



HIDALGO COUNTY, TEXAS

APPLICATION FOR OFFICIAL TRAVEL

	DATE OF REQUEST: 02/04/14
	TOTAL NUMBER OF EMPLOYEES TRAVELING: 1
DEPARTMENT NAME: Fire Marshal's Office	
NAME & TITLE OF EMPLOYEE(S) TRAVELING: Juan Martinez, Fire Marshal	

EVENT INFORMATION

TITLE OF EVENT: 2014 International Training Conference for Fire & Arson Investigators
EVENT DATE(S) FROM: 04/13/14 TO: 04/18/14
DEPARTURE DATE: 04/12/14 RETURN DATE: 04/18/14
LOCATION OF EVENT: CITY: Las Vegas STATE: Nevada

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.

Trainings of this nature will keep me abreast of new and changing policies and procedures, thus enabling me to better perform my duties as Fire Marshal for Hidalgo County.

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)	\$ 595.00		AIRFARE* <input checked="" type="checkbox"/>
Subtotal for Object Code 584	\$ 595.00	\$	BUS** _____
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	\$ 1,069.00		Rental Car** _____
3. TAXI FARE	\$ -		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	\$ 598.08		
11. MEALS	\$ 273.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 1,940.08		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 2,535.08	\$	

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

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

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

I certify that:

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

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD:	DATE: 2/4/14	DEPARTMENT CONTACT PERSON: Sulema Cavazos	PHONE NO.: 318-2656
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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: Fire Marshal's Office If, applicable, was travel approved by Co. Exec. Officer? _____

DEPARTURE DATE: 4/12/2014 RETURN DATE: 4/18/2014

TO CITY: Las Vegas STATE: Nevada

NAME OF EMPLOYEES ATTENDING SEMINAR: Juan Martinez, Fire Marshal

TOTAL # OF EMPLOYEES ATTENDING SEMINAR: 1

PURPOSE/BENEFIT TO HIDALGO COUNTY:
 Trainings of this nature will keep me abreast of new and changing policies and procedures, therefore, enabling us to better perform our duties at the Hidalgo County Fire Marshal's Office.

A. WORKSHOP/SEMINAR REGISTRATION(S)

TITLE OF WORKSHOP/SEMINAR: 2014 International Training Conference for Fire & Arson Investigators

SPONSORED BY: International Association of Arson Investigators

REGISTRATION CHECK PAYABLE TO: International Association of Arson Investigators

REGISTRATION ADDRESS: 2111 Baldwin Avenue, Suite 203 SEMINAR START DATE: 4/13/2014
Crofton, MD 21114 SEMINAR END DATE: 4/18/2014
 PURCHASE ORDER NO. _____

1. REGISTRATION COST PER EMPLOYEE: \$ 595.00 NO. OF EMPLOYEES ATTENDING AT THIS RATE: 1

2. REGISTRATION COST PER EMPLOYEE: _____ NO. OF EMPLOYEES ATTENDING AT THIS RATE: _____


3. "FREE" REGISTRATION COST: "FREE" NO. OF EMPLOYEES ATTENDING FOR "FREE": _____

GL ACCT NO: 4-1100-422-10-300-001-0-584 TOTAL NO. OF EMPLOYEES ATTENDING: 1

TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) A.	\$ 595.00
(SEE PAGE 2 FOR SECTIONS B, C, & D)	
TOTAL THIS PAGE (A):	\$ 595.00
TOTAL 2ND PAGE (B + C + D):	\$ 1,667.08
GRAND TOTAL (A + B + C + D)	\$ 2,262.08

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)	SULEMA CAVAZOS DEPARTMENT'S CONTACT PERSON	956-318-2656 PHONE #
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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.

JUAN MARTINEZ EMPLOYEE NAME (PRINT)	 EMPLOYEE'S SIGNATURE	138126 EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.



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

DEPARTMENT: Fire Marshal's Office
DEPARTURE DATE: 4/12/2014 RETURN DATE: 4/18/2014
TO CITY: Las Vegas STATE: Nevada
NAME OF EMPLOYEES ATTENDING SEMINAR: Juan Martinez, Fire Marshal
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: Rio All-Suites Hotel & Casino HOTEL PHONE NO: 866-746-7671
ADDRESS OF HOTEL: 3700 West Flamingo Road CONFIRMATION NO.(s): _____
Las Vegas, NV 89103
ROOM RATE: \$ 89.00 PURCHASE ORDER NO: _____
NUMBER OF NIGHTS: 6 GENERAL LEDGER ACCT NO: 4-1100-422-10-300-001-0-583
ROOM RATE: _____ TOTAL NO. OF ROOMS: _____
NUMBER OF NIGHTS: _____
ROOM RATE: _____ HOTEL TAX RATE: 12.00%
NUMBER OF NIGHTS: _____
TOTAL CHECK AMOUNT FOR HOTEL (Daily Room Rate x No. of Rooms x No. of Days x Tax Rate) B. \$ 598.08

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: _____
Note: Coordination of travel is required for every group of 4 or less employees
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: Southwest Airlines
ADDRESS OF AIRLINE COMPANY: 2730 Airport Drive
Harlingen, TX 78550
PHONE NO. OF AIRLINE COMPANY: 956-425-9391 CONFIRMATION NO.: ZT9NMQ
ROUND TRIP AIRFARE PER PERSON: \$ 1,069.00
NUMBER OF TRAVELERS: 1
GENERAL LEDGER ACCOUNT NUMBER 4-1100-422-10-300-001-0-584 P.O. NO. _____
TOTAL CHECK AMOUNT FOR AIRLINE COMPANY D. \$ 1,069.00
SUBTOTAL (B+C+D) \$ 1,667.08



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

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Juan Martinez	EMPLOYEE I.D. NO:	138126	EMPLOYEE TITLE:	Fire Marshal	
DEPARTMENT:	Fire Marshal's Office	DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?	No			
DEPARTURE DATE:	4/12/14	RETURN DATE:	4/18/14			
TIME OF DEPARTURE:	9:10 A.M.	TIME OF RETURN:	8:40 P.M.			
TO CITY:	Las Vegas	STATE:	Nevada			
SEMINAR/CONFERENCE/MEETING:	START DATE:	4/13/2014	END DATE:	4/18/2014	ACTUAL NO. OF DAYS	6
TITLE OF WORKSHOP/CONFERENCE:	2014 International Training Conference For Fire & Arson Investigators					
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.	Yes			
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?						
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?						
Yes OUT OF STATE						
PURPOSE/BENEFIT TO HIDALGO COUNTY: Trainings of this nature will keep me abreast of new and changing policies and procedures, thus enabling me to better perform my duties as the Fire Marshal for 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
		12-Apr	13-Apr	14-Apr	15-Apr	16-Apr	17-Apr	18-Apr	
Breakfast	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$63.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$84.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$126.00
Total	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$273.00
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: \$ 273.00				
VII. COMMENTS:					VII. GENERAL LEDGER ACCOUNT NUMBER: 4-1100-422-10-300-001-0-583				

C. CERTIFICATION AND AUTHORIZATION TO PAYROLL DEDUCTIONS

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

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

 EMPLOYEE SIGNATURE	 DEPARTMENT OFFICIAL'S NAME <small>(Print Name)</small>	 DEPARTMENT OFFICIAL'S APPROVAL (Signature)
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**HIDALGO COUNTY PURCHASING DEPARTMENT
TRAVEL REQUEST FORM
USING THE STATE OF TEXAS TRAVEL CARD**

As per County Travel Policy (at least two (2) weeks prior to the date the check will be needed)

Date of Travel Request Submission: 2/3/14
Department: Fire Marshal's Office Requestor: Sulema EXT: 5910
Number of Employees: 1
Employee(s) Name (DOB if requesting airfare): Juan Martinez 10/27/76
Destination: Las Vegas, Nevada
Name of Seminar/Conference: 2014 International Training Conference For Fire & Arson Investigators
Travel Account Number: 4 -1100-422-10-300-001-0-583

HOTEL: Req. #: 251298 P.O. #: _____

MUST REQUEST CHECK FOR HOTEL

Hotel Name: Rio All-Suites Hotel & Casino Hotel Address: 3700 West Flamingo Road, Las Vegas, NV. 89103
of Rooms: 1 Hotel Ph No: 866-746-7671 ASK FOR DAVID

Check In: 4/12/14 Check Out: 4/18/14
Single Bed or Double Beds

AUTO: Req. #: _____ P.O. #: _____ Vendor # 396095

Rental Location: _____ Type of Vehicle: _____
Date/Time of Pick up: _____ Date/Time of Drop off: _____

AIRFARE: Req. #: 251312 P.O. #: CITIBANK vendor #: 343277
Refundable: YES NO Airline Name: Southwest Airlines

Departure Date/Time: 4/12/14 @ 9:10am Return Date/Time: 4/18/14 @ 8:40pm


Signature: Elected Official/Department Head Date: 6/2/14
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



LAS VEGAS 2014

**INTERNATIONAL TRAINING CONFERENCE
FOR FIRE AND ARSON INVESTIGATORS
SCHEDULE OF CLASSES**

Time	Classroom A Fire Investigation & Research	Classroom B Legal Issues & Case Studies	Week Long Course	
			Classroom C Basic Fire Investigation	Classroom D Spanish Basic Fire Investigation
Monday, April 14				
8:00 - 10:00 OPENING CEREMONIES				
10:00 - 12:00	Keynote Presentation The Station Nightclub Fire, Warwick, RI: John Barylck Lessons learned, legal battles & victims rights			
1:00 - 3:00	Building & Fire Codes for the Investigator Robert Goodwin	Establishing Viable & Persuasive Causation Theories in Forensic Litigation Chad Stepan / Josh Iverson / David Bridges	IAAI 40-hour Basic Fire Investigation	IAAI 40-hour Basic Fire Investigation Delivered in Spanish
3:00 - 5:00	3D Technologies for the Fire Investigator Kirk McKinzie	Pitfalls of Expert Testimony: Avoiding Exclusion & Lawyer Tricks Karrie Clinkinbeard / Jerry King		
Tuesday, April 15				
8:00 - 10:00	ANNUAL GENERAL MEETING	Federal Prosecution of Arson Cases – Shaun Sweeney	Dixon Robin Barry Grimm Jim Allen Joseph Konefal	George Codding Ric Torres John Gamboa Jose Viegra
10:00 - 12:00		The Investigation, Arrest & Conviction of a Serial Arsonist (Ohio) Michael Dunton / Angela Poth-Wypasek		
1:00 - 3:00		How to Predict a Serial Arsonist: Case Study of Sweden's Worst Eva Ljungkvist / Dan Granvik <i>(Also offered Thursday AM in Classroom D)</i>		
3:00 - 5:00		Expanding Role of Electronic Modules in Vehicle Fire Investigations Eric Simons		
Wednesday, April 16				
8:00 - 12:00 EVIDENCE COLLECTION PRACTICUM – CHALLENGE FOR IAAI-ECT DESIGNATION. PRIOR REGISTRATION REQUIRED-Classroom D				
8:00 - 10:00	Methodology for Identifying Area of Origin by Using the Building Electrical System Mike Keller <i>(Spanish Translation will be available for this class)</i>	USS Miami Marine Fire Investigation Brian Grove / John Morris	Basic Fire Investigation Continues	Special Note: Spanish Class will attend Classroom A ALL DAY
10:00 - 12:00		Explosives for the Fire Investigator – Chris Case		
1:00 - 3:00	Raising the Bar of Fire Investigation NFPA 921/1033 2014 Editions Randy Watson / George Wendt <i>(Spanish Translation will be available for this class)</i>	A Perfect Storm Brewing for Fire Investigators: The Role of the NAS Report on Forensic Science Terry Dawn-Hewitt / Wayne McKenna		
3:00 - 5:00		Fire Fatality Research – Elayne Pope		
Thursday, April 17				
8:00 - 10:00	Research Updates in ARC Melting Mike Keller <i>(Spanish Translation will be available for this class)</i>	Impact of Fatality Fires on the Investigators William Visnovske / Dr. Jeff Mitchell	Basic Fire Investigation	Special Note: Spanish Class will attend Classroom A ALL DAY
10:00 - 12:00	Fire Protection in Fire Investigations (Construction, Alarms, Sprinklers, & Commerical Kitchens) Jason Kramarczyk <i>(Spanish Translation will be available for this class)</i>	Casby Quadruple Homicide/Arson Investigation Dan Hebert / David Tucholski	Continues	How to Predict a Serial Arsonist: Case Study of Sweden's Worst Eva Ljungkvist/Dan Granvik <i>(Also offered Tuesday PM in Classroom B)</i>
1:00 - 3:00	Impact of Vertical Ventilation on Post-Flashover Fires Ryan McCormick / Lee McCarthy <i>(Spanish Translation will be available for this class)</i>	Industrial Lighting Systems & Fire Causation Dave Powell	Basic Fire Investigation	Special Note: Spanish Class will attend Classroom A ALL DAY
3:00 - 5:00		Consumer Products Safety Commission (CPSC) Focus on Working Cooperatively to Address & Reduce Fire Risk From Consumer Products Marc Schoem	Continues	
Friday, April 18				
8:00 - 12:00	Fuel Air Explosions Scott Davis	Identifying & Examining Youth Fire Setting & Bomb Making Jessica Gotthold	IAAI 40-hour Basic Fire Investigation Concludes	Spanish IAAI 40-hour Basic Fire Investigation Concludes

2014 International Training Conference April 13-18



LAS VEGAS 2014
INTERNATIONAL TRAINING CONFERENCE
FOR FIRE & ARSON INVESTIGATORS

Home Schedule Courses Register Hotel/Transportation

Hotel & Transportation

Rio All-Suites Hotel & Casino
3700 West Flamingo Road
Las Vegas, NV , 89103, US
(866) 746-7671

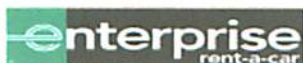
[Make your reservation TODAY!](#)

Transportation and Shuttle Service

The Rio is located 10 minutes from McCarran International Airport and easily reached by taxi, pre-arranged shuttle

The IAAI has corporate rates available through [Enterprise Rental Car](#).

- Click link to Enterprise. This will redirect to Enterprise Reservation page.
- Scroll down to Item #3. Where it says "Optional", enter L180809 and press Enter.
- At the next screen, you will be prompted for a PIN. Enter INT (case sensitive).
- You will then be redirected to the reservation page, where you will proceed as directed to make your reservation.



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International Association of Arson Investigators, Inc. 2111 Baldwin Avenue, Suite 203 | Crofton, MD 21114 | Phone: 800-468-IAAI (4224) | Fax: +

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Error: Please do not use back / refresh buttons. Please do not click the submit button more than once.

Registrant Information

Registration For: Mr. Juan G Martinez
 Registration Type: IAAI Member
 Registration Amount: \$595.00

Registered Events

[Add / Edit events for Mr. Juan G Martinez's registration.](#)

Event Name	Date	Starts	Ends	Free Tix	Total Tix	Fee	Total
Presidents Reception	4/13/2014	06:00 PM	10:00 PM	1	1	\$60.00	\$0.00
Awards Banquet	4/15/2014	06:00 PM	10:00 PM	1	1	\$60.00	\$0.00
Event Total:							\$0.00
Registration Total:							\$595.00
Registrant Sub Total:							\$595.00

Registration Totals

Cost of Registration: (Includes Guest Registrations) \$595.00
 Cost of Events: (Includes Guest Registrations) \$0.00
 Total Cost of Registration: \$595.00

[Return to Overview](#)

Enter Promotion Code:
 Total Due (after Discount) \$595.00

Payment Options

Payment Method:

Name on Card:

Address:

Address 2:

City, State & Zip:

Country:

Card Type & Number:

Expiration Month & Year:

Card Security Code:

Where is my Card Security Code? | Why do you need this?

Total Due: \$

Full payment must be received by IAAI prior to the conference start date.

In the event you have already paid, please disregard.

Please call the IAAI office at 800-468-IAAI (4224) office if you need to cancel.

Registrations canceled after 4/5/2013 will be charged a \$50 cancellation fee.

To avoid multiple charges, please only click once. Do not refresh the page.

Attached you will find the confirmation fro MR. Martinez's hotel stay please change req to reflect Citibank as hotel has been charge to the county's credit card hotel will not except checks at all so room has been paid for already.

From: "Rio All-Suite Hotel & Casino" <emails@em.harrahs-notifications.com>
To: "NIELDA CAVAZOS" <NIELDA.CAVAZOS@CO.HIDALGO.TX.US>
Sent: Tuesday, February 4, 2014 10:15:54 AM
Subject: Rio All-Suite Hotel & Casino Reservation Confirmation # DGHNN

View this email with images.

[CAESARS](#) [RESERVATIONS](#) [TOTAL REWARDS](#) [CASINO LOCATOR](#) [DEALS](#) [RESPONSIBLE GAMING](#)



HOTEL CONFIRMATION

RESERVATION CONFIRMATION

This is an automatically generated e-mail. Please DO NOT REPLY to this e-mail.

Dear Juan Martinez,

Thank you for choosing Rio All-Suite Hotel & Casino. Your confirmation number and reservation details are below.

Please keep this page for your records. **Confirmation Number: DGHNN**

[Rio All-Suite Hotel & Casino](#) gives you easy Strip access with complimentary and convenient shuttles. Discover just a taste of all the fun that awaits you here:

- Don't miss [Penn & Teller's](#) rule-breaking show and its big laughs and dazzling illusions.
- If wild nightlife is your preference, it doesn't get much hotter than at [VooDoo Rooftop Nightclub](#), with live music and DJs all 51 stories above the hustle and bustle.
- Excite your senses at [Chippendales](#), a show featuring 12 physically perfect male dancers who delight the audience with a series of disarmingly sexy, yet tasteful, routines.
- The [Village Seafood Buffet](#) is the only all-seafood, all-the-time, all-you-can-eat buffet in Las Vegas featuring lobster, snow crab legs, shrimp, fresh shucked oysters, sushi and much more.
- [iBar](#) features cutting-edge technology at Microsoft Surface tables that revolutionize the Las Vegas lounge experience.

There's something here for everyone!

Shop the Total Rewards Marketplace and earn 1 Reward Credit for every \$1 you spend.

You can now earn Reward Credits while shopping at hundreds of your favorite online retailers at the [Total Rewards Marketplace](#).

Play the Caesars Casino game on Facebook and earn real-world Reward Credits® with the purchase of virtual coins in the game. You'll be able to enjoy an exciting casino experience from home when you play video slots, blackjack and roulette. Send your friends free spins, brag about your big wins and unlock new slots and games. It's free, fun and always accessible on Facebook.

Rio All-Suite
Hotel & Casino



3700 W. F
Las Vegas
1-800-PLA

Connect w



Reservation Information

Guest Name: Juan Martinez
 Confirmation Number: DGHNN
 Check-In Date: 04/12/2014
 Check-Out Date: 04/18/2014
 Number of Adults: 1
 Number of Children:
 Package Name:

Billing Information

Juan Martinez
 NIELDA.CAVAZOS@CO.HIDALGO.TX.US
 RMC xxxx-xxxx-xxxx-6616
 Exp. xx/xx

Rates F

04/12/2014
 USD
 04/13/2014
 USD
 04/14/2014
 USD
 04/15/2014
 USD
 04/16/2014
 USD
 04/17/2014
 USD

Total T
 \$598.08
 *Exclud
 charges
 fees
 **Estim:

Please note:

To redeem a Total Reward's hotel offer the Total Reward customer must be present at check-in with a valid photo ID and T that match the name on the hotel reservation. If a reservation is made combining two Total Rewards accounts, both Total R must be present at check-in with valid IDs. No additional names will be allowed to check-in without the primary guest preser

If the Total Reward customers do not arrive together, they will not be able to check in, but will have the option to book a sep until the arrival of the other Total Reward customer. Upon arrival of both Total Reward's customers we will honor the origina

Did you know you can view your reservation online anytime? Please [click here](#) to view your reservation online.

TERMS AND CONDITIONS

Hotel Information

Rio All-Suite Hotel & Casino
 3700 W. Flamingo
 Las Vegas, NV 89103
 1-800-PLAY-RIO

[Directions](#)

Room Selection & Preferences

KING NS MTWW

**PLEASE NC
 Room prefere
 guaranteed ar
 charges may ;
 are disabled a
 special accor
 please call 1-8
 CAESARS

RIO ALL-SUITE HOTEL & CASINO CANCELLATION POLICY

A 72-hour cancellation notice is required prior to your arrival date to receive a refund of your deposit except non-refundable transferable reservations as noted in the package disclaimer. If you cancel within 72 hours, including reservations made wi your arrival, you will be charged the 1st night's room rate and tax. For Total Rewards customers, this amount will be deduc Total Rewards account. Declined or invalid credit card numbers may result in cancellation of booking without prior notice. F will be accepted for pre-payment of reservation balance only if received at least 30 days prior to arrival date. Checks will n received less than 30 days prior to arrival. Reservations made for [December 29 - 31, 2014](#) require cancellation 7 days prio Cancellations within 7 days of arrival are subject to the forfeit of one nights deposit.

DEPOSITS AND CREDIT CARDS

All reservations must be guaranteed by a major credit card. A valid credit card in the guest's name is required along with payment at check-in for incidentals. For general reservations, one night's room and tax are charged upon booking; for package reservations, the package price of room and tax are charged upon booking. Reservations made with declined or invalid credit cards are subject to cancellation. If your reservation is for arrival within the next 3 days, you will be required to present the same credit card with the deposit to the registration clerk upon arrival for verification.

A credit card or \$200 deposit is required on all reservations. For incidental charging to the room, a \$100 per day credit card is taken in addition to your entire room and tax for the stay (No cash deposits). Alternatively, a one time \$200 flat fee of cash may be given, however, this would only allow phone and movie privileges.

TOTAL REWARDS OFFERS

To redeem a Total Rewards hotel offer the primary Total Rewards customer on the account must be present at check-in with the Total Rewards card that match the name on the hotel reservation. Should a companion arrive prior to the individual with the reservation, the companion will not be able to check-in but will have the option to book a separate reservation until the arrival of the Total Rewards customer. Upon the arrival of the individual with the original reservation, they will be added to the new reservation and will honor the original rates booked.

RATES

Internet rates are not valid with, during, or in conjunction with other Discount programs, including corporate group and junk rates are currently subject to 12% tax and tourism fee that may not be reflected in total cost. Prior to confirmation, all rates are subject to change without notice and based upon limited availability.

ROOM PREFERENCES

We will make every effort to fulfill your preference requests; however they are not guaranteed, as rooms are assigned at check-in. Additional charges may apply for some requests. For accommodation preferences for the physically challenged, please call CAESARS.

CHECK-IN/CHECK-OUT

Check-In time is 4:00pm and Check-Out time is 11:00am.

LATE ARRIVALS

Rooms reserved through Harrahs.com are guaranteed for late arrival (after 6pm).

AGE REQUIREMENT

You must be 21 years of age or older to reserve a room.

ADDITIONAL PERSON CHARGES

Maximum occupancy is four persons per room. There is an additional nightly fee of \$30 per person for rooms with more than four occupants.

DOG POLICY

Guests traveling with their dog will be asked to fill out a waiver form accepting responsibility for any damage or cleaning charges that occur while at the Hotel. Dogs are only allowed in specified guestrooms and guests must make reservations in advance to accommodate a dog. The Hotel only allows dogs that weigh less than 50 pounds and up to two-dogs are allowed per room.

SPECIAL OFFERS VIA MOBILE PHONE

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CONTACT US

If you would like to contact us about a reservation, just click here to use our convenient online form. Please have the hotel reservation confirmation number and check-in date available.

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Nielda Cavazos, Travel Specialist
Hidalgo County Purchasing
2812 S Bus Hwy 281
Edinburg, Texas 78539
O/956-318-2626
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AIR Itinerary

AIR Confirmation: **ZT9NMQ**

Confirmation Date: 02/4/2014

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
MARTINEZ/JUAN	Join or Add #	5262189223305	Feb 4, 2015	9562

Rapid Rewards points earned are only estimates. Not a member - visit <http://www.southwest.com/rapidrewards> and sign up today!

Date	Flight	Departure/Arrival
Sat Apr 12	2558	Depart HARLINGEN, TX (HRL) on Southwest Airlines at 09:10 AM Arrive in HOUSTON (HOBBY), TX (HOU) at 10:10 AM Anytime
	3122	Change planes to Southwest Airlines in HOUSTON (HOBBY), TX (HOU) at 12:10 PM Arrive in LAS VEGAS, NV (LAS) at 1:30 PM Travel Time 6 hrs 20 mins Anytime
Fri Apr 18	353	Depart LAS VEGAS, NV (LAS) on Southwest Airlines at 1:55 PM Arrive in HOUSTON (HOBBY), TX (HOU) at 6:50 PM Anytime
	47	Change planes to Southwest Airlines in HOUSTON (HOBBY), TX (HOU) at 7:45 PM Arrive in HARLINGEN, TX (HRL) at 8:40 PM Travel Time 4 hrs 45 mins Anytime

What you need to know to travel:

- Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device. This will secure your boarding position on your flights.
- Southwest Airlines does not have assigned seats, so you can choose your seat when you board the plane. You will be assigned a boarding position based on your checkin time. The earlier you check in, within 24 hours of your flight, the earlier you get to board.

Air Cost: 1,069.00

Carryon Items: 1 Bag + small personal item are free. [See full details](#). Checked Items: First and second bags fly free. [Weight and size limits apply](#).

Fare Rule(s): 5262189223305: NONTRANSFERABLE

Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase.

HRL WN X/HOU WN LAS478 14YL WN X/HOU WN HRL478 14YL 956 28 END
 ZPHRLHOUASHOU XFHRL4 5HOU3LAS4 5HOU3 AY10 00\$HRL2.50 HOU2.50 LAS2.50
 HOU2.50

Important Reminders:

Checkin

Be sure to arrive at the departure gate with your boarding pass at least 10 minutes before your scheduled departure time. Otherwise, your reserved space may be cancelled and you won't be eligible for denied boarding compensation.

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Cost and Payment Summary

AIR - ZT9NMQ		
Base Fare	\$ 956.28	Payment Information
Excise Taxes	\$ 71.72	Payment Type: Mastercard XXXXXXXXXXXX6616
Segment Fee	\$ 16.00	Date: Feb 4, 2014
Passenger Facility Charge	\$ 15.00	Payment Amount: \$1,069.00
September 11th Security Fee	\$ 10.00	
Total Air Cost	\$1,069.00	

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² Security Fee is the government-imposed September 11th Security Fee.

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Southwest Airlines
P.O. Box 36647-1CR
Dallas, TX 75235

[Contact Us](#)

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Requisition

Req # 00251298

PO #

Date: 02/03/14

Bill To: x
x

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

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

Contact: SULEMA
956-318-2656

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
6.00	NGT	DO NOT DUPLICATE ORDER CO HOTEL STAY FOR FIRE MARSHAL JUAN MARTINEZ TO ATTEND 2014 INTERNATIONAL TRAINING CONFERENCE FOR FIRE & ARSON INVESTIGATORS IN LAS VEGAS, NEVADA APRIL 13-18, 2014 CHECK IN 4/12/18 CHECK OUT 4/18/14 TOTAL OF 6 NIGHTS \$89.00 + 12% TAX=\$99.68 PER NIGHT <u>Account No</u> 4-1100-422-10-300-001-0-583 REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233	99.68 <u>Encumbrance</u> 598.08 Freight .00 Total 598.08	598.08 .00 598.08

Authorized By: _____

Requisition

Req # 00251317

PO #

Date: 02/04/14

Bill To: x
x

Vendor : 350605
INTERNATIONAL ASSC OF ARSON INVESTIG;
2151 PRIEST BRIDGE DRIVE, STE 25
CROFTON MD 21114-2466
FAX (410)451-9049

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

Contact: SULEMA
956-318-2656

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	EACH	DO NOT DUPLICATE ORDER REGISTRATION FOR FIRE MARSHAL JUAN MARTINEZ TO ATTEND 2014 INTERNATIONAL TRAINING CONFERENCE FOR FIRE & ARSON INVESTIGATORS IN LAS VEGAS, NEVADA APRIL 13-18, 2014 REGISTRATION TYPE: IAAI MEMBER FREE PRESIDENTS RECEPTION AND AWARDS BANQUET <u>Account No</u> 4-1100-422-10-300-001-0-584 REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233	595.00 Encumbrance 595.00 Freight .00 Total 595.00	595.00 .00 595.00

Authorized By: _____

