

**Click on Bookmarks
To View Travel Detail**

TRAVEL REGISTER
CCO 06/29/2020

VENDOR NAME	DOCUMENT	INVOICE	ACCOUNT DESC	AMOUNT
MARIO AVILA	2077099	TA 7/22-24/2020	SG-SHACADE20-OPERATING EXP	354.46
MARGARITA CHAVEZ	2077096	TA 7/19-24/20	SG-SHACADE20-OPERATING EXP	844.90
Total				1,199.36

County of El Paso Travel and Training ADVANCE Request Form



NAME	Margarita Chavez	DEPARTMENT	Training Academy	
EVENT	CIT Instructor	DESTINATION	Alpine, TX	
DATES	7/19/2020	TO	7/24/2020	FUNDING SOURCE (Agenda Item Format) RCGOG

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form				0.00
TRANSPORTATION				0.00
GROUND TRANSPORTATION				0.00
GAS				0.00
<u>MEAL PER DIEM (DEPARTURE)</u> 75% of full per diem			\$ 41.25	41.25
<u>MEAL PER DIEM (EVENT DATES)</u>			\$ 220.00	220.00
<u>MEAL PER DIEM (RETURN)</u> 75% of full per diem			\$ 41.25	41.25
LODGING			\$ 542.40	542.40
PARKING				0.00
				0.00
OTHER				0.00
TOTALS:	\$ -	\$ -	\$ 844.90	\$844.90

APPROVED

By OMAR at 3:16 pm, Jun 23, 2020

GRANT FUNDS

SIGNING OF THIS FORM CONSTITUTES ACKNOWLEDGEMENT AND AGREEMENT WITH THE COUNTY TRAVEL POLICY REQUIREMENTS, INCLUDING EMPLOYMENT COMMITMENT AND AUTHORIZATION TO DEDUCT AMOUNTS OWED TO THE COUNTY FROM WAGES.

http://www.epcounty.com/auditor/forms/Travel_and_Training_Policy_102416.pdf

EMPLOYEE SIGNATURE	DATE
<i>Margarita Chavez</i>	6-16-2020
DEPARTMENT HEAD SIGNATURE	DATE
<i>JL 1958 Lt J Freedom</i>	6/16/20

El Paso County Travel Justification Form

FORM A: County Funded Travel Disclosure Report

Employee: Margarita Chavez

Signature: [Signature]

Date: 6-16-20

Dept Head: Lt J Leedom

Signature: [Signature]

Date: 6/16/20

Dept : Sheriff's Training Academy

Job Title: Instructor

Travel Funding Source: County Grant Other

Will any funds be reimbursed by another entity? no

Travel Account No. Balance Remaining for FY:

Will posting travel details prior to travel jeopardize the safety of the traveler. Yes NO

Purpose: (check one)

Statutorily Required Training to Hold Elective Office

Statute Reference:

My effective office requires number of training hours annually.

I have already fulfilled of these hours for this time period.

Estimated hours to be obtained from this course:

Please provide documentation for hours needed

Professional or Technical Training to Maintain License/Certification

(peace officers, attorneys, CPAs, technical certifications, etc.)

My effective office requires number of training hours annually.

I have already fulfilled of these hours for this time period.

Estimated hours to be obtained from this course:

Additional Professional or Technical Training NOT Required to Maintain License/Certification

Travel for Lobbying/Advocating Before Federal/State Legislature, Federal/State Legislature, Federal/State Agency, or Other Regulatory Body, Including Grant Application Advocacy

Entity Name:

Purpose of Visit:

Travel for Program Revenue Enhancement/Sales Opportunity

Explain:

Program Development Training

Explain:

Travel to Professional, County, or Elected Officials' Organization Meeting/Convention

(County Clerk's Association, TAG, Conference of Urban Counties, TBIC, etc.)

Organization Name: Major Sheriff's Association Conference

Human Resources/Management/Personal Development Training
(“Dealing with Difficult People”, stress management, “Be A Better Leader”, etc.)

Other: Provide training to law enforcement officers in the region

Jeffrey Leedom (Lt.)

From: Margarita Chavez
Sent: Wednesday, June 10, 2020 4:04 PM
To: Jeffrey Leedom (Lt.)
Subject: FW: [EXTERNAL] Your Jul-19-2020 Confirmation #90024763

Sir the reservation. Thank you.

Margarita

From: Hampton by Hilton Confirmed [mailto:noreply@h4.hilton.com]
Sent: Wednesday, June 10, 2020 4:03 PM
To: Margarita Chavez <MaChavez@epcounty.com>
Subject: [EXTERNAL] Your Jul-19-2020 Confirmation #90024763

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[\[l.h4.hilton.com\]](http://l.h4.hilton.com)

[\[l.h4.hilton.com\]](http://l.h4.hilton.com)

See you soon, MARGARITA CHAVEZ

Your reservation for Jul-19-2020 has been confirmed.

Confirmation #90024763



Hampton Inn Alpine [l.h4.hilton.com]


[\[l.h4.hilton.com\]](http://l.h4.hilton.com)

2607 West Highway 90
Alpine TX 79830 US
Maps & Directions >>
[\[l.h4.hilton.com\]](http://l.h4.hilton.com)

 14328377344

[\[l.h4.hilton.com\]](http://l.h4.hilton.com)

19 SUN
JUL

Check In: 3:00 PM


5 Nights

24 FRI
JUL

Check Out: 12:00 PM

[\[l.h4.hilton.com\]](http://l.h4.hilton.com)



Add to Calendar

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Due to current state and local guidance, hotel amenities and services may be limited when you stay with us. Before traveling, please confirm with your hotel, **Hampton Inn Alpine**, for these updates and visit the **CDC's travel information page [cdc.gov]** to understand any local rules or restrictions that may be in place.

Your Room Information

Guest Name: MARGARITA CHAVEZ
Guests: 1 Adult
Rooms: 1
Room Plan: 1 KING BED NONSMOKING

[\[l.h4.hilton.com\]](http://l.h4.hilton.com)

Your Rate Information US Government

Rate per night

Jul-19-2020 - Jul-24-2020 96.00 USD

Total for Stay per Room Rate 480.00 USD

Taxes 62.40 USD

Total price for Stay 542.40 USD



[Modify Your Reservation >> \[l.h4.hilton.com\]](#)

FY 2020 Per Diem Rates for ZIP 79830

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Standard Rate	Applies for all locations without specified rates	\$55	\$13	\$14	\$23	\$5	\$41.25

From: [Betsy C. Keller](#)
To: [Jeffrey Leedom \(Lt.\)](#)
Cc: [Tom Whitten \(Chief\)](#); [Hana Dear](#); [Omar Nava](#); [Luis Martinez](#); [Wallace Hardgrove](#)
Subject: RE: [EXTERNAL] RE: Travel to Alpine, TX to teach CIT
Date: Tuesday, June 23, 2020 11:48:40 AM

I approve, but am not sure it is required. Thank you Lt and Hana!

Betsy

From: Jeffrey Leedom (Lt.)
Sent: Tuesday, June 23, 2020 9:45 AM
To: Betsy C. Keller <BKeller@epcounty.com>
Cc: Tom Whitten (Chief) <EWhitten@epcounty.com>; Hana Dear <HDear@epcounty.com>; Omar Nava <ONava@epcounty.com>
Subject: FW: [EXTERNAL] RE: Travel to Alpine, TX to teach CIT

Good morning Betsy,

I am following up on the below email.

If further information is needed please let me know.

Thank you

Lt Jeffrey Leedom
856-4850

From: Hana Dear
Sent: Wednesday, June 17, 2020 5:55 PM
To: Betsy C. Keller <BKeller@epcounty.com>
Cc: Jeffrey Leedom (Lt.) <JLeedom@epcounty.com>; Omar Nava <ONava@epcounty.com>
Subject: FW: [EXTERNAL] RE: Travel to Alpine, TX to teach CIT

Good evening, Betsy:

Hope you're well and safe.

Seeking approval for two of our instructors to travel to Alpine to teach Crisis Intervention Training to officers in our region.

Per TCOLE, Peace Officers licensed on or after 04/01/18 must take this course within 2 years of licensing, if not taken during BPOC, or before the date the officer applies for an Intermediate Proficiency Certificate, whichever date is earlier.

The funds are available in our grant as indicated below.

Please let me know if you require any additional information.

Sincerely,

Hana Dear

Asst. Training Director
Region VIII Training Academy
El Paso County Sheriff's Office
915-856-4850 Internal Ext. 5859

From: Marisa Quintanilla [<mailto:marisaq@riocog.org>]
Sent: Tuesday, June 16, 2020 7:49 AM
To: Jeffrey Leedom (Lt.) <JLeedom@epcounty.com>
Cc: Hana Dear <HDear@epcounty.com>
Subject: [EXTERNAL] RE: Travel to Alpine, TX to teach CIT

CAUTION: This email was sent from an EXTERNAL source, use caution when clicking links or opening attachments.
If you believe this to be a malicious and/or phishing email, please forward this email to helpdesk@epcounty.com.

Good morning,
The request for in-region travel has been incorporated into and approved in the budget:

OOG-Defined Line Item	OOG Funds	Cash Match	In Kind Match	GPI	Total Project	
In-State Registration Fees, Training, and/or Travel	\$19,651.72	\$0.00	\$0.00	\$0.00	\$19,651.72	
Grantee-Defined Line Item	OOG Funds	Cash Match	In Kind Match	GPI	Total Project	Qty / % of Salary
Travel expenses for instructors when traveling to the region to conduct training(s). The per diem will not exceed \$55 per day and lodging \$95 per stay. The training(s) will be conducted through the year.	\$14,693.00	\$0.00	\$0.00	\$0.00	\$14,693.00	0

Thank you,

Marisa Quintanilla
Regional Services Director
Rio Grande Council of Governments
8037 Lockheed, Ste. 100
El Paso, Texas 79925
(915) 533-0998 x 119
Marisaq@riocog.org

From: Jeffrey Leedom (Lt.) [<mailto:JLeedom@epcounty.com>]
Sent: Tuesday, June 16, 2020 7:45 AM
To: 'Marisa Quintanilla' <marisaq@riocog.org>
Cc: Hana Dear <HDear@epcounty.com>
Subject: Travel to Alpine, TX to teach CIT

Marisa,

We have scheduled training in Alpine, TX for July 20th thru July 24th, 2020.

We will be teaching Crisis Intervention Training (CIT).

I am requesting travel funds be approved for 1 instructor:

Lodging- July 19 th thru July 23 rd (5 nights)	\$542.40
Per Diem- July 19 th thru July 24 th	\$302.50
Sub Total	\$844.90

Requesting funds be approved for 2nd instructor

Lodging- July 22 nd thru July 23 rd (2 nights)	\$216.96
Per Diem- July 22 nd thru July 24 th	\$137.50
Sub Total	\$354.46
Total	\$1,199.36

Thank you

County of El Paso Travel and Training ADVANCE Request Form



NAME	Mario Avila	DEPARTMENT	Training Academy	
EVENT	CIT Instructor	DESTINATION	Alpine, TX	
DATES	7/22/2020	TO	7/24/2020	FUNDING SOURCE (Agenda Item Format) RCGOG

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form				0.00
TRANSPORTATION				0.00
GROUND TRANSPORTATION				0.00
GAS				0.00
<u>MEAL PER DIEM (DEPARTURE)</u> 75% of full per diem			\$ 41.25	41.25
<u>MEAL PER DIEM (EVENT DATES)</u>			\$ 55.00	55.00
<u>MEAL PER DIEM (RETURN)</u> 75% of full per diem			\$ 41.25	41.25
LODGING			\$ 216.96	216.96
PARKING				0.00
				0.00
OTHER				0.00
TOTALS:	\$ -	\$ -	\$ 354.46	\$354.46

APPROVED
 By OMAR at 3:48 pm, Jun 23, 2020

GRANT FUNDS

SIGNING OF THIS FORM CONSTITUTES ACKNOWLEDGEMENT AND AGREEMENT WITH THE COUNTY TRAVEL POLICY REQUIREMENTS, INCLUDING EMPLOYMENT COMMITMENT AND AUTHORIZATION TO DEDUCT AMOUNTS OWED TO THE COUNTY FROM WAGES.

http://www.epcounty.com/auditor/forms/Travel_and_Training_Policy_102416.pdf

EMPLOYEE SIGNATURE	DATE
5418	06-16-20
DEPARTMENT HEAD SIGNATURE	DATE
J. J. Lester	6/16/20

El Paso County Travel Justification Form

FORM A: County Funded Travel Disclosure Report

Employee: Mario Avila Signature: [Signature] Date: _____
Dept Head: Lt J Leedom Signature: [Signature] Date: 6/16/20
Dept : Sheriff's Training Academy Job Title: Instructor
Travel Funding Source: _____ County Grant _____ Other

Will any funds be reimbursed by another entity? no

Travel Account No. _____ Balance Remaining for FY: _____

Will posting travel details prior to travel jeopardize the safety of the traveler. _____ Yes NO

Purpose: (check one)

- Statutorily Required Training to Hold Elective Office**
Statute Reference:
My effective office requires _____ number of training hours annually.
I have already fulfilled _____ of these hours for this time period.
Estimated hours to be obtained from this course: _____
Please provide documentation for hours needed
- Professional or Technical Training to Maintain License/Certification**
(peace officers, attorneys, CPAs, technical certifications, etc.)
My effective office requires _____ number of training hours annually.
I have already fulfilled _____ of these hours for this time period.
Estimated hours to be obtained from this course: _____
- Additional Professional or Technical Training NOT Required to Maintain License/Certification**
- Travel for Lobbying/Advocating Before Federal/State Legislature, Federal/State Legislature, Federal/State Agency, or Other Regulatory Body, Including Grant Application Advocacy**
Entity Name: _____
Purpose of Visit: _____
- Travel for Program Revenue Enhancement/Sales Opportunity**
Explain: _____
- Program Development Training**
Explain: _____
- Travel to Professional, County, or Elected Officials' Organization Meeting/Convention**
(County Clerk's Association, TAG, Conference of Urban Counties, TBIC, etc.)
Organization Name: Major Sheriff's Association Conference
- Human Resources/Management/Personal Development Training**
("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
- Other: Provide training to law enforcement officers in the region**

Hana Dear

From: Mario A. Avila
Sent: Wednesday, June 17, 2020 12:11 PM
To: Jeffrey Leedom (Lt.)
Cc: Hana Dear
Subject: Fwd: [EXTERNAL] Your Jul-22-2020 Confirmation #53499454


Here is the adjusted rate with the exemption. The hotel personnel advised me that I need to bring a tax Exempt form so that they could waive the fee.


Deputy Mario A. Avila #5418, Instructor
Region VIII Training Academy
SWAT Team, SWAT Operator/Quarter Master
El Paso County Sheriff's Office
OFFICE: [915-856-4850](tel:915-856-4850)
CELL: [915-588-4519](tel:915-588-4519)

Begin forwarded message:

From: Hampton by Hilton Confirmed <noreply@h4.hilton.com>
Date: June 17, 2020 at 12:09:08 PM MDT
To: "Mario A. Avila" <MarAvila@epcounty.com>
Subject: [EXTERNAL] Your Jul-22-2020 Confirmation #53499454

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[\[l.h4.hilton.com\]](https://l.h4.hilton.com)[\[l.h4.hilton.com\]](https://l.h4.hilton.com)

See you soon, MARIO AVILA

Your reservation for Jul-22-2020 has been confirmed.

Confirmation #53499454



Hampton Inn Alpine [l.h4.hilton.com]



[l.h4.hilton.com]

2607 West Highway 90
Alpine TX 79830 US

Maps & Directions >>
[l.h4.hilton.com]



14328377344

[l.h4.hilton.com]

22 WED
JUL

Check In: 3:00 PM


2 Nights

24 FRI
JUL

Check Out: 12:00 PM

[l.h4.hilton.com]



Add to Calendar

[l.h4.hilton.com]



Due to current state and local guidance, hotel amenities and services may be limited when you stay with us. Before traveling, please confirm with your hotel, **Hampton Inn Alpine**, for these updates and visit the **CDC's travel information page [cdc.gov]** to understand any local rules or restrictions that may be in place.

Your Room Information

Guest Name: MARIO AVILA
Guests: 1 Adult
Rooms: 1
Room Plan: 1 KING BED NONSMOKING

[l.h4.hilton.com]

Your Rate Information

State Government

Rate per night

Jul-22-2020 - Jul-24-2020

96.00 USD

Total for Stay per Room Rate

192.00 USD

Taxes

24.96 USD

FY 2020 Per Diem Rates for ZIP 79830

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Standard Rate	Applies for all locations without specified rates	\$55	\$13	\$14	\$23	\$5	\$41.25

7/22/20 \$41.25
 7/23/20 \$55
 7/24/20 \$41.25

From: [Betsy C. Keller](#)
To: [Jeffrey Leedom \(Lt.\)](#)
Cc: [Tom Whitten \(Chief\)](#); [Hana Dear](#); [Omar Nava](#); [Luis Martinez](#); [Wallace Hardgrove](#)
Subject: RE: [EXTERNAL] RE: Travel to Alpine, TX to teach CIT
Date: Tuesday, June 23, 2020 11:48:40 AM

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Betsy

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Sent: Tuesday, June 23, 2020 9:45 AM
To: Betsy C. Keller <BKeller@epcounty.com>
Cc: Tom Whitten (Chief) <EWhitten@epcounty.com>; Hana Dear <HDear@epcounty.com>; Omar Nava <ONava@epcounty.com>
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Lt Jeffrey Leedom
856-4850

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Please let me know if you require any additional information.

Sincerely,

Hana Dear

Asst. Training Director
Region VIII Training Academy
El Paso County Sheriff's Office
915-856-4850 Internal Ext. 5859

From: Marisa Quintanilla [<mailto:marisaq@riocog.org>]
Sent: Tuesday, June 16, 2020 7:49 AM
To: Jeffrey Leedom (Lt.) <JLeedom@epcounty.com>
Cc: Hana Dear <HDear@epcounty.com>
Subject: [EXTERNAL] RE: Travel to Alpine, TX to teach CIT

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Thank you,

Marisa Quintanilla
Regional Services Director
Rio Grande Council of Governments
8037 Lockheed, Ste. 100
El Paso, Texas 79925
(915) 533-0998 x 119
Marisaq@riocog.org

From: Jeffrey Leedom (Lt.) [<mailto:JLeedom@epcounty.com>]
Sent: Tuesday, June 16, 2020 7:45 AM
To: 'Marisa Quintanilla' <marisaq@riocog.org>
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Subject: Travel to Alpine, TX to teach CIT

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