



HIDALGO COUNTY, TEXAS APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 03/25/13
TOTAL NUMBER OF EMPLOYEES TRAVELING: 2

DEPARTMENT NAME: Elections Dept.
NAME & TITLE OF EMPLOYEE(S) TRAVELING: Brenda Renteria, Hilda Ramos

EVENT INFORMATION

TITLE OF EVENT: 2013 ESRI International User Conference
EVENT DATE(S) FROM: 07/08/13 TO: 07/12/13
DEPARTURE DATE: 07/07/13 RETURN DATE: 07/12/13
LOCATION OF EVENT: CITY: San Diego STATE: California

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)	\$ -		AIRFARE* <input checked="" type="checkbox"/>
Subtotal for Object Code 584	\$ -	\$ -	BUS** <input type="checkbox"/>
2. AIRFARE- ROUNDTrip COACH FARE ONLY	\$ 1,381.20	/	Rental Car** <input checked="" type="checkbox"/>
3. TAXI FARE	\$ -		County Vehicle** <input type="checkbox"/>
4. BUS FARE	\$ -		Private Vehicle** <input type="checkbox"/>
5. RENTAL CAR	\$ 319.84		OTHER** (Specify)
6. GASOLINE/DIESEL/FUEL 1 pkins	\$ 120.00	/	* If travelling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.
7. MILEAGE REIMBURSEMENT	\$ -		** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparison of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.
8. TELEPHONE CALLS	\$ -		
9. PARKING	\$ -		
10. LODGING	\$ 1,430.00	/	
11. MEALS	\$ 462.582-00	/	
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 3,713.04		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 3,713.04	\$ -	

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: *[Signature]* DATE: *3/28/13* DEPARTMENT CONTACT PERSON: *Rosie Dim* PHONE NO.: *318-2570*

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: *3-28-13* REVIEWER'S SIGNATURE: *[Signature]* PHONE NO.: *292-7025*

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

RECEIVED BY COUNTY AUDITOR

2013 MAR 27 AM 10:30

HIDALGO COUNTY BUDGET OFFICE 2013 MAR 27 AM 10:35

Lodging Reg # 232438
Airfare Reg # 232039
Brenda Renteria meals / Parking / Gas Reg # 232405
Hilda Ramos: meals Reg # 232379
**Auto Rental Reg # 232032*

**Pending LIT A.I. 37856 (4-9-13) to finalize req.*

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: 02/28/13
 Department: Elections Department Requestor: Rosie Diaz EXT: 5715
 Number of Employees: 1
 Employee(s) Name (DOB if requesting airfare): Brenda Renteria DOB 04/12/85,
Hilda Ramos DOB 07/03/80
 Destination: San Diego, California
 Name of Seminar/Conference: 2013 ESRI International User Conference
 Travel Account Number: 3-1100-414-00-130-001-0-583

HOTEL: Req. #: 232438 P.O. #: _____

MUST REQUEST CHECK FOR HOTEL

Hotel Name: Town and Country Hotel, LLC Hotel Address: 500 Hotel Circle North, San Diego, CA
 Number of Rooms: 2 Hotel Phone Number: 619-291-7131
 Check In: 07/07/13 Check Out: 07/12/2013
 Single Bed or Double Beds

AUTO: Req. #: 232032 P.O. #: _____ Vendor # 275875
 Rental Location: San Diego, CA Airport Type of Vehicle: Standard
 Date/Time of Pick up: 07/07/13 @11:00 AM Date/Time of Drop off: 07/12/13 @3:00 PM

AIRFARE: Req. #: 232039 P.O. #: CITIBANK vendor #: 343277
 Refundable: YES NO Airline Name: _____
 Departure Date/Time: 07/07/13 @7:05 AM Return Date/Time: 07/12/13 @2:55 PM

[Signature] _____ *[Date]*
 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



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

DEPARTMENT:	Hidalgo County Elections Dept	If, applicable, was travel approved by Co. Exec. Officer?
DEPARTURE DATE:	7/7/2013	RETURN DATE:
TO CITY:	San Diego	STATE:
NAME OF EMPLOYEES ATTENDING SEMINAR:	Brenda Renteria, Hilda Ramos	
TOTAL# OF EMPLOYEES ATTENDING SEMINAR:	2	
PURPOSE/BENEFIT TO HIDALGO COUNTY:		

A. WORKSHOP/SEMINAR REGISTRATION(S)

TITLE OF WORKSHOP/SEMINAR:			
SPONSORED BY:			
REGISTRATION CHECK PAYABLE TO:			
REGISTRATION ADDRESS:		SEMINAR START DATE:	
		SEMINAR END DATE:	
		PURCHASE ORDER NO.	
1. REGISTRATION COST PER EMPLOYEE:		NO. OF EMPLOYEES ATTENDING AT THIS RATE:	
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.:		TOTAL NO. OF EMPLOYEES ATTENDING:	0
TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) A.	\$		-
(SEE PAGE 2 FOR SECTIONS B, C, & D)	TOTAL THIS PAGE (A):	\$	-
	TOTAL 2ND PAGE (B + C + D):	\$	3,131.04
	GRAND TOTAL (A + B + C + D):	\$	3,131.04

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.

	Rosie Diaz	956-318-2570 Ext 5715
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.

Hilda Ramos		149888
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
Brenda Renteria		179736
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.

RECEIVED BY
COUNTY AUDITOR

2013 MAR 27 AM 10:30



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

DEPARTMENT: Hidalgo County Elections Dept

DEPARTURE DATE: 7/7/2013 RETURN DATE: 7/12/2013

TO CITY: San Diego STATE: California

NAME OF EMPLOYEES ATTENDING SEMINAR: Brenda Renteria, Hilda Ramos

TOTAL# OF EMPLOYEES ATTENDING SEMINAR: 2

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: Town and Country & Convention Center HOTEL PHONE NO: _____

ADDRESS OF HOTEL: 500 Hotel Circle North CONFIRMATION NO.(s): 326VBVQ3
San Diego, CA 92108

ROOM RATE: \$ 143.00 PURCHASE ORDER NO. Req# 232438

NUMBER OF NIGHTS: 5 GENERAL LEDGER ACCT NO: 3-1100-414-00-130-001-0-583

ROOM RATE: \$ 143.00 TOTAL NO. OF ROOMS: 2

NUMBER OF NIGHTS: 5

ROOM RATE: _____ HOTEL TAX RATE: _____

NUMBER OF NIGHTS: _____

TOTAL CHECK AMOUNT FOR HOTEL (Daily Room Rate x No. of Rooms x No. of Days x Tax Rate). B. \$ 1,430.00

C. CAR RENTAL(S)

Note: Reservations for car rentals made under the name of Hidalgo County are required to be made through the State of Texas travel management services contract by visiting: www.window.state.tx.us/procurement/prog/stmp/

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

NAME OF CAR RENTAL COMPANY: Enterprise Rent-A-Car

ADDRESS OF CAR RENTAL COMPANY: San Diego California Airport
Note: Coordination of travel is required for every group of 4 or less 1691 Hancock Street; San Diego CA 92101-1117

PHONE NUMBER OF CAR RENTAL COMPANY: 619-294-3313

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

DAILY CAR RATE: \$ 63.97 DAILY CAR RATE: _____

NUMBER OF DAYS: 5 NUMBER OF DAYS: _____

CONFIRMATION NO.: 678734365 CONFIRMATION NO. 678734365

VEHICLE NO. 1 - NAMES OF EMPLOYEES TRAVELING: Brenda Renteria, Hilda Ramos VEHICLE NO. 2 - NAMES OF EMPLOYEES TRAVELING: _____

PURCHASE ORDER NO. Req#232032 GL ACCT NO: 3-1100-414-00-130-001-0-583

TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) C. \$ 319.85

D. AIRFARE(S)

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

NAME OF AIRLINE COMPANY: United Airlines, Inc

ADDRESS OF AIRLINE COMPANY: McAllen, Texas

PHONE NO. OF AIRLINE COMPANY: _____ CONFIRMATION NO.: LR7VM4

ROUND TRIP AIRFARE PER PERSON: \$ 690.60

NUMBER OF TRAVELERS: 2

GENERAL LEDGER ACCOUNT NUMBER 3-1100-414-00-130-001-0-583 P.O. NO. _____

TOTAL CHECK AMOUNT FOR AIRLINE COMPANY D. \$ 1,381.20

SUBTOTAL (B+C+D) \$ 3,131.05

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COUNTY AUDITOR

2013 MAR 27 10:00



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

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Brenda Renteria		EMPLOYEE I.D. NO.:	179736	EMPLOYEE TITLE:	GIS Operator	
DEPARTMENT:	Elections Dep.		DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?	No			
DEPARTURE DATE:	7/7/13		RETURN DATE:	7/13/13			
TIME OF DEPARTURE:	7:00 AM		TIME OF RETURN:	10:00 PM			
TO CITY:	San Diego		STATE:	California			
SEMINAR/CONFERENCE/MEETING:	START DATE:	7/8/2013	END DATE:	7/13/2013	ACTUAL NO. OF DAYS	6	
TITLE OF WORKSHOP/CONFERENCE:	2013 ESRI International User Conference						
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	Air Travel		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?	Hilda Ramos						
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	Yes	IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?	Out of the State				
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
Breakfast	\$9.00	\$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	\$12.00	\$72.00
Dinner	\$18.00	\$18.00	\$18.00	\$19.00	\$19.00	\$19.00	\$12.00		\$105.00
Total	\$39.00	\$39.00	\$39.00	\$40.00	\$40.00	\$40.00	\$33.00	\$0.00	\$231.00

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 and Gas charges for car rental	6 days @ \$ 20.00	\$ 120.00
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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.

IV. OTHER (Itemize)

_____	\$ _____
_____	\$ _____

V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE:	Req#232405	VI. TOTAL TRAVEL ADVANCE REQUESTED:	\$ 351.00
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VII. COMMENTS:	VII. GENERAL LEDGER ACCOUNT NUMBER:

C. CERTIFICATION AND AUTHORIZATION TO PAYROLL DEDUCTIONS

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

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

 EMPLOYEE SIGNATURE	Yvonne Ramon DEPARTMENT OFFICIAL'S NAME (Print Name)	 DEPARTMENT OFFICIAL'S APPROVAL (Signature)
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RECEIVED BY
COUNTY AUDITOR



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

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Hilda Ramos	EMPLOYEE I.D. NO.:	149888	EMPLOYEE TITLE:	Street Indexing Specialist
DEPARTMENT:	Elections Dep.	DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?	No		
DEPARTURE DATE:	7/7/13	RETURN DATE:	7/13/13		
TIME OF DEPARTURE:	7:00 AM	TIME OF RETURN:	10:00 PM		
TO CITY:	San Diego	STATE:	California		
SEMINAR/CONFERENCE/MEETING:	START DATE: 7/8/2013	END DATE: 7/13/2013	ACTUAL NO. OF DAYS:	6	
TITLE OF WORKSHOP/CONFERENCE:	2013 ESRI International User Conference				
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	Air Travel	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?	Brenda Renteria				
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	Yes	IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?	Out of the State		
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
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	\$19.00	\$19.00	\$19.00	\$12.00		\$105.00
Total	\$39.00	\$39.00	\$39.00	\$40.00	\$40.00	\$40.00	\$33.00	\$0.00	\$231.00

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: _____ 0 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: Req#232379

VI. TOTAL TRAVEL ADVANCE REQUESTED: \$ 231.00

VII. COMMENTS: _____

VII. GENERAL LEDGER ACCOUNT NUMBER: _____

C. CERTIFICATION AND AUTHORIZATION TO PAYROLL DEDUCTIONS

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

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

EMPLOYEE SIGNATURE	Yvonne Ramon DEPARTMENT OFFICIAL'S NAME <small>(Print Name)</small>	DEPARTMENT OFFICIAL'S APPROVAL (Signature)
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RECEIVED BY
COUNTY AUDITOR

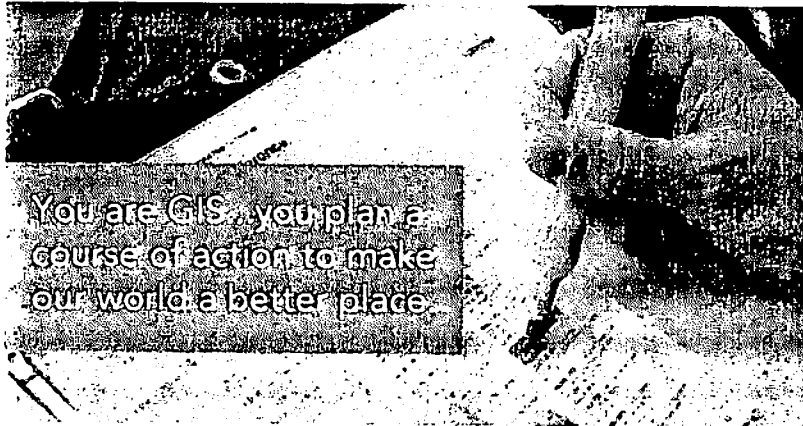
2013 MAR 27 09:10

Events

Esri International User Conference

[Main](#) [Agenda](#) [Sessions](#) [Exhibits](#) [Networking](#) [Community](#) [Registration](#) [Hotels](#) [My UC](#)

Agenda at a Glance



Your 2013 conference experience will be unlike any you have ever had. The Esri UC is the world's only event that covers the entire spectrum of the geospatial industry, bringing together social, economic, business, and environmental leaders who are redefining how people work together at every scale.

Check back often as we continue to add new speakers, sessions, and topics to the 2013 UC lineup.

Agenda at a Glance

Saturday, July 6

8:30 a.m.–5:00 p.m. [Preconference Seminars](#)
SDCC, Upper Level

Sunday, July 7

8:30 a.m.–5:00 p.m. [Preconference Seminars](#)
SDCC, Upper Level

* Monday, July 8

8:30 a.m.–3:30 p.m. [Plenary Session](#)
SDCC, Halls F, G, and H

3:30 p.m.–8:30 p.m. [Academic GIS Program Fair](#)
SDCC, Room 6 A Foyer

3:30 p.m.–8:00 p.m. [Map Gallery Opening and Evening Reception](#)
SDCC, Sails Pavilion

3:30 p.m.–8:30 p.m. [Special Displays](#)
SDCC, Sails Pavilion

Agenda

[Agenda at a Glance](#)

July 8–12, 2013

San Diego Convention Center

[Register Now >](#)

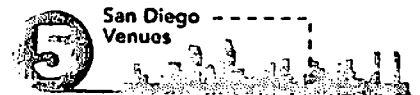
Stories of UC

The UC offered lots of useful interaction with Esri staff to work through details of our application.

-Brendan Ward, Conservation Biologist and GIS Analyst, Conservation Biology Institute

[Previous](#) [Next](#)

Conference Factoid



Conference Help

[Email Esri](#)

Call Esri: 1-888-377-4576

Let us know how we can help or check out the [Frequently Asked Questions](#) ..

Thursday, July 11

- 9:00 a.m.–1:30 p.m. **Esri Showcase and GIS Solutions EXPO**
SDCC, Halls B, C, and D
- 8:00 a.m.–1:30 p.m. **Special Displays**
SDCC, Sails Pavilion
- 9:00 a.m.–1:30 p.m. **User Software Applications Fair**
SDCC, Halls B, C, and D
- 11:45 a.m.–1:00 p.m. **Special Interest Group Meetings**

- 5:30 p.m.–10:00 p.m. **Thursday Night Party**

Friday, July 12

- 8:30 a.m.–10:15 a.m. **Technical Workshops**
SDCC, Rooms 1-11
- 10:30 a.m.–noon **Closing Session and Awards**
SDCC, Ballroom 20 D

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Understanding GIS

- What Is GIS?
- Live User Sites
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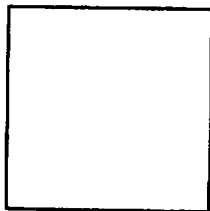
Rosie Diaz

From: Nielda Cavazos [nielda.cavazos@co.hidalgo.tx.us]
Sent: Tuesday, March 05, 2013 2:04 PM
To: 'Rosie Diaz'
Subject: FW: eTicket Itinerary and Receipt for Confirmation LR7VM4

Thanks,

*Nielda Cavazos, Travel Specialist
Hidalgo County Purchasing Department
1802 S. Bus Hwy 181
Edinburg, Texas 78539
Phone: (956)-292-7000 ext 4853
Fax: (956) 292-7612
nielda.cavazos@co.hidalgo.tx.us*

From: United Airlines, Inc. [mailto:unitedairlines@united.com]
Sent: Tuesday, March 05, 2013 1:44 PM
To: NIELDA.CAVAZOS@CO.HIDALGO.TX.US
Subject: eTicket Itinerary and Receipt for Confirmation LR7VM4



Confirmation:
LR7VM4
[Check-In >](#)

Issue Date: March 05, 2013

Traveler	eTicket Number	Frequent Flyer	Seats
RENTERIA/BRENDA	0162358242465		11B/27D/23E/6C
RAMOS/HILDA	0162358242466		11A/27C/24E/6B

FLIGHT INFORMATION

Day, Date	Flight	Class	Departure City and Time	Arrival City and Time	Aircraft	Meal
Sun, 07JUL13	UA3849V		MCCALLEN, TX (MFE) 7:05 AM	HOUSTON, TX (IAH -BUSH INTL) 8:18 AM	ERJ-	

Flight operated by EXPRESSJET AIRLINES INC doing business as UNITED EXPRESS.

3/5/2013

Sun, 07JUL13	UA1576V	HOUSTON, TX (IAH -BUSH INTL) 11:45 AM	SAN DIEGO, CA (SAN) 12:55 PM	737-800 Purchase
Fri, 12JUL13	UA1074V	SAN DIEGO, CA (SAN) 2:55 PM	HOUSTON, TX (IAH -BUSH INTL) 8:05 PM	737-800 Purchase
Fri, 12JUL13	UA5259V	HOUSTON, TX (IAH -BUSH INTL) 9:00 PM	MCALLEN, TX (MFE) 10:10 PM	CRJ- 200

Flight operated by SKYWEST AIRLINES doing business as UNITED EXPRESS.

FARE INFORMATION

Fare Breakdown

Airfare:	604.65USD	Form of Payment:	MASTERCARD
U.S. Federal Transportation Tax:	45.35	Last Four Digits	6590
U.S. Flight Segment Tax:	15.60		
September 11th Security Fee:	10.00		
U.S. Passenger Facility Charge:	15.00		
Per Person Total:	690.60USD		

eTicket Total: 1,381.20USD

The airfare you paid on this itinerary totals: 1,209.30 USD

The taxes, fees, and surcharges paid total: 171.90 USD

Fare Rules: Additional charges may apply for changes in addition to any fare rules listed.

NONREF/0VALUAFDPT/CHGFEE
Cancel reservations before the scheduled departure time or TICKET HAS NO VALUE.

Baggage allowance and charges for this itinerary.

Baggage fees are per traveler

Origin and destination for checked baggage	1 st bag	2 nd bag	Max wt / dim per piece
7/7/2013 McAllen, TX (MFE) to San Diego, CA (SAN)	25.00 USD	35.00 USD	50.0lbs (23.0kg) - 62.0in (157.0cm)
7/12/2013 San Diego, CA (SAN) to McAllen, TX (MFE)	25.00 USD	35.00 USD	50.0lbs (23.0kg) - 62.0in (157.0cm)

Additional Baggage Information

Carry-on baggage information

3/5/2013

United accepts one carry-on item of no more than 45 linear inches or 114 linear centimeters in the aircraft cabin, along with one personal item (such as a shoulder or laptop bag).

Due to FAA regulations, operating carriers may have different carry-on requirements. Please check with the operating carrier for

more information or go to united.com.

General Baggage Information

First and second bag service charges do not apply to active-duty members of the U.S. military and their accompanying dependents. For additional information regarding baggage charges

allowances, weight/size restrictions, exceptions or embargoes, or charges for overweight, oversized, excess, odd-sized baggage, special items

or sporting equipment, visit united.com/baggage.

IMPORTANT CONSUMER NOTICES

Incorporated Terms - Your travel is subject to United's Contract of Carriage terms. The Contract is available for inspection at any UA ticketing facility, united.com or by calling 1-800-UNITED-1. Passengers have the right to receive the full text of the terms incorporated by reference free of charge by mail or other delivery service. The Contract terms include rules about limits on liability for personal injury or death and for loss, damage, or delay of goods and baggage, check-in times, overbooking, security issues, reservations, denial of carriage, refunds, claims limits and restrictions, including time limitations for filing a claim or lawsuit, and schedule changes and irregularities. The Contract of Carriage contains further detail of these terms.

Additional Terms - Depending on the rules applicable to the fare paid, one or more restrictions including, but not limited to one or more of the following, may apply to your travel: (1) the ticket may not be refundable but may be exchangeable for a fee with another restricted fare ticket meeting all the rules/restrictions of the original ticket (including the payment of any difference in fares); (2) a fee may apply for changing/canceling reservations; or (3) travel may be restricted to specific flights and/or times and minimum and/or maximum stay may be required.

Baggage Liability - On domestic flights, United's maximum liability limit for checked baggage is \$3300 USD per passenger and United excludes liability for all unchecked baggage. For travel within the U.S., United excludes liability for fragile, valuable or perishable items carried in all baggage including jewelry, computers, cash, camera equipment and similar valuables. If any of these items are lost, damaged or delayed, you will not be entitled to any reimbursement. You can declare excess valuation on certain baggage at the airport, additional fees will apply.

ADVICE TO INTERNATIONAL PASSENGERS ON CARRIER LIABILITY - Passengers on a journey involving an ultimate destination or stop in a country other than the country of departure are advised that international treaties known as the Montreal Convention, or its predecessor, the Warsaw Convention, including its amendments, may apply to the entire journey, including any portion thereof within a country. For such passengers, the treaty, including special contracts of carriage embodied in applicable tariffs, governs and may limit the liability of the Carrier in respect of death of or injury to passengers, and for destruction or loss of, or damage to, baggage, and for

delay of passengers and baggage.

Notice—Overbooking of Flights - Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for compensation of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, including failure to comply with the carrier's check-in deadline which are available upon request from the air carrier, persons denied boarding involuntarily are entitled to compensation. *The complete rules for the payment of compensation and each airline's boarding priorities are available at all airport ticket counters and boarding locations. Some airlines do not apply these consumer protections to travel from some foreign countries. although other consumer protections may be available. Check with your airline or your travel agent.*

Personal Health - For important health tips before your flight, including information on a serious condition called Deep Vein Thrombosis, please go to united.com.

Thank you for choosing United Airlines
united.com

Legal Notices. Privacy Policy

Copyright © 2013 United Air Lines, Inc. All rights reserved.

Please do not reply to this message using the "reply" address.
For assistance, please contact United Airlines via telephone or via e-mail.

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return) Atlas Hotels, Inc	
Business name/disregarded entity name, if different from above Town and Country Hotel, LLC	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶ _____	
Address (number, street, and apt. or suite no.) 500 Hotel Circle North	Requester's name and address (optional)
City, state, and ZIP code San Diego CA 92108	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									
9	5	-	2	0	5	2	4	0	6

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶ 12/28/12
------------------	----------------------------	-----------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



**HIDALGO COUNTY
PURCHASING DEPARTMENT
Bidder/Vendor Application**

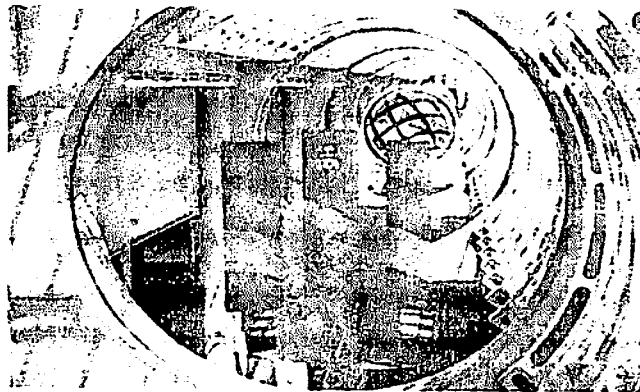
Complete in print or type. Please return this application to the Hidalgo County Purchasing Department
via e-mail: darlene.betancourt@co.hidalgo.tx.us, facsimile: (956) 318-2629 or (956) 292-7612
in person or regular mail to: 2812 S. Business Hwy. 281, Edinburg, Texas 78539

Company Name:	Atlas Hotels	Telephone No.:	(619) 291-7131
dba Name:	Town and Country Hotel		
Legal Name:			
Mailing Address:	500 Hotel Circle N	Fax No.:	(619) 497-0737
Physical Address:	500 Hotel Circle N		
City, State, Zip	San Diego CA 92108	Tax I.D. No.	95-2052406
Remit to Address:	Same as above City, State, Zip		
E-Mail Address:	credit@towncountry.com		
Representative(s) Name(s) & Title(s)	Kathryn Little, Director of Credit		
Type of Organization (check one):	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> LLC <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other, Specify		
State Identification No.	(Please attach completed W-9 form with this application)		
	Federal Identification No. or (If Individual) SS No.		
State of Incorporation:	Delaware	Date:	2004 Other:
Type of Business (check one):	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Retailer <input type="checkbox"/> Broker <input type="checkbox"/> Distributor <input type="checkbox"/> Service Organization <input checked="" type="checkbox"/> Other, Specify HOTEL		
Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:	N/A		
Small and/or Disadvantaged Business Information (check application criteria)	N/A		
Small Business:	Disadvantaged Business (At Least 51% Ownership)		
<input checked="" type="checkbox"/> Less than 125,000 annual gross receipt	<input type="checkbox"/> Black American	<input type="checkbox"/> Native American	
<input type="checkbox"/> Less than 250,000 annual gross receipt	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Women	
<input type="checkbox"/> Less than 499,000 annual gross receipt	<input type="checkbox"/> Asian Pacific American	<input type="checkbox"/> Other	
<input type="checkbox"/> More than 500,000 annual gross receipt			
Have you been certified as a HUB or an MBE/WBE source?:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Indicate Certification No.(s):	or are Certificate(s) attached?: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What type of product(s) is/are solicited by your company?:	N/A		
Would you like to be provided with specifications for procurements of such products?:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
To Be Completed by the County: Rec'd by (Purchasing):	Date Rec'd by (Purchasing):		
Date Forwarded Information to Auditor's Office:	Entry Date:	Vendor No.:	

Rosie Diaz

From: Hilda Ramos [hilda.ramos@co.hidalgo.tx.us]
Sent: Tuesday, March 05, 2013 2:00 PM
To: maria.diaz@co.hidalgo.tx.us
Subject: FW: Your Hotel Reservation - 2013 Esri International User Conference

From: Esri Housing Bureau [mailto:groupcampalgn@pkghlrss.com]
Sent: Tuesday, March 05, 2013 11:59 AM
To: hilda.ramos@co.hidalgo.tx.us
Subject: Your Hotel Reservation - 2013 Esri International User Conference



July 8-12,
San Diego

Dear Hilda,

Thank you for reserving your hotel for the Esri International User Conference (Esri UC) through the Esri Housing Bureau. Please review your reservation details below.

If for any reason you need to change hotels, please do not cancel this reservation. To modify your hotel, dates, credit card information, or to cancel your reservation, [click here](#).

Please Note:

- All special requests are forwarded to the hotel, but cannot be confirmed until check-in.
- Cancellations may be made without penalty until April 30, 2013. Full details on cancellations and fees are provided below.
- All changes and cancellations must be made through the Esri Housing Bureau until June 28, 2013. After June 28, the hotel must be contacted directly. Cancellation fees still apply.

We look forward to seeing you in San Diego!

Thank you,

Esri Housing Bureau
(909) 793-2853, ext. 1363
UChotelres@esri.com

3/5/2013

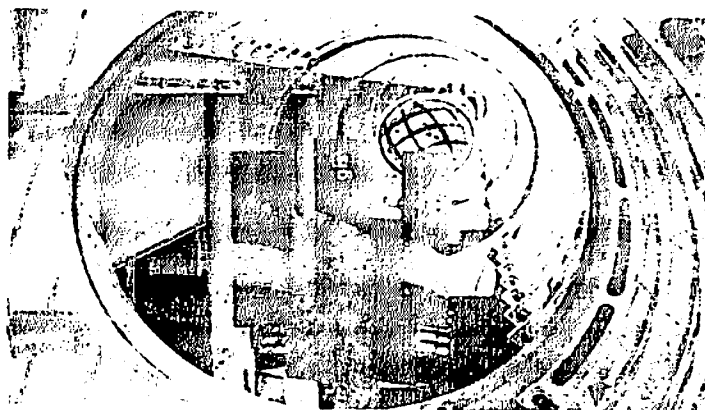
Reservation Information																									
Passkey Acknowledgement Number:	326VBV00																								
Your hotel:	Town and Country Hotel and Convention Center																								
Check-in:	07-Jul-2013																								
Check-out:	12-Jul-2013																								
Room type:	Standard Room - Government Rate																								
Guests per room:	1																								
Guest name:	Hilda Ramos																								
Share with:																									
Requests:																									
Guarantee method:	Credit card																								
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Address:	500 Hotel Circle North San Diego, CA 92108																								
Weather:	View the Weather Forecast																								

6019-291-7131

Rosie Diaz

From: Brenda Renteria [brenda.renteria@co.hidalgo.tx.us]
Sent: Tuesday, March 05, 2013 1:52 PM
To: maria.diaz@co.hidalgo.tx.us
Subject: FW: Hotel Reservation Change - 2013 Esri International User Conference

From: Esri Housing Bureau [mailto:groupcampaigns@pkghlrss.com]
Sent: Tuesday, March 05, 2013 11:56 AM
To: brenda.renteria@co.hidalgo.tx.us
Subject: Hotel Reservation Change - 2013 Esri International User Conference



July 8 -12, 2013
San Diego, CA

Dear Brenda,

This change to your hotel reservation was made on 05-Mar-2013

If for any reason you need to change hotels, please do not cancel this reservation. To modify your hotel, dates, credit card information, or to cancel your reservation, [click here](#).

Please Note

- All special requests are forwarded to the hotel, but cannot be confirmed until check-in
- Cancellations may be made without penalty until April 30, 2013. Full details on cancellations and fees are provided below.
- All changes and cancellations must be made through the Esri Housing Bureau until June 28, 2013. After June 28, the hotel must be contacted directly. Cancellation fees still apply.

Thank you,

Esri Housing Bureau
(909) 793-2853, ext 1363
UChotelres@esri.com

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Hotel Name:	Town and Country Hotel and Convention Center																								
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Weather:	View the Weather Forecast																								

Rosie Diaz

From: Gonzalez, Gilberto [Gilberto.Gonzalez@ehi.com]
Sent: Monday, March 04, 2013 9:48 AM
To: maria.diaz@co.hidalgo.tx.us
Subject: FW: Modified: Enterprise Rent-A-Car Reservation

Gilberto Gonzalez
Business Rental Sales Executive

956-227-6149 cell
956-242-0745 Fax

gilberto.gonzalez@ehi.com

Operating

600 E. Expressway 83
Pharr TX 78577

enterpriseholdings.com

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

From: DL Custhelp OnlineReservations Reservations
Sent: Monday, March 04, 2013 9:36 AM
To: Gonzalez, Gilberto
Subject: Modified: Enterprise Rent-A-Car Reservation

Dear Brenda Rentaria,

Thank you for choosing Enterprise. We look forward to seeing you at 11:00 am on Sunday, July 7, 2013. This message is to confirm you have updated your reservation. Following are the details for the updated reservation:

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

MODIFIED RESERVATION INFORMATION

Confirmation Number: 678734365

Name: Renteria, Brenda

Pick Up Date: Sunday, July 7, 2013 at 11:00 am

Drop Off Date: Friday, July 12, 2013 at 1:00 pm

Pick Up Location Address and Phone Number :

SAN DIEGO INTL ARPT
1691 HANCOCK STREET

SAN DIEGO, CA 92101-1117

Tel.: (619) 294-3313

Pick Up Location Hours for the week of : July 1, 2013

Monday 4:30 am 10:30 pm

Tuesday 4:30 am 10:30 pm

Wednesday 4:30 am 10:30 pm

Thursday 4:30 am 10:30 pm

Friday 4:30 am 10:30 pm

Saturday 4:30 am 10:30 pm

Sunday 4:30 am 10:30 pm

Car and Rate Information for HIDALGO COUNTY PURCHASING:
Standard

Chrysler 200 or similar

212.50 USD (5 Day @ 42.50)

0.00 USD (Drop Charge)

23.44 USD (2 Hour @ 11.72)

0.00 USD (COLLISION DAMAGE WAIVER FULL)

0.00 USD (SUPPLEMENTAL LIABILITY
PROTECTION)

26.21 USD (AIRPORT CONCESSION FEE 11.11 PCT)

30.00 USD (CUSTOMER FACILITY CHARGE \$6/DAY)

6.72 USD (TOURISM FEE 2.85 PCT)

20.97 USD (SALES TAX)

Total Charges 319.84 USD

Additional surcharges, local taxes, etc. may apply.

ENTERPRISE PICK-UP POLICY

TERMINAL 1 AND 2 ARRIVALS - PLEASE FOLLOW THE SIGNS, WITH A GREEN SHUTTLE ICON, TO THE GROUND TRANSPORTATION AND COURTESY VAN PICK UP AREA. THE ENTERPRISE SHUTTLE RUNS EVERY 7-10 MINUTES.

----- COMMUTER TERMINAL ARRIVALS - FOR SHUTTLE, PLEASE CALL 619-294-3313 EXT 2204, UPON ARRIVAL. A COURTESY PHONE IS LOCATED NEAR THE BAGGAGE CLAIM. ----- THIS OFFICE IS UNABLE TO PROVIDE PICK UP FROM THE PORT OF SAN DIEGO. FOR CRUISE SHIP PICK UP, PLEASE USE OUR OFFICE LOCATED AT 900 "F" STREET, SUITE 167. PHONE:(619) 696-5000. . SELF-SERVICE

KIOSKS AT THIS LOCATION CAN MAKE YOUR RENTAL TRANSACTION QUICK AND EASY.

ENTERPRISE MILEAGE POLICY

MILEAGE IS UNLIMITED FOR STATE OF TEXAS BUSINESS USE ON CONTRACTED CAR CLASSES. FOR ONE WAY RENTALS, MILEAGE IS UNLIMITED MILES WHEN BOOKING ONE WAY RENTALS IN TEXAS AND RETURNING IN TEXAS. ALL OTHER ONE WAY RENTALS WILL INCLUDE 0 FREE MILES WITH A \$.40 PER MILE CHARGE.

ENTERPRISE AGE POLICY

ALL STATE DRIVERS MUST BE 18 YEARS OF AGE OR OLDER FOR CONTRACTED CAR CLASSES FOR BUSINESS USE. 21 AND UP FOR 12-15 PASSENGER VANS.

ENTERPRISE MISCELLANEOUS POLICY

IMPORTANT INFORMATION: THIS OFFICE DOES NOT SERVICE OR PICK UP FROM THE PORT OF SAN DIEGO. FOR CRUISE SHIPS PLEASE UTILIZE OUR OFFICE LOCATED AT 900 "F"

STREET SUITE 167, SAN DIEGO DOWNTOWN. THE ESTIMATED COST OF THE RENTAL PLUS 20 PERCENT WILL BE HELD AS AN AUTHORIZATION ON YOUR DEBIT OR CREDIT CARD AT THE TIME OF RENTAL. THE USE OF A DEBIT CARD IS ALLOWED WITH PROOF OF A RETURN FLIGHT ITINERARY.

ENTERPRISE ADDITIONAL DRIVER POLICY

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

ENTERPRISE AFTER HOURS POLICY

RETURN YOUR RENTAL VEHICLE TO ANY ONE OF THE SEVERAL "PARK N FLY" LOTS LOCATED NEAR THE INTERSECTION OF KETTNER BLVD AND SASSAFRAS STREET (3550 KETTNER BLVD, PHONE: (619) 295-6659). UPON RETURN TO A "PARK N FLY" LOCATION, INFORM THE ATTENDANT THAT YOU ARE RETURNING AN ENTERPRISE VEHICLE. A 24 HOUR COMPLIMENTARY SHUTTLE SERVICE WILL BE PROVIDED. PLEASE ALLOW 5-10 MINUTES FOR SHUTTLE SERVICE BACK TO THE AIRPORT.

TO MODIFY OR CANCEL THIS RESERVATION

Please click the link below to modify or cancel this reservation.
(NOTE: Modifying your location, date, or time may result in changes to your rates, taxes, surcharges or underage fee.)

[https://www.enterprise.com/car_rental/deeplinkmap.do?bid=C01
&confirmnum=678734365
&firstname=BRENDA&lastname=RENERIA&cnty=US&language=EN](https://www.enterprise.com/car_rental/deeplinkmap.do?bid=C01&confirmnum=678734365&firstname=BRENDA&lastname=RENERIA&cnty=US&language=EN)

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