



HIDALGO COUNTY, TEXAS

OUT - OF - COUNTY FINAL TRAVEL EXPENSE CLAIM

EMPLOYEE NAME : JUDGE BOBBY FLORES DEPARTMENT: 139TH DISTRICT COURT
 TRAVEL TO CITY : SEATTLE STATE: WASHINGTON
 DEPARTURE DATE: 8/20/2014 RETURN DATE: 8/23/2014
 TIME OF DEPARTURE: 7:00 AM TIME OF RETURN: 7:00 PM

PURPOSE OF TRIP : ATTENDED FINANCIAL STATEMENTS IN THE COURTROOM CONFERENCE THROUGH THE NATIONAL JUDICIAL COLLEGE (A.I.C.P.A. FUNDED)
 I. REIMBURSEMENT FOR EXPENDITURES MADE ON ACCOUNT OF OFFICE BUSINESS:

DESCRIPTION OF TRIP	DATES OF TRAVEL FOR YEAR						2013
	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	TOTALS
	8/20	8/21	8/22	8/23	8/24	8/25	
Airline / Bus / Train							\$ -
Car Rental							-
Gasoline for Car Rental							-
Personal Car Mileage	Beginning Mileage:		Ending Mileage:		TOTAL MILEAGE:	(MILEAGE RATE)	-
ODOMETER READINGS:					-	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)							-
Parking / Tolls							-
Taxi and Other Ground Transportation	29.50						29.50
Telephone							-
Registration Fees							-
MEALS (based upon actual charges)							
Type of Travel (In State =1 / Out of State =2)	2	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.					
With Receipts = 1 / Without Receipts = 2	2	2	2	2			
Breakfast (\$9 per diem)	9.00	9.00	9.00	9.00			
Lunch (\$12 per diem)	12.00	12.00	12.00	12.00			
Dinner (\$18 per diem)	18.00	18.00	18.00	18.00			
Total Actual Meal Expense	39.00	39.00	39.00	39.00			
Total Allowable Meal Expense per County Policy (County Employee)	39.00	39.00	39.00	39.00			156.00
Other (Please explain below):							-

Explanation Notes:

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)

Payee Name	Expense Type	Check No./ PO. No.	Amount	
TOTAL FROM T-4 CONTINUATION FORM				-
TOTAL ALLOWABLE EXPENDITURES				\$ 185.50
AMOUNTS ADVANCED TO EMPLOYEE ON :				
TRAVEL EXPENDITURES PAID BY COUNTY CK OR COUNTY CREDIT CARD NOT ADVANCED TO EMPLOYEE				-
REMIT TO ME				\$ 185.50
REMITTED TO COUNTY TREASURER ON				
Total				\$ -
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]
 EMPLOYEE SIGNATURE DATE: 9/16/14
[Signature]
 DEPARTMENT HEAD

APPROVED BY: *[Signature]* DATE: 9/16/14
 DIVISION DIRECTOR/SUPERVISOR

APPROVED FOR PAYMENT BY: *[Signature]*
 DEPARTMENT HEAD

4-1100-412-00-003-001-0-583
 GENERAL LEDGER ACCOUNT NUMBER

FINANCIAL STATEMENTS
August 20-22, 2014
REGISTRATION INSTRUCTIONS

WELCOME TO THE NATIONAL JUDICIAL COLLEGE

- Your name badge is in the plastic holder clipped to these instructions, along with the Registration form.
- **Please complete the Registration form and return it** to the NJC staff person assisting with registration for this program.
- Please write your name on the front cover of your binder.
- Please complete and return your attached **reimbursement form with receipts** to the NJC staff person by the end of the class. If you need more information or have any questions, please see the NJC staff person.

WEDNESDAY SCHEDULE

5:30 – 6:00
REGISTRATION

6:00 – 7:30
RECEPTION

THURSDAY SCHEDULE

8:00 – 8:15
INTRODUCTION

8:15
CLASS BEGINS

Subject: FINANCIAL STATEMENTS IN THE COURTROOM course
From: Brenda Pardini (pardini@judges.org)
To: judgebobby.flores@co.hidalgo.tx.us;
Date: Tuesday, April 1, 2014 2:50 PM

HON. JOSE FLORES,

This email is to confirm your attendance at The National Judicial College's FINANCIAL STATEMENTS IN THE COURTROOM course to be held on 8/20/2014. Attached to this email is a letter with additional logistics for the program.

If you have any questions or are unable to open the attachment, please contact the registrar's office at this email address or at 800-255-8343.

Thank you.
Brenda Pardini, Assistant Registrar
The National Judicial College

Zimbra

pete.lobato@co.hidalgo.tx.us

Fw: Seattle Hotel Confirmation

From : Bobby Flores <runbobbyrun@yahoo.com> Fri, Aug 15, 2014 01:12 PM
Subject : Fw: Seattle Hotel Confirmation 1 attachment
To : Pete Lobato <pete.lobato@co.hidalgo.tx.us>

Sent from Yahoo Mail on Android



From: Betty Morgan <morgan@judges.org>;
To: judgebobby.flores@co.hidalgo.tx.us <judgebobby.flores@co.hidalgo.tx.us>;
Subject: Seattle Hotel Confirmation
Sent: Fri, Aug 15, 2014 5:41:56 PM

Good morning. You will be staying at the Crowne Plaza Seattle -
Downtown and your confirmation # is: **1976918.**

Email or call if you have any questions. Thanks.

Betty, your friendly Course Administrator
Enjoy Life!!

The National Judicial College

Judicial College Building/MS 358

Reno, NV 89557

Toll-Free: 800-255-8343

Fax (775) 784-1253

morgan@judges.org

THE NATIONAL  JUDICIAL COLLEGE
Est. 1963

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President

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Hon. William F. Dressel, (Ret.)

To: Participant
From: The National Judicial College Registrar's Office
Subject: 2014 Enrollment

RE: The National Judicial College 2014 Course Enrollment

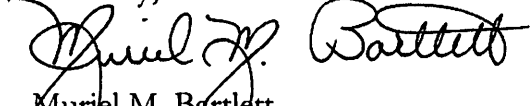
Dear Participant:

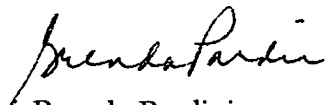
This is to acknowledge we are in receipt of your registration form for a requested course. We are confirming you have been enrolled in the course mentioned in the attached email.

Please note logistics are still being finalized for the course in which you are registered. Additional information about the course will be provided *via separate email* at a later date. In the interim, please hold the dates open for this course on your calendar. We will be in touch again once all details are confirmed.

We know you have a choice when selecting your continuing legal and professional education, and on behalf of The National Judicial College we wish to thank you for enrolling in our course.

Sincerely,


Muriel M. Bartlett
Registrar


Brenda Pardini
Assistant Registrar

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1664 N. Virginia Street, Judicial College Building, UNR-MS 358 • Reno, NV 89557
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THE NATIONAL  JUDICIAL COLLEGE
EST. 1963

Financial Statements in the Courtroom
August 20 – 22, 2014
Crowne Plaza Seattle - Downtown
Seattle, Washington

**CONFIRMATION OF ENROLLMENT
TIME SENSITIVE INFORMATION BELOW**

Congratulations you have been enrolled in the above-mentioned course.
Please read **all** the information listed below.
If you have any questions, please call or e-mail the Registrar's office at:
(800) 255-8343 or registrar@judges.org.

ATTENDANCE INFORMATION

Wednesday, August 20, 2014

Registration: 5:30 p.m. to 6:00 p.m.
Reception: 6:00 p.m. to 7:30 p.m.

Thursday, August 21, 2014

Class Begins: 8:00 a.m.
Class Ends: 5:00 p.m.
Reception and Dinner: 6:00 p.m. to 8:30 p.m.

Friday, August 22, 2014

Class Begins: 8:00 a.m.
Course Ends: 5:00 p.m.

CERTIFICATE OF COMPLETION

To receive your certificate of completion you must attend all sessions and be present through graduation on the final day of the program. Please see attendance policy below.

GRANT INFORMATION

Through a grant from the American Institute of Certified Public Accountants (AICPA), The National Judicial College (NJC) is presenting this special two-day program. The following is covered under the grant:

- Tuition and conference fee
- Airfare costs (up to \$475) or mileage at .56 per mile up to lowest possible advance purchase air fare
- Seattle, Washington ground transportation (up to \$100)-restrictions apply
- Lodging (Wednesday and Thursday evening)*
- Conference related meals and refreshment breaks

***LODGING NOTE:** Lodging is allowable for those who live greater than 50 miles from the program site. Friday night lodging may be allowed for those who are not able to travel home reasonably on Friday evening.

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Judicial College Building, MS 358 • Reno, NV 89557
tel (775) 784-6747 • 800-25-JUDGE (800-255-8343) • fax (775) 784-4234 • www.judges.org

ATTENDANCE POLICY

The National Judicial College (NJC) has a responsibility to the funding agencies that sponsor your attendance. The NJC must ensure that the tax dollars spent on continuing education are utilized for maximum benefit. It is, therefore, the policy and practice of the NJC **not** to award a Certificate of Completion to any participant who is consistently tardy or fails to attend all educational sessions.

CANCELLATION POLICY

Because this is a funded course, you will be responsible for reimbursing the NJC for any incurred fees associated with the course if you do not attend. This includes travel and lodging. Your court administrator or presiding judge will be notified if collection is required.

CLASS AND MEAL INFORMATION

All classes will be held at the Crowne Plaza Seattle - Downtown at 1113 6th Avenue, Seattle, WA 98101. Classes will begin at 8:00 a.m. each day, unless otherwise noted. You will receive refreshment breaks, continental breakfast and lunch each full day of the course at the hotel.

The Wednesday night reception and the Thursday night reception and dinner will be held at the Crowne Plaza Seattle – Downtown. You are on your own for all other meals.

TRAVEL INFORMATION

To book your air travel, please contact Pati Bagley, Travel Consultant, at (775) 324-1777 or pbagley@bttravel.com. You must contact the Travel Consultant upon receipt of this confirmation to make your travel arrangements. To ensure that NJC may obtain the least expensive airfare possible, the Travel Consultant will work with you to find the most appropriate flight. Please note airline preferences and routes will be considered but are not guaranteed. Once an airline ticket is purchased, NJC will not be responsible for any incurred costs as a result of a flight change. If for any reason you are unable to use the purchased ticket, you will be required to purchase it from NJC. To acknowledge this requirement, please sign and return via **fax the Participant Travel and Lodging Form and Agreement** attached with this letter **after making your travel arrangements**. Your hotel arrangements will not be made until this form is received by NJC.

Note: If you are traveling via Southwest Airlines, you are exempt from this requirement. If you choose to drive to the program, you will be reimbursed at a rate of \$0.56 per mile to and from the program (restrictions apply). Please take note of your miles upon your arrival at the hotel.

HOUSING ACCOMMODATIONS

Please complete the enclosed Participant Travel and Lodging Form & Agreement in full and fax it to (775) 784-1253 upon receipt of this confirmation letter. We need all of the information to ensure that your room and other arrangements are confirmed properly. The authorized **hotel** is Crowne Plaza Seattle - Downtown at 1113 6th Avenue, Seattle, WA 98101; **Telephone:** (206) 464-1980; **Fax:** (206) 340-1617; **Website:** <http://www.ihg.com/crowneplaza/hotels/us/en/seattle/seadt/hoteldetail>

Your authorized period of stay is August 20th and 21st 2014

(Unless you require a room on Friday, August 22nd, for travel convenience with prior approval)

Check-in is: 4:00 p.m. Check-out is: 12:00 p.m.

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Reno, NV 89509
(775) 324-1777
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NATIONAL JUDICIAL COLLEGE
JUDICIAL COLLEGE BLDG MS 358
RENO NV 89557

PASSENGER INFORMATION

Account No.: C611
Date Issued: July 16, 2014
Agent: PB/PB
First Name: JOSE ROBERTO

Agency Confirmation: YNMKUL
Invoice #: 0000426188
Last Name: FLORES

CONFIRMATION INFORMATION

CONFIRMATION FOR AMERICAN AIRLINES IS JIDLDF

FLIGHT



Wednesday August 20, 2014

Air Vendor: AMERICAN AIRLINES
From: MCALLEN TX (MILLER INTL)
To: DALLAS TX (DALLAS FT WORT)
Seat: 26B
Aircraft: BOEING (DOUGLAS) MD-80 ALL SERIES
Operated By: AMERICAN AIRLINES

Flight Number: 132
Departs: 09:00 AM
Arrives: 10:35 AM
Confirmation #: JIDLDF
Class of Service: ECONOMY
Flight Type: NON-STOP

BAGGAGE ALLOWANCES - BAGGAGE FEES MAY APPLY | FREQUENT FLYER AAR4H5858/INVLD ACCT NUMBER | RESERVATION CONFIRMED
1:35 DURATION | SEAT 26B NO SMOKING CONFIRMED

FLIGHT



Wednesday August 20, 2014

Air Vendor: AMERICAN AIRLINES
From: DALLAS TX (DALLAS FT WORT)
To: SEATTLE WA (SEATTLE TACOMA)
Seat:
Aircraft: BOEING 737-800
Operated By: AMERICAN AIRLINES

Flight Number: 2361
Departs: 12:50 PM
Arrives: 02:55 PM
Confirmation #: JIDLDF
Class of Service: ECONOMY
Flight Type: NON-STOP

BAGGAGE ALLOWANCES - BAGGAGE FEES MAY APPLY | FREQUENT FLYER AAR4H5858/INVLD ACCT NUMBER | MEAL: FOOD FOR
PURCHASE | RESERVATION CONFIRMED 4:05 DURATION

FLIGHT



Saturday August 23, 2014

Air Vendor: AMERICAN AIRLINES
From: SEATTLE WA (SEATTLE TACOMA)
To: DALLAS TX (DALLAS FT WORT)
Seat:
Aircraft: BOEING 757
Operated By: AMERICAN AIRLINES

Flight Number: 312
Departs: 09:00 AM
Arrives: 02:50 PM
Confirmation #: JIDLDF
Class of Service: ECONOMY
Flight Type: NON-STOP

BAGGAGE ALLOWANCES - BAGGAGE FEES MAY APPLY | FREQUENT FLYER AAR4H5858/INVLD ACCT NUMBER | MEAL: FOOD FOR
PURCHASE | RESERVATION CONFIRMED 3:50 DURATION

FLIGHT



Saturday August 23, 2014

Air Vendor: AMERICAN AIRLINES
From: DALLAS TX (DALLAS FT WORT)
To: MCALLEN TX (MILLER INTL)
Seat: 28D
Aircraft: BOEING (DOUGLAS) MD-80 ALL SERIES
Operated By: AMERICAN AIRLINES

Flight Number: 1115
Departs: 04:45 PM
Arrives: 06:10 PM
Confirmation #: JIDLDF
Class of Service: ECONOMY
Flight Type: NON-STOP

BAGGAGE ALLOWANCES - BAGGAGE FEES MAY APPLY | FREQUENT FLYER AAR4H5858/INVL D ACCT NUMBER | RESERVATION CONFIRMED 1:25 DURATION | SEAT 28D NO SMOKING CONFIRMED

INVOICE INFORMATION

Invoice #: 0000426188
Air Fare: \$ 660.46
ADDITIONAL FARE \$ 314.00
PD BY PASSENGER
CC USD:
Air Tax: \$ 93.54
Total Air Fare: \$ 754.00
Transaction Fee: \$ 35.00
Total: \$ 475.00

PAYMENT HISTORY

Date	Form of Payment	Credit Card Number/Type	Amount
07/16/14	Credit Card	VXXXXX/Visa	PAYMENT

GENERAL INFORMATION

AA FREQUENT FLYER AAR4H5858/INVL D ACCT NUMBER

REMARKS

FS
OUR EMERGENCY AFTER HOURS NUMBER IS 800-467-5042
AFTER HOURS TRANSACTION FEE 25.00
THIS TICKET IS NONREFUNDABLE
AIRLINE TICKETS ARE NOT TRANSFERABLE TO ANOTHER PERSON
AIRLINE TICKETS MUST BE USED WITHIN 1 YEAR OF ISSUE
PENALTY TO CHANGE 250.00 PLUS ANY ADDITIONAL AIRFARE
AGENCY CANCELLATION/VOID TRANSACTION 25.00
TICKET HAS NO VALUE UNLESS CANCELLED AT LEAST 24HRS
PRIOR TO FLIGHT DEPARTURE
FEES WILL APPLY TO ALL CHANGES
THANK YOU FOR BOOKING WITH BUSINESS TRAVEL AND TOURS - PATI

SOME REMINDERS FOR A WORRY-FREE TRIP

- PASSPORTS MUST BE VALID 6 MONTHS BEYOND TICKETED RETURN DATE
- PLEASE RECONFIRM FLIGHTS 24 HOURS BEFORE DEPARTURE
- CARRY ON LIMITED TO 1 BAG PER PERSON/GOV.PHOTO ID REQUIRED
- CHECKED LUGGAGE - 2 BAGS PER PERSON UP TO 50 LBS EACH
- OUR TOLL-FREE NUMBER IS 800 339-7778 MON-FRI 8:00AM-5:00PM PT
- OUR EMERGENCY AFTER HOURS NUMBER IS 800 467-5042
- YOU MUST CANCEL RESERVATION WITH BTT OR DIRECTLY WITH AIRLINES PRIOR TO TRAVEL OR YOU WILL HAVE NO VALUE ON TICKET
- CHECK-IN 2 HOURS PRIOR FOR DOMESTIC AND INTERNATIONAL
- PLEASE VISIT OUR WEB SITE - WWW.BTTTRAVEL.COM

Zimbra

pete.lobato@co.hidalgo.tx.us

Travel Itinerary/Invoice for JOSE ROBERTO FLORES - Travel Date August 20, 2014

From : Pati Bagley <pbagley@btttravel.com> Wed, Jul 16, 2014 05:28 PM
Subject : Travel Itinerary/Invoice for JOSE ROBERTO FLORES - Travel Date August 20, 2014
To : judgebobby flores
<judgebobby.flores@co.hidalgo.tx.us>
Cc : pete lobato <pete.lobato@co.hidalgo.tx.us>, travel@judges.org, mmendez@btttravel.com, svides@btttravel.com

Hi Judge Flores,

Here's the confirmation for the trip to Seattle next month. Click on the link below to open the confirmation and print a copy for check in at the airport. I was not able to assign a seat from Dallas to Seattle in either direction. There are seats available for purchase in the premium section or you can check in online 24 hours in advance and choose a seat at that time.

Best,
Pati

Business Travel and Tours
4879 Kietzke Lane
Reno, NV 89509
775.324.1777
Office hours are 8AM - 5PM, Monday - Friday
Emergency after hours number is (800) 467-5042

Please click [here](#) to view your itinerary online.

If receiving on a PDA, please scroll down to view itinerary.

If you can't click on the link(s) above or if your itinerary does not display correctly, simply copy the link (excluding the brackets) from below and paste it into your browser window's address field.

Online itinerary: [http://magna.magnatech.com/OnQAmadeus/RNO1S2107/Aug-20-201408232014RNO1S2107333A34393437343A38353636.htm]
If the itinerary is still not appearing, please advise your travel agent.
