
Time: 7:30 AM

Current Registration Details

CLARISSA LONGORIA

2013 Odyssey User Conference - Austin, TX

Your registration is almost complete. Please review your registration below and if everything is correct, click Next or Finish.

Registration Summary

[Print](#)

CLARISSA
LONGORIA

Use this section if you wish to register other attendees. You will be asked to provide information for all fields (as if it were a new registration) for each person you are registering. Each registration will also require a unique email address. When done adding attendees the payment summary will include all fees associated with the registrations.

CLARISSA LONGORIA [\(Edit\)](#)

Email Address:
clarissa.longoria@co.hidalgo.tx.us

Title:
Technical Specialist

CC Email Address:
edna.kirby@co.hidalgo.tx.us

Call Phone:

Organization:
Hidalgo County

Office Phone:
956-292-7010

Office Address:
Administration Bldg, 100 Cano, 4th Floor
Edinburg, Texas 78539
USA

Questions

REGISTRANT INFORMATION

Do you require a vegetarian meal option?

Do you have special dietary requests?

Pursuant to the Americans with Disabilities Act, do you require specific aids or services?

How did you hear about this event? Email from Tyler

Agenda

REGISTRATION ITEMS

Registration

SESSIONS

Wednesday, 05/22/13

[TF] Attending TexFile Information Session 10:00 AM - 3:00 PM

[MG] Attending Meet & Greet

Thursday, 05/23/13

[0] General Session 7:45 AM - 8:30 AM

[1] Integration Latest & Greatest 8:45 AM - 9:45 AM

[2] E-Filing Rules & Procedures 10:00 AM - 11:00 AM

[3] Forms Processing Lab 11:15 AM - 12:15 PM

[4] LMS & Onboarding New Staff 1:30 PM - 2:30 PM

[5] Document Management Updates & Best Practices - part 1 of 2 2:45 PM - 3:45 PM

[6] Document Management Updates & Best Practices - part 2 of 2 4:00 PM - 5:00 PM

[EV] Attending Event 6:00 PM - 9:00 PM

Friday, 05/24/13

[0] General Session 8:00 AM - 9:00 AM

[7] Odyssey Installation Manager System (IMS) Overview & Demo - part 1 of 2 9:15 AM - 10:15 AM

[8] Odyssey Installation Manager System (IMS) Overview & Demo - part 2 of 2 10:30 AM - 11:30 AM

[9] Jail Best Practices Lab - part 1 of 2 1:00 PM - 2:00 PM

[10] Jail Best Practices Lab - part 2 of 2 2:15 PM - 3:15 PM