



HIDALGO COUNTY, TEXAS APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 11/08/14
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: DISTRICT ATTORNEY

NAME & TITLE OF EMPLOYEE(S) TRAVELING: Rene A. Guerra

EVENT INFORMATION

TITLE OF EVENT: ELECTED PROSECUTOR CONFERENCE
 EVENT DATE(S) FROM: 12/03/14 TO: 12/05/14
 DEPARTURE DATE: 12/02/14 RETURN DATE: 12/05/14
 LOCATION OF EVENT: CITY: Austin 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.
 - 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.

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE	MODE OF TRAVEL <small>(Place an "X" by applicable mode of travel)</small>
1. REGISTRATION FEE(S)	\$ 350.00		AIRFARE* _____
Subtotal for Object Code 584	\$ 350.00	\$	BUS** _____
2. AIRFARE- ROUNDTRIP COACH FARE ONLY			Rental Car** _____
3. TAXI FARE	\$ -		County Vehicle** _____
4. BUS FARE			Private Vehicle** <input checked="" type="checkbox"/>
5. RENTAL CAR	\$ -		OTHER** (Specify) _____
6. GASOLINE/DIESEL/FUEL	\$ -		
7. MILEAGE REIMBURSEMENT	\$ 347.77		* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.
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	\$ 479.55		
11. MEALS	\$ 156.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 983.32		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 1,333.32	\$	

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

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

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

I certify that:

- Trip expenses are necessary and will be incurred for official county business.
- Reasonable efforts to minimize the use of county funds have been explored.
- Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.

If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD:	DATE:	DEPARTMENT CONTACT PERSON:	PHONE NO.:

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: DISTRICT ATTORNEY

DEPARTURE DATE: 12/2/2014 RETURN DATE: 12/5/2014

TO CITY: AUSTIN STATE: TX

NAME OF EMPLOYEES ATTENDING SEMINAR: RENE A. GUERRA

TOTAL # OF EMPLOYEES ATTENDING SEMINAR: 1

PURPOSE/BENEFIT TO HIDALGO COUNTY:
ELECTED PROSECUTOR CONFERENCE

A. WORKSHOP/SEMINAR REGISTRATION(S)

TITLE OF WORKSHOP/SEMINAR: ELECTED PROSECUTOR CONFERENCE

SPONSORED BY: TDCAA

REGISTRATION CHECK PAYABLE TO: TDCAA

REGISTRATION ADDRESS: 505 W. 12TH ST. SEMINAR START DATE: 12/3/2014
STE. 100 SEMINAR END DATE: 12/5/2014
AUSTIN, TEXAS, 78701 PURCHASE ORDER NO. _____

1. REGISTRATION COST PER EMPLOYEE: \$ 350.00 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": 0

GL ACCT NO.: 4-1100-412-00-080-002-0-584 TOTAL NO. OF EMPLOYEES ATTENDING: _____

TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) A.	\$	<u>350.00</u>
(SEE PAGE 2 FOR SECTIONS B, C, & D)	TOTAL THIS PAGE (A):	\$ <u>350.00</u>
	TOTAL 2ND PAGE (B + C + D):	\$ <u>479.55</u>
	GRAND TOTAL (A + B + C + D)	\$ <u>829.55</u>

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.

	ROY CAZARES	956-318-2300
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.

<u>RENE A. GUERRA</u>	_____	_____
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
_____	_____	_____
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
_____	_____	_____
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
_____	_____	_____
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
_____	_____	_____
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
_____	_____	_____
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.



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

DEPARTMENT: _____ DISTRICT ATTORNEY
 DEPARTURE DATE: _____ 12/2/2014 _____ RETURN DATE: _____ 12/5/2014
 TO CITY: _____ AUSTIN _____ STATE: _____ TX
 NAME OF EMPLOYEES ATTENDING SEMINAR: _____ RENE A. GUERRA
 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: _____ WESTIN AUSTIN AT THE DOMAIN _____ HOTEL PHONE NO: _____ 512-832-4197
 ADDRESS OF HOTEL: _____ 11301 DOMAIN DRIVE _____ CONFIRMATION NO.(S): _____ 591252356
 _____ AUSTIN _____
 ROOM RATE: \$ _____ 139.00 _____ PURCHASE ORDER NO. _____ MR. GUERRA'S CREDIT CARD
 NUMBER OF NIGHTS: _____ 3 _____ GENERAL LEDGER ACCT NO: _____ 4-1100-412-00-080-002-0-583
 ROOM RATE: \$ _____ - _____ TOTAL NO. OF ROOMS: _____ 1
 NUMBER OF NIGHTS: _____ 0 _____
 ROOM RATE: \$ _____ - _____ HOTEL TAX RATE: _____ 15.00%
 NUMBER OF NIGHTS: _____ 0 _____
 TOTAL CHECK AMOUNT FOR HOTEL(Daily Room Rate x No. of Rooms x No. of Days x Tax Rate). B. \$ _____ 479.55

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 _____ Yes _____ 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
 PHONE NUMBER OF CAR RENTAL COMPANY: _____
 VEHICLE NO. 1 TYPE: _____ VEHICLE NO. 2 TYPE: _____
 DAILY CAR RATE: \$ _____ - _____ DAILY CAR RATE: _____
 NUMBER OF DAYS: _____ 0 _____ 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: _____
 ADDRESS OF AIRLINE COMPANY: _____
 PHONE NO. OF AIRLINE COMPANY: _____ CONFIRMATION NO.: _____
 ROUND TRIP AIRFARE PER PERSON: \$ _____ - _____
 NUMBER OF TRAVELERS: _____
 GENERAL LEDGER ACCOUNT NUMBER _____ P.O. NO. _____
 TOTAL CHECK AMOUNT FOR AIRLINE COMPANY D. \$ _____ -
 SUBTOTAL (B+C+D) \$ _____ 479.55

Elected Prosecutor Conference

Six hours of
Newly Elected Boot
Camp by invite only—
free with conference
registration!

December 3-5, 2014

The Westin Austin at the Domain
Austin

12.5 hours, including 1 hour of ethics and *Brady* training

Payment options:

- \$350 Registration** (\$175 Registration fee + \$175 Association fee): For CAs, DAs, CDAs, C&DAs, and their office personnel. The TDCAA fee of \$175 is each participant's share of costs over and above what the grant allows (for example, excess costs of on-site meals and association overhead). In addition, this fee enables TDCAA to lock in discounted hotel rates for participants and entitles them to attend all association functions, including Wednesday's reception and Thursday's lunch.
- \$175 "Training Only" Registration:** For CAs, DAs, CDAs C&DAs and their office personnel. This fee does not allow an attendee to participate in receptions or lunches but entitles the attendee admittance to all training sessions.
- \$500 Registration:** For all non-TDCAA members.

Registration for this seminar is online only at www.tdcaa.com/training.

This program is funded by a grant from the Texas Court of Criminal Appeals and by the Texas District and County Attorneys Association.

RETURN SERVICE REQUESTED

PRSR5 STD
U.S. POSTAGE PAID
GINCOR, INC
78754

Texas District & County Attorneys Association
505 W. 12th St., Ste. 100
Austin, TX 78701

Elected Prosecutor Conference Agenda

Tuesday, December 2nd and Wednesday, December 3rd Newly-Elected Prosecutor Boot Camp (Invite Only)

****6 hours of (separate) CLE credit****

This session is designed only for newly elected prosecutors (who have either recently taken office or who will take office on January 1st). Its purpose is to prepare them for the challenges of being the community's chief law enforcement officer and running a modern prosecutor office. Taught by a group of experienced county and district attorneys, it runs from 2 p.m. to 5:30 p.m. on Tuesday, then again from 9 a.m. to noon on Wednesday.

Wednesday, December 3

- 10:00 a.m. Board Meeting (Noon adjournment)
- 1:00 p.m. Welcome and Opening Remarks
- 1:15 p.m. Criminal Justice Leadership: The Texas Prosecutor
The qualities of—and expectations surrounding—the Texas prosecutor
- 2:30 p.m. Policy Development: The Well-Run Prosecutor's Office
Whether a one-person show or a 200-person law office, an effective prosecutor office must have clear and effective policies to guide prosecutorial discretion. In this session we work as a "committee of the whole" to share effective office policies and develop a model prosecutor office manual.
- 3:45 p.m. We Are Here to Help: Resources for Prosecutors
Representatives from the Governor's Office CJD, AG's Office, Comptroller, ERS, TCDRS, SPU, State Securities Board, DFPS, TDI, NICB, DPS, and DPS Crime Lab discuss the support they can offer prosecutor's offices.
- 5:15 p.m. Adjourn
- 6:00 p.m. Opening Reception (sponsored by the National Insurance Crime Bureau) in honor of new Texas Prosecutor Society Members

Thursday, December 4

- 8:30 a.m. Effective Evaluation of Employees
Evaluating employees is a key to effective management, whether it be helping employees move up or move on. This session offers prosecutors the tools to create an effective evaluation method.
- 9:45 a.m. Mental Health Interventions and Diversions
Prosecutors recognize the challenge the criminal justice system faces every time an offender with mental impairments is arrested. More jurisdictions are devoting resources and manpower to jail and court intervention and diversion programs. As usual, resources are a problem, but there may be help coming. Find out about promising new programs that could be effective in your jurisdiction.
- 11:00 a.m. Domestic Violence: Effective Strategies Both Big and Small
Elected prosecutors, hosted by the Texas Council on Family Violence (TCFV), have participated in a number of summits to discuss domestic violence in their communities. In this session a number of the prosecutors who participated in the summits will discuss some of the successful strategies that have been developed and shared in both big and small jurisdictions.
- Noon TDCAA Business Lunch (provided by TDCAA)

District Attorney Track

- 1:30 p.m. Mandatory *Brady* Training
- 2:45 p.m. Insurance Fraud/White Collar Crime
- 4:00 p.m. DA/CDA discussion forum
- 5:00 p.m. Adjourn

County Attorney Track

- 1:30 p.m. Commissioners Court: The Advanced Course
- 2:45 p.m. Bond Forfeiture
- 4:00 p.m. CA discussion forum
- 5:00 p.m. Adjourn

Friday, December 5

- 8:00 a.m. Legislative Preview
- 9:15 a.m. Discretionary Funds: Asset Forfeiture and Hot Checks
- 11:00 a.m. Open Government Issues: PIA and Open Meetings

Hotel information: The Westin Austin at the Domain, 11301 Domain Dr., in Austin. Room rates are \$139 a night (plus tax) for either a single or a double; this rate is good until November 11 or until sold out. Call 800/228-3000 and reference the Texas District and County Attorneys Association block to make reservations, or reserve online at www.starwoodmeeting.com/Book/TDCAA2014.

Reimbursement: TDCAA will reimburse only eligible prosecutors and prosecutor office employees up to \$40 per night for two nights' stay at a hotel and up to \$20 a day for meals not provided at the conference. TDCAA will not reimburse for travel, registration fees, hotel tax, parking, taxi costs, or other extraordinary expenses. All meals not provided by TDCAA and other expenses are your own.

Dress: Casual dress is acceptable for all TDCAA trainings unless otherwise noted.



2014 Elected Prosecutor Conference

Please review your information before continuing. If you find an error in your entry, please go back to the page you need to correct.

Your registration for the **2014 Elected Prosecutor Conference** is listed below.

Attendee Information	
Attendee ID	1399
Name (Badge Name)	Rene A. Guerra (Rene)
State Bar#	08578200
Position	Criminal District Attorney
Firm	Hidalgo
Address	100 N. Closner Blvd., Rm. 303 Edinburg, TX 78539-3563
WTel/HTel/Fax	956-318-2300 / / 956-318-2078
Email	rene.guerra@da.co.hidalgo.tx.us
Billed	\$350.00
Paid	\$0.00
Balance	\$350.00

You have registered for the following events				
Event No	Quantity	Event Description	Date	Fee
		Full Registration: \$350 (\$175 Registration Fee + \$175 Association Fee, available only for full-time employees of CA or DA offices) The \$175 Association Fee entitles the attendee to attend all association functions, including the Wednesday night reception		

100	1	and the Thursday lunch; and also accounts for each participant's share of costs over and above what the grant allows (for example, excess costs of meals and association overhead). Reimbursements are available for eligible prosecutors of \$40 a night for hotel and up to \$20 per day for meals (depending on whether food is provided on a particular day).	12-03-2014	350.00
Total Paid:				\$0.00
Total amount due:				\$350.00

[Continue]

[Cancel]

Texas District & County Attorneys Association - 505 W. 12th St., Ste 100 - Austin, TX 78701 - 512-474-2436

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Developed by The Semarca Corporation



Trip to:
11301 Domain Dr
 Austin, TX 78758-7796
 310.51 miles / 4 hours 56 minutes
 Estimated Fuel Cost: \$42.16

Notes

$$\begin{array}{r} 310.51 \\ \times 2 \\ \hline 621.02 \end{array}$$
 (round-trip) \$ 347.77

A	100 N Closser Blvd, Edinburg, TX 78539-3523	Download Free App
●	1. Start out going north on N Closser 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	60.9 Mi 217.9 Mi Total
133 EXIT	4. Merge onto I-410 N via EXIT 133. Map	14.1 Mi 231.9 Mi Total
↑	5. Stay straight to go onto I-35 N. Map	73.2 Mi 305.1 Mi Total
240B EXIT	6. Merge onto US-183 N via EXIT 240B toward Research Blvd. Map	2.8 Mi 307.9 Mi Total
EXIT	7. Take the exit toward FM-1325 / Burnet Rd. Map	0.2 Mi 308.1 Mi Total
↑↑	8. Merge onto Research Blvd. Map	0.4 Mi 308.5 Mi Total
↘	9. Turn right onto Burnet Rd / FM-1325. Map Burnet Rd is 0.3 miles past Metric Blvd If you are on Research Blvd and reach Waterford Centre Blvd you've gone about 0.2 miles too far	1.3 Mi 309.8 Mi Total
↙	10. Turn left onto W Braker Ln. Map W Braker Ln is 0.4 miles past McHale Ct If you reach Brockton Dr you've gone about 0.1 miles too far	0.2 Mi 310.0 Mi Total
↘	11. Take the 1st right onto Domain Dr. Map Wells Fargo Of Austin is on the right	0.5 Mi 310.5 Mi Total
■	12. 11301 DOMAIN DR is on the right. Map Your destination is just past Domain Dr If you reach Esperanza Xing you've gone a little too far	
B	11301 Domain Dr, Austin, TX 78758-7796	

Total Travel Estimate: 310.51 miles - about 4 hours 56 minutes
Estimated Fuel Cost: \$42.16

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