

Requisition # 00265616 Print Requisition Date Entered 10-20-2014 Account Year 14 PO # Item Total 3,150.00
 Enter Req's Only Approve Approve By Year Requisition Status Needs Approval by DA View Acct Total 3,150.00

Order Header Items Accounts **Inquire** Approval

Inquire Stipend Vendor: Approve as Vendor Allow Stipend Order: Approve Disapprove
 Vendor Documents Approval Level Owner

TEXAS DISTRICT & COUNTY ATTORNEYS ASSOC.

ATTN: DAYATRA ROGERS
 505 WEST 12TH ST, STE 100
 AUSTIN TX 76701

Type:
 Order: CRIMINAL DISTRICT ATTORN
 Ship: CRIMINAL DISTRICT ATTORNEY
 Special Inst Internal: SUPPORT STAFF ATTENDING THE KEY PERSONNEL AND VICTIM View
 Po Special Inst:
 Owner: CRAMOS

Line No	Qty Ordered	Description	Product Class	Unit Price	Final Cost
2	1	LETICIA YBARRA	96364	350.00	350.00
3	1	ADA GARZA	96364	350.00	350.00
4	1	ANDREA PEREZ	96364	350.00	350.00
5	1	DEBRA VILLARREAL	96364	350.00	350.00
6	1	ANGELA ZUNIGA	96364	350.00	350.00
7	1	MARIANA TREJO	96364	350.00	350.00
8	1	JESSICA MAYE	96364	350.00	350.00
9	1	NORMA CANTU	96364	350.00	350.00

Account Number	Description	Account Balance	Amount
4-1100-412-00-080-002-0-584	CRIM DA-REGISTRATION FEES	803.62	3,150.00

Requisition Entry/Approval - FOENT01B 06/04/2014 10:11 am

Requisition # 00265618 Print Requisition Date Entered 10-20-2014 Account Year 14 PO # Item Total 848.00

Enter
 Req's Only
 Approve
 Approve By Year
 Requisition Status Accounting Error Acct Total

Order Header | Items | Accounts | Inquire | Approval

Vendor 30368 GUERRA, RENE A. Locations
 Mailing Name: GUERRA, RENE A. Order 080 CRIMINAL DISTRICT ATTORNEY
 Address: C/O D.A.'S OFFICE Ship 080 CRIMINAL DISTRICT ATTORNEY
 City: Requestor CLARIZA RAMOS Phone (956)318-2300
 State: Owner CRAMOS Order Type
 Zip:

Buyer Code 628 Freight Cost .00 Freight % Discount % Contract No Date Cancel Date Needed
 Default Product Class

Special Instructions
 Internal Header Header Code
 KEY PERSONNEL AND VICTIM COORDINATOR SEMINAR DN
 PO Footer Footer Code
 RH



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 09/09/14
TOTAL NUMBER OF EMPLOYEES TRAVELING: 9

DEPARTMENT NAME: DISTRICT ATTORNEY
NAME & TITLE OF EMPLOYEE(S): LETICIA CHAVEZ, LETICIA ISLAS, JESSICA MAYE, NORMA CANTU, ADA GARZA, ANDREA PEREZ, DEBRA VILLARREAL, ANGELA ZUNIGA, MARIANA TREJO

EVENT INFORMATION

TITLE OF EVENT: KEY PERSONNEL SEMINAR
EVENT DATE(S) FROM: 11/05/14 TO: 11/07/14
DEPARTURE DATE: 11/05/14 RETURN DATE: 11/07/14
LOCATION OF EVENT: CITY: SAN ANTONIO STATE: TX

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.
[X] 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.

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.

Table with 4 columns: SUMMARY OF ESTIMATED TRAVEL EXPENSES, ESTIMATED EXPENSES, (DBM USE ONLY) FUNDS AVAILABLE BALANCE, and MODE OF TRAVEL. Rows include Registration Fee, Airfare, Taxi Fare, Bus Fare, Rental Car, Gasoline/Diesel/Fuel, Mileage Reimbursement, Telephone Calls, Parking, Lodging, Meals, Other Expenses, and Total Estimated Travel Expenses.

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:
[X] Trip expenses are necessary and will be incurred for official county business.
[X] Reasonable efforts to minimize the use of county funds have been explored.
[X] 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: 10/16/2014 DEPARTMENT CONTACT PERSON: PHONE NO.:

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:

2 vehicles
454.1 miles/each



Notes

Debbie V - 4-fit
Letty Chavez - 5-can fit.














Trip to:

205 E Houston St

San Antonio, TX 78205-1801

227.05 miles / 3 hours 37 minutes

(454.1) x 2 = 908.2

 100 N Closner Blvd, Edinburg, TX 78539-3523		Download Free App
	1. Start out going north on N Closner Blvd / US-281 Bus N / TX-113 toward E McIntyre St / TX-107. Continue to follow US-281 Bus N / TX-113. Map	4.1 Mi 4.1 Mi Total
 	2. Merge onto US-281 N. Map	152.9 Mi 156.9 Mi Total
 	3. Merge onto I-37 N. Map	68.9 Mi 225.9 Mi Total
	4. Take EXIT 141 toward Commerce St / Downtown / The Alamo. Map	0.3 Mi 226.1 Mi Total
	5. Merge onto I-37 Access Rd. Map	0.06 Mi 226.2 Mi Total
	6. Turn left onto E Commerce St. Map <i>BEST WESTERN PLUS Sunset Suites-Riverwalk is on the corner If you reach I-37 N you've gone about 0.2 miles too far</i>	0.6 Mi 226.8 Mi Total
	7. Turn right onto Navarro St. Map <i>Navarro St is just past N Presa St Leapin' Lizard Pub is on the left If you reach S Saint Marys St you've gone about 0.1 miles too far</i>	0.2 Mi 227.0 Mi Total
	8. Turn left onto E Houston St. Map <i>E Houston St is just past College St Toscana Ristorante is on the corner If you reach Peacock Aly you've gone a little too far</i>	0.08 Mi 227.0 Mi Total
	9. 205 E HOUSTON ST is on the right. Map <i>If you reach N Saint Marys St you've gone a little too far</i>	
 205 E Houston St, San Antonio, TX 78205-1801		

Total Travel Estimate: 227.05 miles - about 3 hours 37 minutes

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