

# COUNTY of HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE  
County Administration Building 3rd Floor  
2808 S. Business Highway 281  
Edinburg, Texas 78539-6243  
PHONE: (956) 318-2511  
FAX: (956) 318-2577  
WEBSITE: [www.co.hidalgo.tx.us/auditor](http://www.co.hidalgo.tx.us/auditor)

**MAILING ADDRESS:**  
HIDALGO COUNTY AUDITOR'S OFFICE  
P. O. BOX 689  
EDINBURG, TEXAS 78540-0689

## OFFICE OF THE COUNTY AUDITOR

### NOTICE OF DISCREPANCY AND/OR ADVISORY

**DATE:** 05/16/2013

**TO:** Edna Kirby

**DEPARTMENT:** (200) INFORMATION TECHNOLOGY

**FROM:** Emily Suarez

**PHONE:** (956)-318-2511 ext 4632

**REFERENCE:** MANZANO, MARIANO III Invoice #04/09-11/13

THE FOLLOWING DOCUMENT (S), i.e. Invoice #04/09-11/13 IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR MY OFFICE TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS.

PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE AUDITOR'S OFFICE WITH SUFFICIENT TIME FOR THE AUDITOR TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY COMMISSIONERS COURT, AS PER LOCAL GOVERNMENT CODE 113.064.

- EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED – PLEASE FOLLOW PROPER CLAIMS PROCEDURES
- PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE
- AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT
- VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE
- INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT
- SIGNATURE OR DATE NOT PRESENT
- SYSTEM SHOWS INVOICE PAID
- INSUFFICIENT FUNDING IN ACCOUNT #                      AVAILABLE \$
- NEEDS APPROVAL OF:
- NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
- NEEDS CORRECTION(S):
- NEEDS ADDITIONAL DOCUMENTATION i.e.,:
- OTHER:

**COMMENTS / RECOMMENDATION:** Ms Edna,  
This flight change charge of \$150.00 was not approved to be reimbursed by our office. This mistake was not the County's mistake therefore if you want to place it through Commissioners Court to be paid as a claim you have that option.

Thank you,  
Emily

COUNTY AUDITOR'S FORM: RE-CA-020  
REVISED: 08/2010



### HIDALGO COUNTY DISTRICT JUDGES

|  |                                     |   |  |                                      |   |   |                                    |  |
|--|-------------------------------------|---|--|--------------------------------------|---|---|------------------------------------|--|
| RICARDO P. RODRIGUEZ, JR<br>JUDGE, 92ND D.C. | RODOLFO DELGADO<br>JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES<br>JUDGE, 139TH D.C. | ROSE GUERRA REYNA<br>JUDGE, 206TH D.C. | JUAN R. PARTIDA<br>JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR<br>JUDGE, 332ND D.C. | NOE GONZALEZ<br>JUDGE, 370TH D.C.<br>OVERSEER | LETICIA LOPEZ<br>JUDGE, 389TH D.C. | AIDA SALINAS FLORES<br>JUDGE, 398TH D.C. |
|--|-------------------------------------|---|--|--------------------------------------|---|---|------------------------------------|--|



# HIDALGO COUNTY, TEXAS

## OUT - OF - COUNTY FINAL TRAVEL EXPENSE CLAIM

PO 690800

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COUNTY AUDITOR

|                    |   |                 |                  |
|--------------------|---|-----------------|------------------|
| EMPLOYEE NAME:     | 2013 APR 30 / PO 212<br>Mariano Manzano III | DEPARTMENT:     | I. T. Department |
| TRAVEL TO CITY:    | Washington                                  | STATE:          | D. C.            |
| DEPARTURE DATE:    | 4/9/2013                                    | RETURN DATE:    | 4/11/2013        |
| TIME OF DEPARTURE: | 6:35 AM                                     | TIME OF RETURN: | 6:27 PM          |

PURPOSE OF TRIP:  
I. REIMBURSEMENT FOR EXPENDITURES MADE ON ACCOUNT OF OFFICE BUSINESS:

| DESCRIPTION OF TRIP     | DATES OF TRAVEL FOR YEAR |             |             |             |                |                | 2013<br>TOTALS |
|-------------------------|--------------------------|-------------|-------------|-------------|----------------|----------------|----------------|
|                         | MONTH / DAY              | MONTH / DAY | MONTH / DAY | MONTH / DAY | MONTH / DAY    | MONTH / DAY    |                |
| Airline / Bus / Train   | \$ 1,791.60              |             |             |             |                |                | \$ 1,791.60    |
| Car Rental              |                          |             |             |             |                |                | -              |
| Gasoline for Car Rental |                          |             |             |             |                |                | -              |
| Personal Car Mileage    | Beginning                |             | Ending      |             | TOTAL MILEAGE: | (MILEAGE RATE) |                |
| ODOMETER READINGS:      | Mileage:                 |             | Mileage:    |             | -              | 0.565          | -              |

NOTE: Mileage is calculated on a point-to-point basis using "Mapquest". Reasonable incidental travel may be reimbursed when the traveler provides specific address destination points by using "Mapquest" to determine mileage. The most direct distance to the destination will be allowed. Any out-of-way or unreasonable travel distance as determined by the County Auditor will be at the expense of the traveler.

|  |  |        |        |  |  |  |        |
|--|--|--------|--------|--|--|--|--------|
| Hotel (Excluding Meals)  | 342.31   | 581.67 | 239.31 |  |  |  | 581.67 |
| Parking / Tolls  |  |        |        |  |  |  | -      |
| Taxi and Other Ground Transportation                             |  | 16.50  |        |  |  |  | 16.50  |
| Telephone  |  |        |        |  |  |  | -      |
| Registration Fees  | Free   |        |        |  |  |  | -      |
| MEALS (based upon actual charges)                                | NOTE: When traveling out of state trip and claiming actual meal expenses, receipts must be provided for all days of travel. If not reimbursement will be based on the \$39 per diem. |        |        |  |  |  |        |
| Type of Travel (In State =1 / Out of State =2)                   | 2  |        |        |  |  |  |        |
| With Receipts = 1 / Without Receipts = 2                         | 2  | 2      | 2      |  |  |  |        |
| Breakfast (\$9 per diem)   | 9.00   | 9.00   | 9.00   |  |  |  |        |
| Lunch (\$12 per diem)  | 12.00  | 12.00  | 12.00  |  |  |  |        |
| Dinner (\$18 per diem)   | 18.00  | 18.00  | 18.00  |  |  |  |        |
| Total Actual Meal Expense  | 39.00  | 39.00  | 39.00  |  |  |  |        |
| Total Allowable Meal Expense per County Policy (County Employee) |  |        |        |  |  |  | 117.00 |
| Other (Please explain below):                                    | 150.00   | 25.00  |        |  |  |  | 175.00 |
|  | Flight was changed due to them going to wrong airport. Baggage fees.   |        |        |  |  |  |        |

| II. Travel Expenditures paid by COUNTY CHECK or COUNTY CREDIT CARD that were NOT advanced to employee. (i.e. Airfare, Hotel accommodations, Car Rentals, Registration) |              |                    |             | TOTAL FROM T-4 CONTINUATION FORM   |                  |
|--|--------------|--------------------|-------------|--|------------------|
| Payee Name   | Expense Type | Check No / PO. No. | Amount      | TOTAL ALLOWABLE EXPENDITURES   | \$ 2,564.77      |
| Citibank   | Hotel        | 690789             | \$ 581.67   | AMOUNTS ADVANCED TO EMPLOYEE ON:   |                  |
| Mariano Manzano III  |              | 690800             | \$ 177.00   | TRAVEL EXPENDITURES PAID BY COUNTY CK OR COUNTY CREDIT CARD NOT ADVANCED TO EMPLOYEE | 2313.27 2,550.27 |
| Citibank   | Flight       |                    | 1791.60     | REMIT TO ME  | \$ 14.50         |
|  |              |                    |             | REMITTED TO COUNTY TREASURER ON  |                  |
| Total  |              |                    | \$ 2,564.77 | TREASURER RECEIPT NO.  | \$ 0.00          |

I hereby certify that the above information is true and correct to the best of my knowledge. The above funds were used solely for official County business. I have not and do not anticipate to receive reimbursement for the above listed travel expenditures from another source.

[Signature]      409-03      APPROVED BY: [Signature]      DATE: \_\_\_\_\_  
 EMPLOYEE SIGNATURE      DATE      DIVISION DIRECTOR/SUPERVISOR

APPROVED FOR PAYMENT BY: \_\_\_\_\_ DEPARTMENT HEAD      3-1100-415-00-200-001-0-583  
 COUNTY AUDITOR'S FORM: T.1.4 (01/13)      GENERAL LEDGER ACCOUNT NUMBER

Note: This report is due no later than 20 calendar days of return from travel.



# HIDALGO COUNTY, TEXAS APPLICATION FOR OFFICIAL TRAVEL

*Will  
deferral  
4/10/13*

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

2013 APR 9 PM 2:32

COUNTY AUDITOR'S

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### 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 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*   |
| 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        | \$                                     |  |

HIDALGO COUNTY BUDGET OFFICE

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: *[Signature]* DATE: DEPARTMENT CONTACT PERSON: PHONE NO.:

### FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS APPROVED for the individuals listed below:  
*Mariano Manzano*  
 TRAVEL IS NOT APPROVED for the individuals listed below:

REVIEWED BY (PRINT NAME): *Janie Atejos* DATE: *3-8-13* REVIEWER'S SIGNATURE: *[Signature]* PHONE NO.: *292-7025*

DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): *Dina R. Trevino* DATE: *4/9/13* SIGNATURE OF DBM DEPARTMENT HEAD: *[Signature]*

*Lodging  
Per 23471  
Airfare  
Per 23447  
Meals/Taxi  
Per 234509  
A.I.  
38087*

APPROVED BY COMMISSIONERS' COURT ON: *4/9/13*



**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, &amp; 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. |
|                       |                      |              |
|                       |                      |              |
|                       |                      |              |
|                       |                      |              |
|                       |                      |              |
|                       |                      |              |

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**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/](http://www.window.state.tx.us/procurement/prog/stmp/)

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

**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/](http://www.window.state.tx.us/procurement/prog/stmp/)

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

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

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

will do original

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME: Mariano Manzano III, EMPLOYEE I.D. NO.: 113379, EMPLOYEE TITLE: GIS Operator, DEPARTMENT: I. T. Department, DEPARTURE DATE: 4/9/13, RETURN DATE: 4/11/13, 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, IS COORDINATION OF TRAVEL REQUIRED? NO, 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:

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B. ESTIMATED EXPENSES:

I. MEALS: (Meals for one-day travel not requiring an overnight stay will not be advanced)
Table with columns: Meal Rate, MONTH / DAY (9-Apr, 10-Apr, 11-Apr), Total. Rows: Breakfast (\$9.00), Lunch (\$12.00), Dinner (\$18.00), Total (\$39.00). Total amount: \$117.00

Meal per diems must be prorated for 1st day and last day of travel as follows:
Table with columns: Departure, Arrival, Amount. Rows: 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, 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 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)

C. AI-37961 Master Court #2: – **APPROVED**  
 Approval to process payment of invoices/claims from A Sign Language Company for interpreting services with authority for County Treasurer to issue payment after review and auditing procedures are completed by the County Auditor as follows:

| Company                 | Invoice # | Invoice Date | Amount |
|-------------------------|-----------|--------------|--------|
| A Sign Language Company | 7394      | 01/26/11     | 261.25 |
| A Sign Language Company | 8812      | 12/18/12     | 261.25 |

D. AI-37823 Discussion, consideration and approval of General Fund Management Agreement between the County of Hidalgo and Valley Initiative for Development and Advancement (VIDA) – **APPROVED**

E. AI-38004 Approval to accept settlement check from MetLife Insurance Company in the amount of \$798.90 to settle auto accident with County vehicle. (Const P3) – **APPROVED**

F. AI-38005 Approval to accept settlement check from State Farm Insurance Company in the amount of \$1,419.83 to settle auto accident with County vehicle. (Constable P1) – **APPROVED**

G. AI-37959 Elections Dept: – **NO ACTION**  
 Requesting permission to allow Brenda Renteria (GIS Operator ) and Hilda Ramos to attend 2013 ESRI International User Conference sponsored by ESRI. The workshop/training will be held July 8, 2013 through July 12, 2013 in San Diego, California.

H. AI-38087 IT Department: – **APPROVED**  
 Requesting permission for Mariano Manzano to travel to Washington, D.C. on April 9-11, 2013 on county business related to Census CQR Program

I. AI-38088 Discussion and action on allowing county representative to speak on behalf of SB 1425 in Austin, Texas – **APPROVED JUAN MARTINEZ**

8. Human Resources - Esther Cortez:

A. AI-37930 Fire Marshal's Office (1100): – **APPROVED**  
 Requesting permission to advertise/hire for the following full time position:

| Position Title              | Slot # | Budgeted Salary |
|-----------------------------|--------|-----------------|
| Administrative Assistant II | 0006   | \$ 32,029.00    |

B. AI-37976 Information Technology (1100)

1. Approval of the following personnel actions: – **APPROVED**

| Action | Position Title              | Slot# | Salary      |
|--------|-----------------------------|-------|-------------|
| Delete | Technician V                | 0008  | \$47,703.00 |
| Delete | Administrative Assistant II | 0018  | \$33,013.00 |
| Delete | Technician I                | 0020  | \$24,087.00 |
| Create | Application Developer IV    | 0039  | \$67,803.00 |
| Create | Technical Specialist I      | 0040  | \$37,000.00 |

2. Requesting permission to advertise/hire for the following: – **APPROVED**

| Position Title           | Slot# | Salary      |
|--------------------------|-------|-------------|
| Application Developer IV | 0039  | \$67,803.00 |
| Technical Specialist I   | 0040  | \$37,000.00 |

3. Requesting permission to allow department to advertise/hire for any future/upcoming vacancies due to urgent pending projects (i.e. Odyssey Project) – **APPROVED;**

**REQUEST PERMISSION FROM EXECUTIVE OFFICE PRIOR TO ADVERTISE/HIRE**

4. Approval of revised salary schedule. – **APPROVED**

## Emelia Suarez

---

**From:** Edna Kirby [edna.kirby@co.hidalgo.tx.us]  
**Sent:** Thursday, May 02, 2013 2:18 PM  
**To:** emelia.suarez@auditor.co.hidalgo.tx.us  
**Subject:** FW:

**Importance:** High

**From:** Mariano Manzano [mailto:mariano.manzano@co.hidalgo.tx.us]  
**Sent:** Thursday, May 02, 2013 2:12 PM  
**To:** Edna Kirby  
**Subject:** Re:

We mistakenly went to Dulles Airport instead of Reagan.

---

**From:** "Edna Kirby" <edna.kirby@co.hidalgo.tx.us>  
**To:** "mariano manzano" <mariano.manzano@co.hidalgo.tx.us>  
**Sent:** Thursday, May 2, 2013 1:55:49 PM  
**Subject:** FW:

**From:** Emelia Suarez [mailto:emelia.suarez@auditor.co.hidalgo.tx.us]  
**Sent:** Thursday, May 02, 2013 1:39 PM  
**To:** 'Edna Kirby'  
**Subject:** RE:

Ms Edna,  
Can you please have him explain the reason for the flight change arrangement. I will attach this email to his final.

Thank you,  
Emily

---

**From:** Edna Kirby [mailto:edna.kirby@co.hidalgo.tx.us]  
**Sent:** Thursday, May 02, 2013 1:28 PM  
**To:** emelia.suarez@auditor.co.hidalgo.tx.us  
**Subject:** FW:  
**Importance:** High

Emily,

Please read below:

Explanation from Mariano on the flight charges.

Regards,  
Edna Kirby  
[edna.kirby@co.hidalgo.tx.us](mailto:edna.kirby@co.hidalgo.tx.us)  
Administrative Assistant II  
100 E Cano 4th Floor  
Edinburg, Texas 78539  
p. 956.292.7010 Ext. 6017  
f. 956.318.2152

Hidalgo County, Texas

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

From: Mariano Manzano [mailto:mariano.manzano@co.hidalgo.tx.us]

Sent: Thursday, May 02, 2013 1:16 PM

To: edna kirby

Subject:

Myself and Richard Alvarez had to change flight arrangements. In doing so the airline charged a fee for each individual to my credit card.

UNITED 

MANZANO/MARI  
REC LOC-J9PWHB PRNTR-B5D0A3

UA 4705 HFE HCALLEN

UA 5186 IAH

IAD/IT  
11APR13/0143P

UA 5016648734



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UNITED 

PASSENGER RECEIPT 1 OF 1

11APR13

IT/B90067 /CHANTILLY

A STAR ALLIANCE MEMBER 

EXCESS BAGGAGE  
TICKET

THIS IS YOUR RECEIPT

MANZANO/MARIANOMS  
\*\*NOT VALID FOR\*\*  
\*\*TRANSPORTATION\*\*

PSGR TICKET 01623625978144

FOR CONDITIONS OF  
CONTRACT - SEE  
PASSENGER TICKET AND  
BAGGAGE CHECK

IAD 00 IAH

J9PWHB

NOT VALID FOR TRAVEL

1 FIRST CHECKED BAG 25.00

USD 25.00

MCXXXXXXXXXXXX7206/XXXX/07122Z

1 016 2607672264 2

USD 25.00

Do not expose to excessive heat or direct sunlight.

STAPLE  
HERE

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PASSENGER RECEIPT 1 OF 1  
11APR13  
IT/B90067 /CHANTILLY

A STAR ALLIANCE MEMBER ☆  
SPECIAL SERVICE  
TICKET

MANZANO/MARIANOMS  
\*\*NOT VALID FOR\*\*  
\*\*TRANSPORTATION\*

PSGR TICKET 01623625978144

THIS IS YOUR RECEIPT

IAD 00 IAH

J9PWHB

FOR CONDITIONS OF  
CONTRACT - SEE  
PASSENGER TICKET AND  
BAGGAGE CHECK

2 SAME DAY CHANGE FEE 75.00 UA

NOT VALID FOR TRAVEL

USD 150.00

MCXXXXXXXXXXXX7206/XXXX/04473Z

1 016 2922074915 5

USD 150.00

*pd for Richard  
Alvarez  
fr. Co. Judge's  
Office*

*were at  
incorrect  
airport*

A STAR ALLIANCE MEMBER

NAME: MANZANO/MARIAN  
DATE: 11 APR 116

FF#: \_\_\_\_\_  
MILEAGE:

FLIGHT: UA 5186Y

GATE: **C24B** SEAT: 17D

DEPART: 230P

WASHINGTON

ARRIVE: 445P

HOUSTON

BOARD TIME: 205P

01623625978144

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MANZANO/MARIANOMS  
11 APR

J9PWHB

UA 4705Y

**B76**



01623625978144  
MFE ETICKET

A STAR ALLIANCE MEMBER

MANZANO/MARIAN  
11 APR 9

UA 4705Y

**B76** 8A

514P

HOUSTON

627P

MCALLEN

449P  
01623625978144

B1 648734

8A

**04**

BOARDING GROUP:

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STAPLE  
HERE

**UNITED**

Premier Access

**MANZANO/MARIANOMS**

*Manzano*

Tuesday, April 09, 2013

FLIGHT UA5206 GATE 1

BOARD TIME 6:35 AM BOARDING GROUP 1 SEAT 2C

**UA5206 1**

McAllen  
Houston-Bush Intl  
MFE to IAH  
Gate May Change  
Check Before  
Departure

Departs: 7:00 AM  
Arrives: 8:17 AM

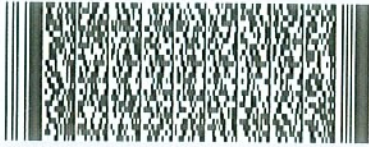
Aisle  
First

Operated by Skywest Airlines dba United Express

Confirmation: **J9PWHB**

01/01/2013 10:26:00 AM

46  
MFE05T  
UA5206  
2C



STAR ALLIANCE MEMBER

2013 APR 30 PM 2 12

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**UNITED**

Premier Access

**MANZANO/MARIANOMS**

Tuesday, April 09, 2013

FLIGHT UA4385 GATE B84N

BOARD TIME 10:15 AM BOARDING GROUP 1 SEAT 16B

**UA4385 B84N**

Houston-Bush Intl  
Washington-Dulles  
IAH to IAD  
Gate May Change  
Check Before  
Departure

Departs: 10:40 AM  
Arrives: 2:47 PM

Aisle  
Economy

Operated by ExpressJet Airlines dba United Express

Confirmation: **J9PWHB**

01/01/2013 10:26:00 AM

**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

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 2013 APR 30 PM 2 12



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) <b>7:00 AM</b>               | HOUSTON, TX (IAH -BUSH INTL) <b>8:17 AM</b>  | CRJ-700  |          |
| Flight operated by SKYWEST AIRLINES doing business as UNITED EXPRESS.        |              |  |  |          |          |
| Tue, 09APR13   | UA4385B      | HOUSTON, TX (IAH -BUSH INTL) <b>10:40 AM</b>   | WASHINGTON, DC (IAD - DULLES) <b>2:47 PM</b> | ERJ-145  | Purchase |
| Flight operated by EXPRESSJET AIRLINES INC doing business as UNITED EXPRESS. |              |  |  |          |          |
| Thu, 11APR13   | UA263 E      | WASHINGTON, DC (DCA - NATIONAL) <b>1:44 PM</b> | HOUSTON, TX (IAH -BUSH INTL) <b>4:04 PM</b>  | A-320    | Purchase |
| Thu, 11APR13   | UA4705E      | HOUSTON, TX (IAH -BUSH INTL) <b>5:14 PM</b>    | MCALLEN, TX (MFE) <b>6:27 PM</b>             | ERJ-145  |          |
| Flight operated by EXPRESSJET AIRLINES INC doing business as UNITED EXPRESS. |              |  |  |          |          |

**FARE INFORMATION**

Fare Breakdown  
 Airfare: 1,628.84 USD

Form of Payment:  
 MASTERCARD

|                                  |              |                          |
|----------------------------------|--------------|--------------------------|
| U.S. Federal Transportation Tax: | 122.16       | Last Four Digits<br>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-/**

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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 <sup>st</sup> bag | 2 <sup>nd</sup> 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](http://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](http://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](http://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](http://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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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 Reagan National, Boston MA.

See [united.com](http://united.com) for where to check in at each airport

### IMPORTANT CONSUMER NOTICES

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- **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](http://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](http://united.com).

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