



HIDALGO COUNTY, TEXAS APPLICATION FOR OFFICIAL TRAVEL

	DATE OF REQUEST: 04/05/13
DEPARTMENT NAME: I. T. Departmen	TOTAL NUMBER OF EMPLOYEES TRAVELING: 1
NAME & TITLE OF EMPLOYEE(S) TRAVELING: Mariano Manzano III GIS Operator III	

EVENT INFORMATION

TITLE OF EVENT:	Meeting with Census Director		
EVENT DATE(S) FROM:	04/10/13	TO:	04/11/13
DEPARTURE DATE:	04/09/13	RETURN DATE:	04/11/13
LOCATION OF EVENT: CITY:	Washington	STATE:	D. C.

PURPOSE OF TRAVEL

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

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

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

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

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE	MODE OF TRAVEL <small>(Place an "X" by applicable mode of travel)</small>
1. REGISTRATION FEE(S)	\$ -		AIRFARE*
Subtotal for Object Code 584	\$ -	\$	BUS**
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	\$ 1,791.60		Rental Car**
3. TAXI FARE	\$ 60.00		County Vehicle**
4. BUS FARE	\$ -		Private Vehicle**
5. RENTAL CAR	\$ -		OTHER** (Specify)
6. GASOLINE/DIESEL/FUEL	\$ -		* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.
7. MILEAGE REIMBURSEMENT	\$ -		
8. TELEPHONE CALLS	\$ -		** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparison of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.
9. PARKING	\$ -		
10. LODGING	\$ 581.67		
11. MEALS	\$ 117.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 2,550.27		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 2,550.27	\$	

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

I certify that:

- Trip expenses are necessary and will be incurred for official county business.
- Reasonable efforts to minimize the use of county funds have been explored.
- Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.
- If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD:	DATE:	DEPARTMENT CONTACT PERSON:	PHONE NO.:
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FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS APPROVED for the individuals listed below:			
TRAVEL IS NOT APPROVED for the individuals listed below:			
REVIEWED BY (PRINT NAME):	DATE:	REVIEWER'S SIGNATURE:	PHONE NO.:
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):	DATE:	SIGNATURE OF DBM DEPARTMENT HEAD:	



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

DEPARTMENT:	I. T. Deptment	If, applicable, was travel approved by Co. Exec. Officer?	
DEPARTURE DATE:	4/9/2013	RETURN DATE:	4/11/2013
TO CITY:	Washington	STATE:	D. C.
NAME OF EMPLOYEES ATTENDING SEMINAR:	Mariano Manzano		
TOTAL# OF EMPLOYEES ATTENDING SEMINAR:	1		
PURPOSE/BENEFIT TO HIDALGO COUNTY:			

A. WORKSHOP/SEMINAR REGISTRATION(S)

TITLE OF WORKSHOP/SEMINAR:	Meeting with Census Director		
SPONSORED BY:	United States Census Bureau		
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.		\$	-
<i>(SEE PAGE 2 FOR SECTIONS B, C, & D)</i>		TOTAL THIS PAGE (A):	\$ -
		TOTAL 2ND PAGE (B + C + D):	\$ 2,373.26
		GRAND TOTAL (A + B + C + D)	\$ 2,373.26

E. CERTIFICATIONS AND EMPLOYEE AUTHORIZATIONS FOR PAYROLL DEDUCTIONS

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

DEPARTMENT'S PUBLIC OFFICIAL (Signature)	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.

Mariano Manzano III		113379
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.



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

DEPARTMENT:	I. T. Deptment		
DEPARTURE DATE:	4/9/2013	RETURN DATE:	4/11/2013
TO CITY:	Washington	STATE:	D. C.
NAME OF EMPLOYEES ATTENDING SEMINAR:	Mariano Manzano		
TOTAL# OF EMPLOYEES ATTENDING SEMINAR:	1		

B. HOTEL RESERVATION(S)

Note: Use of a travel agency is discouraged. Unless a benefit is achieved by other means, you must use the State of Texas travel management services contract by visiting: www.window.state.tx.us/procurement/prog/stmp/

NAME OF HOTEL:	Holiday Inn Express	HOTEL PHONE NO:	202-266-9000
ADDRESS OF HOTEL:	1917 Blabensburg NE Washington D. C.	CONFIRMATION NO.(s):	65043132
ROOM RATE:	\$ 299.00	PURCHASE ORDER NO.	
NUMBER OF NIGHTS:	1	GENERAL LEDGER ACCT NO:	3-1100-415-00-200-002-0-583
ROOM RATE:	\$ 209.00	TOTAL NO. OF ROOMS:	
NUMBER OF NIGHTS:	1		
ROOM RATE:		HOTEL TAX RATE:	14.50%
NUMBER OF NIGHTS:			
TOTAL CHECK AMOUNT FOR HOTEL (Daily Room Rate x No. of Rooms x No. of Days x Tax Rate) B.			\$ 581.66

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		IF YES, EXPLAIN REASON FOR NOT UTILIZING IT? Attach memo if more space needed.	
NAME OF CAR RENTAL COMPANY:			
ADDRESS OF CAR RENTAL COMPANY:			
<i>Note: Coordination of travel is required for every group of 4 or less</i>			
PHONE NUMBER OF CAR RENTAL COMPANY:			
VEHICLE NO. 1 TYPE:		VEHICLE NO. 2 TYPE:	
DAILY CAR RATE:		DAILY CAR RATE:	
NUMBER OF DAYS:		NUMBER OF DAYS:	
CONFIRMATION NO.:		CONFIRMATION NO.	
VEHICLE NO. 1 - NAMES OF EMPLOYEES TRAVELING:		VEHICLE NO. 2 - NAMES OF EMPLOYEES TRAVELING:	
PURCHASE ORDER NO.		GL ACCT NO:	
TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) C.			\$ -

D. AIRFARE(S)

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

NAME OF AIRLINE COMPANY:	United Airlines		
ADDRESS OF AIRLINE COMPANY:			
PHONE NO. OF AIRLINE COMPANY:		CONFIRMATION NO.:	J9PWHB
ROUND TRIP AIRFARE PER PERSON:	\$ 1,791.60		
NUMBER OF TRAVELERS:	1		
GENERAL LEDGER ACCOUNT NUMBER	3-1100-415-00-200-001-0-583	P.O. NO.	
TOTAL CHECK AMOUNT FOR AIRLINE COMPANY D.			\$ 1,791.60
SUBTOTAL (B+C+D)			\$ 2,373.26



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

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Mariano Manzano III	EMPLOYEE I.D. NO.:	113379	EMPLOYEE TITLE:	GIS Operator
DEPARTMENT:	I. T. Department	DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?			
DEPARTURE DATE:	4/9/13	RETURN DATE:	4/11/13		
TIME OF DEPARTURE:	7:00 AM	TIME OF RETURN:	7:00 PM		
TO CITY:	Washington	STATE:	D. C.		
SEMINAR/CONFERENCE/MEETING:	START DATE: 4/10/2013	END DATE: 4/11/2013	ACTUAL NO. OF DAYS:	2	
TITLE OF WORKSHOP/CONFERENCE:	Meeting with Census Director				
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	Air	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?	N/A				
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
		9-Apr	10-Apr	11-Apr					
Breakfast	\$9.00	\$9.00	\$9.00	\$9.00					\$27.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00					\$36.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00					\$54.00
Total	\$39.00	\$39.00	\$39.00	\$39.00	\$0.00	\$0.00	\$0.00	\$0.00	\$117.00

Meal per diems must be prorated for 1st day and last day of travel as follows:

Departure:	Arrival:
Before 8:00 a.m. (breakfast, lunch, & dinner) \$ 39.00	Before 8:00 a.m. (breakfast) \$ 9.00
8:00 a.m. - 1:00 p.m. (lunch & dinner) \$ 30.00	8:00 a.m.- 6:00 p.m. (breakfast & lunch) \$ 21.00
After 1:00 p.m. (dinner) \$ 18.00	After 6:00 p.m. (breakfast,lunch,&dinner) \$ 39.00

II. INCIDENTAL EXPENSES (taxi fare, shuttle fare, gas charges for car rentals, airport and hotel parking):

Expense type: _____ days @ \$ 20.00 \$ -

III. PERSONAL VEHICLE MILEAGE _____ Miles @ \$ 0.565 (Current Rate) \$ -

(Note: Mileage may be advanced calculated on a point-to-point basis using "Mapquest" at the current county adopted rate per highway mile. Incidental mileage will not be advanced. In addition, "Coordination of Travel" may apply (see Section 7 of the Travel Policies, Guidelines, and Procedures). When traveling out of state, if the most economical means of travel is driving, traveler must supply documentation to support the price of the airfare at the time of travel.

[Mapquest](#)

IV. OTHER (Itemize)

_____ \$ _____

_____ \$ _____

V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE: _____

VI. TOTAL TRAVEL ADVANCE REQUESTED: \$ 117.00

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)

115 E. Travis, Suite 1024
San Antonio, Texas 78205
210-222-2102 Office
210-222-2898 Fax
rios@world-net.net

**Law Offices of
Rolando L. Rios**

MEMO

To: Irma Saenz, Hidalgo County Judges Office From: Rolando L. Rios

Fax: 210-222-2898

Pages:2

Phone: 210-222-2102

Date: April 4, 2013

4/5/2013

Re: April 10, 2012 Meeting with Census Director in Washington DC CC: Hidalgo County Judges Staff

PURPOSE: The meeting in Washington DC will be directed at obtaining answers from the Director of the United States Census Bureau on the census undercount in Hidalgo County. The undercount misses population in Hidalgo County and results in the loss of tens of millions of federal dollars to the county. Funding for federal programs such as Medicaid are based on Census data.

The purpose of the meeting is to seek an adjustment to the 2010 US Census and to insure that the Census Bureau takes steps to make sure the undercount does not occur in the future.

The April 10, 2013 meeting is being coordinated by Congressman Cuellar's office and will include:

1. Congressman Henry Cuellar
2. Congressman Ruben Hinojosa
3. Congressman Filemon Vela Jr.
4. Hon. Ramon Garcia, Hidalgo County Judge (not confirmed)
5. Hon. A.C. Cuellar, County Commissioner Pct 1
6. Hon. Joseph Palacios, County Commissioner Pct. 4 (not confirmed)
7. Hidalgo Staff: Rick Alvarez and Mariano Manzano (GIS)
8. Director of the United State Census Bureau
9. Staff from the Census Bureau in charge of census adjustment program

TENTATIVE AGENDA IS ATTACHED

Rolando L. Rios
Jose Garza
Attorneys at Law
Legal Team for Hidalgo County

DRAFT

MEETING WITH CENSUS OFFICIALS – AGENDA - APRIL 10, 2013

1. Undercount consequences:

a. Loss of federal funds between 2002 and 2012 (PriceWaterhouseCoopers Study):

- i. Hidalgo County over **\$71 million** in federal funds were lost in Hidalgo, Cameron and Starr Counties alone
- ii. Programs impacted: **Medicaid**, Foster Care, Rehabilitation Services Basic Support, Child Care and Development Block Grant, Substance Abuse Prevention and Treatment Block Grant, Adoption Assistance, Vocational Education Basic Grants and Social Services Block Grants.

2. Smoking gun of what we discovered – what Hidalgo County has done:

a. Pictures of roof tops compared with Census Block population numbers

- i. Exhibit 1 – picture Blk 2085 Track 0242.03
- ii. Exhibit 2 – picture Blk 1058 Track 0242.03
- iii. Exhibit 3 – picture Blk (insert)
- iv. First Ten Blocks: Loss of over \$6Million
- v. Exhibit 4 – Extensive documents submitted under the count Question Resolution Program (CQRP).
- vi. Hidalgo County has spent considerable resources documenting what we are convinced were missed addresses. **Hidalgo County deserves an adequate response!**

3. The CQRP Program:

- a. Recent results: Adjustments granted not related to population numbers.

Edna Kirby

From: Norma Olivarez [norma.olivarez@co.hidalgo.tx.us]
Sent: Friday, April 05, 2013 4:56 PM
To: edna.kirby@co.hidalgo.tx.us
Subject: Fwd: eTicket Itinerary and Receipt for Confirmation J9PWHB

From: "United Airlines, Inc." <unitedairlines@united.com>
To: "NORMA OLIVAREZ" <NORMA.OLIVAREZ@CO.HIDALGO.TX.US>
Sent: Friday, April 5, 2013 3:38:00 PM
Subject: eTicket Itinerary and Receipt for Confirmation J9PWHB



A STAR ALLIANCE MEMBER

Confirmation:
 J9PWHB
[Check-In >](#)

Issue Date: April 05, 2013

Traveler	eTicket Number	Frequent Flyer	Seats
MANZANO/MARIANOMS	0162361902021		---/---/---/---

FLIGHT INFORMATION

Day, Date	Flight	Class	Departure City and Time	Arrival City and Time	Aircraft	Meal
Tue, 09APR13	UA5206A		MCALLEN, TX (MFE) 7:00 AM	HOUSTON, TX (IAH -BUSH INTL) 8:17 AM	CRJ-700	

Flight operated by SKYWEST AIRLINES doing business as UNITED EXPRESS.

Tue, 09APR13	UA4385B		HOUSTON, TX (IAH -BUSH INTL) 10:40 AM	WASHINGTON, DC (IAD - DULLES) 2:47 PM	ERJ-145	Purchase
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Flight operated by EXPRESSJET AIRLINES INC doing business as UNITED EXPRESS.

Thu, 11APR13	UA263	E	WASHINGTON, DC (DCA - NATIONAL) 1:44 PM	HOUSTON, TX (IAH -BUSH INTL) 4:04 PM	A-320	Purchase
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Thu, 11APR13	UA4705E		HOUSTON, TX (IAH -BUSH INTL) 5:14 PM	MCALLEN, TX (MFE) 6:27 PM	ERJ-145	
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Flight operated by EXPRESSJET AIRLINES INC doing business as UNITED EXPRESS.

FARE INFORMATION

Fare Breakdown	Form of Payment:
Airfare: 1,628.84 USD	MASTERCARD

U.S. Federal Transportation Tax:	122.16	Last Four Digits 6657
U.S. Flight Segment Tax:	15.60	
September 11th Security Fee:	10.00	
U.S. Passenger Facility Charge:	15.00	
Per Person Total:	1,791.60 USD	
eTicket Total:	1,791.60 USD	

The airfare you paid on this itinerary totals: 1,628.84 USD

The taxes, fees, and surcharges paid total: 162.76 USD

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

/-REFUNDABLE-/

Additional Charges: Fri., Apr. 5, 2013/MasterCard 6657 was charged 25.00 USD for the following: Revenue Service Fee / EDD 01629216126624

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
4/9/2013 McAllen, TX (MFE) to Washington, DC (IAD - Dulles)	0.00 USD	0.00 USD	70.0lbs (32.0kg) - 62.0in (157.0cm)
4/11/2013 Washington, DC (DCA - National) to McAllen, TX (MFE)	25.00 USD	35.00 USD	50.0lbs (23.0kg) - 62.0in (157.0cm)

The service charges for standard first and second checked bags (within specified size and weight limits) have been waived based on the fare purchased. Changes to the fare type purchased could result in increased baggage service charges.

Additional Baggage Information

Carry-on baggage information

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.

eTicket Reminders

- **Check-in Requirement** - Bags must be checked and boarding passes obtained at least 30 minutes prior to scheduled departure. Baggage will not be accepted and advance seat assignments may be cancelled if this condition is not met.

EXCEPTION:when departing from Atlanta, Chicago, Cleveland, Denver, Houston, Kona, Las Vegas, Los Angeles, Newark, Orlando, Philadelphia, Reno, San Francisco, Seattle or Tampa, the check in requirement time for Passengers and Bags is 45 minutes

- **Boarding Requirement** - Passengers must be prepared to board at the departure gate with their boarding pass at least 15 minutes prior to scheduled departure.
 - Failure to meet the **Boarding Requirements** may result in cancellation of reservations, denied boarding, removal of checked baggage from the aircraft and loss of eligibility for denied boarding compensation.
 - Bring your boarding pass or this eTicket Receipt along with [photo identification](#) to the airport.
 - The FAA now restricts carry-on baggage to one bag plus one personal item (purse, briefcase, laptop computer, etc.) per passenger.
 - For up to the minute flight information, sign-up for your Flight Status E-mail at united.com or call 1-800-784-4444; in Spanish 1-800-579-3938.
 - If flight segments are not flown in order, your reservation will be cancelled. Rebooking will be subject to the fare rules governing your ticket.
 - For the most current status of your reservation, flights and other important policies, go to united.com.
 - Your eTicket is non transferable and valid for 1 year from the issue date unless otherwise noted in the fare rules above.
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Customer Care Contact Information

We welcome your compliments, comments or complaints regarding United or a United travel experience. You may contact us using our Customer Care contact form at united.com

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Split terminal operations

While we continue combining our airline, some stations will operate in multiple terminals. Be sure to check your flight status to ensure you arrive at the right terminal before your flight. You can check flight status and gate information at

united.com or on the go with mobile.united.com or the United App.

Effective with our March 3 move to a single reservation system, our operations will be split in the following airports. Baltimore MD, Geneva Switzerland, London Heathrow England, Madrid Spain, Kansas City MO, New Orleans LA,

San Diego CA, San Antonio TX, San Jose del Cabo Mexico, New York LaGuardia NY, Washington DC Regan National, Boston MA.

See united.com for where to check in at each airport

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](#).

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Smoking Preference: Nonsmoking

Daily Parking Fee: \$15.00 (USD)

Cancellation Policy: Canceling your reservation before 4:00 PM (local hotel time) on Monday, 8 April, 2013 will result in no charge. Canceling your reservation after 4:00 PM (local hotel time) on 8 April, 2013, or failing to show, will result in a charge equal to the first night's stay per room to your credit card. Taxes may apply. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.

Local Information

Learn about things to see and do near your hotel.

[See What's Nearby](#)

Explore dining options at the hotel and in the nearby area.

[See Dining Options](#)



WASHINGTON DC NORTHEAST

1917 BLADENSBURG ROAD NE
WASHINGTON, DC 20002

Front Desk: 1-202-2669000

Room Rate Per Night: 04/09/2013 - \$299.00 (USD)
1 room(s)

04/10/2013 - \$209.00 (USD)
1 room(s)

Tax: \$73.67 (USD)

Estimated Total Price: \$581.67 (USD)

[View Cancellation Policy and Complete Room & Rate Details](#)

Driving Directions to Your Hotel

FROM I-95 TAKE I-295S. EXIT ONTO RTE 50 W (NEW YORK AVENUE). MAKE A LEFT ONTO BLADENSBURG ROAD. THE HOTEL IS ON THE INTERSECTION OF BLADENSBURG ROAD AND NEW YORK AVENUE. TRAVELING FROM THE NORTH, FOLLOW I-95 TO THE BALTIMORE/WASHINGTON PARKWAY SOUTH, CONTINUE TO 50W TOWARD WASHINGTON (NEW YORK AVENUE), HOTEL WILL BE ON LEFT.

[View Map and Transportation Options](#)

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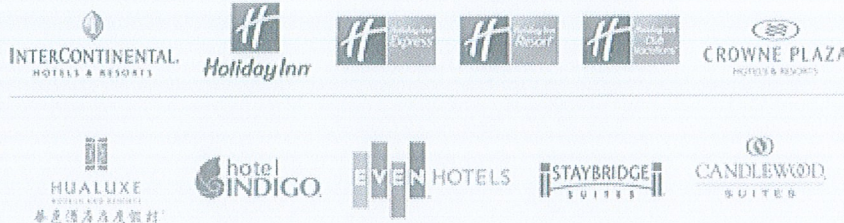
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* Additional taxes may apply for hotels booked in Tokyo, Japan that exceeds 10,000JPY/person per stay.

* Credit card payments relating to Australian hotels incur a merchant service fee of 1.5% in addition to the total amount payable.

* Other hotel-specific service charges may also apply.

* Additional taxes may apply.

Requisition

Req # 00234471

PO #

Date: 04/05/13

Bill To: x
x

Vendor : 343277
CITIBANK
P.O. BOX 183173
COLUMBUS OH 43218-3173

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
1.00	EACH	DO NOT DUPLICATE ORDER Hotel Stay for Mariano Manzano III while Attending the Census Bureau Meeting in Washington, DC on April 10, 2013	581.67	581.67
1.00	EACH	Confirmation 65043132 Holiday Inn Express 4/9/13 \$299.00 04/10/13 \$209.00 Taxes \$73.67 Total \$581.67 Roundtrip Airfare for Mariano Manzano III to attend the Census Bureau Meeting in Washington, DC on April 9-11, 2013	1,791.60	1,791.60
		Confirmation # J9PWHB United Airlines 04/09/13 04/11/13		
		Account No	<u>Encumbrance</u>	
		3-1100-415-00-200-001-0-583	2,373.27	
			Freight	.00
			Total	2,373.27
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

Requisition

Req # 00234509

PO #

Date: 04/08/13

Bill To: x
x

Vendor : 302678
MANZANO, MARIANO III
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
		Attending the Census Bureau Meeting in Washington, DC on April 10, 2013		
		DO NOT DUPLICATE ORDER		
3.00	EACH	Breakfast 04/09/13-04/11/13	9.00	27.00
3.00	EACH	Lunch 04/09/13-04/11/13	12.00	36.00
3.00	EACH	Dinner 04/09/13-04/11/13	18.00	54.00
1.00	EACH	Taxi Fare \$20.00 x 3 \$60.00	60.00	60.00
		Account No _____	Encumbrance	
		3-1100-415-00-200-001-0-583	177.00	
			Freight	.00
			Total	177.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____