# **Click on Bookmarks To View Travel Detail**

### TRAVEL REGISTER CC 08/02/2021

VENDOR NAME	DOCUMENT	INVOICE	ACCOUNT DESC	AMOUNT
JORGE DE LUNA	2160917	TA2100447	GF-GADM-TRAVEL/PROF ED	28.00
AURELIO ARIAS	2160916	TA2100446	GF-GADM-TRAVEL/PROF ED	28.00
RUBEN P. GONZALEZ, T	2160914	TA2100444	GF-GADM-TRAVEL/PROF ED	28.00
CAROLINA LOPEZ	2160915	TA2100445	GF-GADM-TRAVEL/PROF ED	28.00
JULIO C. SANCHEZ	2160918	TA2100448	GF-GADM-TRAVEL/PROF ED	28.00
JOSE MONTOYA	2160623	TA 08/14/21-08/18/21	SG-SAMHSA21-OPERATING EXP	2,499.78
VANESSA GONZALEZ	2160616	TA 08/14/21-08/18/21	SG-SAMHSA21-OPERATING EXP	2,499.78
DAISY DUARTE	2160620	TA 08/14/21-08/18/21	SG-SAMHSA21-OPERATING EXP	2,499.78
Total				7,639.34



**County of El Paso** 



Travel and Training ADVANCE Request Form

EMPLOY	(EE# 105573	VENDC	R# 138352				
NAME	Julio Sanchez			DEPARTMENT	Tax Office		
EVENT	2021 TAVTI/SCRC Conference Training Agenda			DESTINATION	San Marcos, Texas		
DATES	9/27/2021	то	10/1/2021	FUNDING SOUR (Agenda Item Forma			

		ARATE CK / RCHASING	CREDI	T CARD	AD	VANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form	\$	200.00					200.00
TRANSPORTATION			\$	277.95			277.95
GROUND TRANSPORTATION							0.00
GAS					<b>•</b> • •		0.00
		LS PROVII 1 - \$28.00	DED		\$\$47	45.75	\$41.25 -45.75
MEAL PER DIEM (EVENT DATES)					\$ <sup>\$1</sup>	37,00	\$137.00 <del>183.00</del>
MEAL PER DIEM (RETURN) 75% of full per diem	1				\$ <sup>\$4</sup>	1.25 <b>45.75</b>	\$41.25 <b>45.75</b>
LODGING					\$	599.19	599.19
PARKING							0.00
OTHER					\$81	8.69	0.00
TOTALS	S: \$	200.00	18	277.95	\$	873.69	\$1,296.64 \$ <del>1,351.64</del>

Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:

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/Trave	el and Training Policy 102416.pdf
EMPLOYEE SIGNATURE	C. Salz	DATE 7-8-2021
DEPARTMENT HEAD SIGNATURE	RIA. Myny	DATE 7-8-2-21

FORM	M A: County Funded Travel Disclosure Report
Emplo	yee: <u>Julio Sanchez</u> lead: <u>Ruben Gonzalez</u> : <u>Tax Office</u> Signature: <u>R. Mark</u> Date: <u>7-8</u> -2021 Job Title: <u>Investigator</u> Date: <u>7-8</u> -2021
Dept H	lead: Ruben Gonzalez Signature: R. Man Date: 7-8-202/
Dept	: <u>Tax Office</u> Job Title: <u>Investigator</u>
Travel	Funding Source:CountyGrantOther
Will an	y funds be reimbursed by another entity?
Travel	Account No Balance Remaining for FY:
Will po	osting travel details prior to travel jeopardize the safety of the traveler Yes NO
Purpos	e: (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 fulfilledof these hours for this time period.
	Estimated hours to be obtained from this course:
$\boxtimes$	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:
	Human Resources/Management/Personal Development Training
	("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
	Other:
	Amended by the El Paso County Commissioners Court on June 17, 2013



**County of El Paso** 



Travel and Training ADVANCE Request Form

EMPLOYEE#	110//8	VENDOR#	101386
	110440	VLNDUN#	101300

NAME	Jorge DeLuna			DEPARTM	IENT Tax Off	ĩce	
EVENT	2021 TAVTI/SCR Agenda	C Conferen	ce Training	DESTINAT	<b>FION</b> San Ma	rcos, Texas	
DATES	9/27/2021	то	10/1/2021	FUNDING (Agenda Item			
				ATE CK / CRI	EDIT CARD	ADVANCE	TOTAL AMOUNT
	TION - If separate check pleted Registration Form		\$	200.00			200.00
TRANSPOR	RTATION			\$	277.95	·	277.95
GROUND TRANSPOR	RTATION						0.00
GAS						\$41.25	0.00
MEAL PER D 75% of full	DIEM (DEPARTURE) per diem			1EALS PROV 0221 - \$28.00		\$ 45.75	\$41.25 <b>45.75</b>
MEAL PER D	DIEM (EVENT DATES)		TAUOL	7221 - φ20.00		\$ <sup>\$137.00</sup> \$	137.00 1 <del>83.00</del>
MEAL PER D 75% of full	DIEM (RETURN) per diem					\$ <sup>\$41.25</sup> 45.75	\$41.25 <b>45.75</b>
LODGING						\$ 599.19	599.19
PARKING						\$ 25.00	✓ 25.00
OTHER							0.00
		TOTAL	S: \$ 2	200.00√\$	277.95	\$843.69 \$ 898.69	\$1,321.64 \$1,376.64

	Nieman	N
Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:

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/Trave	el and Training Policy 102416.pdf
EMPLOYEE	DATE / /
SIGNATURE	7/8/2021
DEPARTMENT HEAD DIA 5 1	DATE
SIGNATURE RAP. 1944	7-8-2021

	M A: County Funded Travel Disclosure Report oyee: Jorge DeLuna Signature: Date: 7/8/2021 Head: Ruben Gonzalez Signature: Date: 7-8-2021 Date: 7-8-2021
	byee:     Jorge DeLuna     Signature:     Date:     7/0/2021       Head:     Ruben Gonzalez     Signature:     Ruben Gonzalez     Date:     7-8-2021
Dept	: Tax Office Job Title: Lead Investigator
	Funding Source:CountyGrantOther
Will a	ny funds be reimbursed by another entity?
Travel	Account No Balance Remaining for FY:
Will p	osting travel details prior to travel jeopardize the safety of the traveler Yes NO
Purpos	se: (check one)
	Statutorily Required Training to Hold Elective Office Statute Reference:
	My effective office requires number of training hours annually.
	I have already fulfilledof 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:
$\square$	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:
	Human Resources/Management/Personal Development Training
	("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
	Other:

Amended by the El Paso County Commissioners Court on June 17, 2013



**County of El Paso** 





**Travel and Training ADVANCE** Request Form

EMPLOY	YEE# 113870 VENDOF	R# 127529		_				
NAME	Ruben Gonzalez	1	DEPARTMENT Tax Office					
EVENT	2021 TAVTI/SCRC Conference Training Agenda			ATION	San M	Marcos, Texas		
DATES	9/27/2021 <b>V</b> TO			G SOUR tem Forma				
		SEPARATE PURCHASI		REDIT	CARD	ADVANCE	TOTAL AMOUNT	
	TION - If separate check, please pleted Registration Form	\$ 200	.00				200.00	
TRANSPOR	RTATION		5	5 27	7.95		277.95	
GROUND TRANSPOR	RTATION						0.00	
GAS						\$41.25	0.00	
MEAL PER D 75% of full		MEALS PRO 80221 - \$28.00				\$ 45.75	\$41.25 <b>45.75</b>	
MEAL PER D	DIEM (EVENT DATES)	00221 φ20.00				\$ <sup>\$137.00</sup>	\$137.00 <del>183.00</del>	
MEAL PER D 75% of full	DIEM (RETURN) per diem					\$41.25 \$ <b>45.75</b>	\$41.25 <b>45.75</b>	
LODGING						\$ 599.19	599.19	
PARKING						\$ 25.00	25.00	
OTHER						\$843.69	0.00	
	ΤΟΤΑΙ	LS: \$ 200	.00	27	7.95	\$ 808.69	\$1,321.64 \$1,376.64	

Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:

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/Trav	el and Training Policy 102416.pdf
EMPLOYEE SIGNATURE	RAP. Kyly	DATE 7-8-2021
DEPARTMENT HEAD SIGNATURE	RAD. Agaly	DATE 7-8 - 2021

El Paso County Travel Justification Forr	El	Paso	County	Travel	Justification	Form
--	----	------	--------	--------	---------------	------

Employ Dept H Dept	<b>1 A: County Funded Travel Disclosure Report</b> Signature:       Date:       78-2021         vee:       Ruben Gonzalez       Signature:       Date:       78-2021         ead:       Ruben Gonzalez       Signature:       Parts       Date:       7-6-2020         :       Tax Office       Job Title:       Tax Assessor-Collector       Other
Will any	y funds be reimbursed by another entity?
Travel A	Account No Balance Remaining for FY:
Will pos	sting 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. 1 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:
$\boxtimes$	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, <u>Including Grant Application Advocacy</u> Entity Name: Purpose of Visit:
	<b>Travel for Program Revenue Enhancement/Sales Opportunity</b> 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:
	Human Resources/Management/Personal Development Training ("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
	Other:
	Amended by the El Paso County Commissioners Court on June 17, 2013



**County of El Paso** 



APPROVED

By ERIKA LIZALDE at 10:10 am, 7/19/21

### E# 113636

NAME	Aurelio Arias			DEPARTMENT Ta		Tax Of	Tax Office		
EVENT	2021 TAVTI/SCRC Conference Agenda		e Training	DESTINATION S		San M	San Marcos, Texas		
DATES	9/27/2021	то	10/1/2021	12.12.12.10.10.1	DING SOUR da Item Forma				
			SEPARAT		CREDIT O	CARD	ADVANCE	TOTAL AMOUNT	
	TION - If separate check, pleted Registration Form	please	\$ 20	0.00				200.00	
TRANSPOR	TATION				\$ 27	7.95	/	277.95	
GROUND TRANSPOR	TATION		\$ 43	4.83	1			434.83	
GAS							\$ 50.00	50.00	
MEAL PER D 75% of full	DIEM (DEPARTURE) per diem		* NO MEAI				\$ <sup>\$41.25</sup> 45.75	\$41.25 -45.75	
MEAL PER D	NEM (EVENT DATES)		TA080221	- \$28	.00		\$ <sup>\$137.00</sup> \$ <b>183.00</b>	\$137.00 183.00	
MEAL PER D 75% of full	IEM (RETURN) per diem						\$ <sup>\$41.25</sup> <b>45.75</b>	\$41.25 <del>45.75</del>	
LODGING							\$ 599.19	599.19	
PARKING							\$ 75.00	75.00	
OTHER							\$943.69	\$1,856.47 <b>0.00</b>	
		TOTALS	: \$ 63	4.83	18 27	7.95		\$1,911.47	

Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:

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http	://www.epcounty.com/auditor/forms/Travel	and Training Policy 102416.pdf
EMPLOYEE SIGNATURE	Ami Amitt	DATE 71821
DEPARTMENT HEAD SIGNATURE	RAP. Kyuly	DATE 7-8-2021

FOR	M A: County Funded Travel Disclosure Report oyee: <u>Aurelio Arias</u> Signature: <u>Aurelio Arias</u> Date: 718121
Emplo	byee: <u>Aurelio Arias</u> Head: <u>Ruben Gonzalez</u> : <u>Tax Office</u> Signature: <u>Jui A</u> Date: <u>18121</u> Signature: <u>Jui A</u> Date: <u>18121</u> Date: <u>7-8-21</u>
Dept I	Tead: <u>Ruben Gonzalez</u> Signature: <u>IV 777</u> Date: <u>I-B-4</u>
Dept	: <u>Tax Office</u> Job Title: <u>Enforcement Director</u>
Travel	Funding Source:CountyGrantOther
Will an	ny funds be reimbursed by another entity?
Travel	Account No Balance Remaining for FY:
Will po	osting travel details prior to travel jeopardize the safety of the traveler Yes NO
Purpos	e: (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:
	Human Resources/Management/Personal Development Training
	("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
	Other:
-	
	Amended by the El Paso County Commissioners Court on June 17, 2013



**County of El Paso** 





# Travel and Training ADVANCE Request Form

NAME	Carolina Lopez				Tax O	Office		
EVENT 2021 TAVTI/SCRC Conference Agenda		e Training			San Marcos, Texas			
DATES	9/27/2021 V TO	10/1/2021		DING SOUR a Item Format				
		SEPARAT PURCHA		CREDIT C	CARD	ADVANCE	TOTAL AMOUNT	
	TION - If separate check, please pleted Registration Form	\$ <u>20</u>	0.00				200.00	
TRANSPOR	RTATION			\$ 27	7.95	1	277.95	
GROUND TRANSPOR	RTATION						0.00	
GAS						A	0.00	
MEAL PER D	DIEM (DEPARTURE) per diem	* NO MEA TA08022				\$ <sup>\$41.25</sup>	\$41.25 <b>45.75</b>	
MEAL PER D	DIEM (EVENT DATES)					\$137.00 \$ <del>183.00</del>	\$137.00 1 <del>83.0</del> 0	
MEAL PER D 75% of full	DIEM (RETURN) per diem					\$ <sup>41.25</sup> \$ <sup>45.75</sup>	41.25 <b>45.75</b>	
LODGING						\$ 599.19	599.19	
PARKING							0.00	
OTHER							0.00	
	TOTALS	S: \$ 20	0.00	\$ 27	7.95	\$818.69 \$ 675.69	\$1,296.64 \$ <del>1,351.6</del> 4	

Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:

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_a	nd Training Policy 102416.pdf
EMPLOYEE SIGNATURE	artinu oper a	DATE 7/8/2021
DEPARTMENT H SIGNATURE	IEAD KAA. Mg-1	DATE 7-8-2021

Emplo	M A: County Funded Travel Disclosure Report byee: <u>Carolina Lopez</u> Signature: <u>Manufort</u> Date: <u>7/8/2025</u> Head: <u>Ruben Gonzalez</u> Signature: <u>Ruben Gonzalez</u> Date: <u>7/8/2025</u>
Dept	
	Funding Source:CountyGrantOther
Will a	ny funds be reimbursed by another entity?
Travel	Account No Balance Remaining for FY:
Will p	osting travel details prior to travel jeopardize the safety of the traveler Yes NO
Purpos	se: (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:
$\boxtimes$	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:
	Human Resources/Management/Personal Development Training
_	("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
	Other:
	Amended by the El Paso County Commissioners Court on June 17, 2013

# **GRANT FUNDS**

# County of El Paso <u>LOCAL</u> Training Request Form REGISTRATION/PRESENTER EXPENSES ONLY



DEPARTMENT Sheriff's Office TRAINING Investigative Grand Slam			<b>APPROVED</b> By Lizeth Veliz at 9:		33 am, Jul 26, 2021	
DATES	8/2/2021	то	8/6/2021	FUNDING SOURCE (Agenda Item Format)	SW Border R	ural Law Enforcement
NAME (	OF TRAINING	ORGANI	ZATION		ADDRESS	
Brian Harris Interv	viewing			18015 Spell Br	rook DR, Houston,	Texas 77084
1	EMPLOYEE N	AME		EMPLOYEE SIGNAT	URE	AMOUNT
	Robert Flore	es	(	RE	0	\$395.00
Robert Rojas				CR-1R	j	\$395.00
Jim Belknap				Sm20		\$395.00
Jorge Andrade						\$395.00
Elizabeth Avila				Ell		\$395.00
Victor Cordero				V. hup		\$395.00
Eduardo Gutierro	ez			10 H2	145	\$395.00
Moises Gutierrea	2			2	~	\$395.00
James M. Nance			2	the second secon	1205	\$395.00
Omar Montoya			C	C ES		\$395.00
Cesar Paredes			(	JK # 390	ckp s	395.00
Eric Orozco			- ()	Maro	\$	395.00
Joel Padilla				Wake		\$395.00
Eric Vela			-	45837		\$395.00
Angel Cordero			6	del	#542)	\$395.00
					TOTAL	\$5,925.00
SIGNING OI REQUIREME	NTS, INCLUDING	G EMPLOY!	MENT COMMITM COUN	GEMENT AND AGREEMENT IENT AND AUTHORIZATION TY FROM WAGES.	TO DEDUCT AM	OUNTS OWED TO THE
DEPARTMEN SIGNATURE		/www.epco	unty.com/auditor	/forms/Travel and Training P	DATE T	126 21

2/26/21

B.H.I. Brian Harris Interviewing B.H.I. 18015 Spell Brook Drive, Houston Texas 77084 077548529 brianharrisinterviewing@gmail.com 281-732-3434

Course:

Dates: August 2-6

Fees: 395.00 per student

### Investigative Grand Slam; Child Death, Basic Homicide, Officer Involved Shooting Prime Time Interviewing

1 16 hour course on interviewingThree 8 hour courses in specialized fields of Investigation.Course cost per individual 495.00Host agency discount 100 off per student for that agency

### Total Cost 395 x15 El Paso COUNTY S.O. 5925.00

Twenty slots to outside agencies for 495 need a min of 10 from outside agencies paying the 495.00 Outside agencies can register through website brianharrisinterviewing.com. If an agency cannot or does not have means to sign up on line they may contact Brian Harris at <u>brianharrisinterviewing@gmail.com</u> and other arrangements can be made.

Payment is due on or before the first hour of instruction. Instruction day consists of eight hours of classroom time. Instructor can provide host agency with a propriety letter. Payment is in cash or check made payable to Brian Harris, (unless Other Arrangements have been made between BHI and the El Paso County Sheriff Office)

BHI will provide host agency with instructor BIO, propriety letter for each class, and test if agency requests a test be taken. BHI can provide template for certificates.

Host agency will provide facility for the course, handle TCOLE submission, big screen with excellent sound system able to handle Word Powerpoint.

#### P.R.I.M.E. T.I.M.E INTERVIEWING AND INTERROGATIONS - Two Day Course

This three-day session will provide an in-depth look at the P.R.I.M.E. T.I.M.E. interview techniques utilized when questioning witnesses and suspects. Attendees will participate in an interactive training with current confession clips and class exercises that will provide useful tools and build confidence needed in the interview room. The Houston Police Department has instituted this school as mandatory training for all new detectives. The instructors have been featured on 20/20 and have traveled the United States training officers with this approach.

### CHILD DEATH INVESTIGATION - ONE DAY COURSE

This is a one-day intense child death investigation course. It is a comprehensive overview of the proper response to a child death scene. This class will give the investigator the perspective from the prosecutor, medical examiner and child protective services. The team approach is a unique approach utilized in the investigation of injury and deaths involving children.

The investigator will learn the common practices of a Homicide response, the practices of Child Protective Services, and the Medical Examiner. The investigator will learn what is required for prosecution of cases involving children as victims. The investigator will learn about cause of death findings in cases in sudden natural deaths including infectious diseases and inherited conditions. Sudden Infant Death Syndrome will be covered in depth, with emphasis on important interview questions, scene investigations, and autopsy findings. The information will be taught through visual presentation of cases, including scene findings, and autopsy findings.

#### **BASIC HOMICIDE INVESTIGATION - One DAY COURSE**

Death investigations are complex and unique. No other type of criminal investigation is as demanding on an agency's resources nor draws more public attention than death investigations. This two-day course provides criminal justice professionals with the requisite basic knowledge required to successfully investigate a death investigation. The training focuses on proven techniques and procedures to manage, investigate, and successfully prosecute homicide cases. The course is designed for personnel with little or no experience investigating death cases and provides a step by step process for investigators to follow in order to bring the case to a successful conclusion.

### **OFFICER INVOLVED SHOOTING - ONE DAY COURSE**

The purpose of this course is to teach the procedures and investigative techniques that are necessary for conducting a thorough investigation into an officer involved shooting. These are Three separate, but necessary investigations and each has its unique characteristics, requirements, and limitations. This course will provide instruction on how to begin an officer involved shooting call out by gathering information, making assignments, and notifications. It will provide instruction on how to conduct on-scene responsibilities and how to effectively cooperate with all investigative agencies, such as the District Attorney, Police Integrity Division and the Medical Examiner's Office. The course is designed to provide an understanding of both the criminal and internal aspects of an officer involved shooting.

		County Funded Travel Disclosure Report
	oyee:	Robert Flores Signature: Date: 05/20/21
		Sylvia Aguilar Signature: 10 Date: 05/20/21
Dept		El Paso County Sheriff's Office Job Title: Chief Deputy
Travel	runding	Source:County X_GrantOther
Will a	ny funds	be reimbursed by another entity?
Trave	l Account	No Balance Remaining for FY:
Will p	osting tra	vel details prior to travel jeopardize the safety of the traveler Yes NO
Purpo	se: (chec	k one)
		orily Required Training to Hold Elective Office
		Reference:
		fective office requires number of training hours annually. already fulfilledof these hours for this time period.
		aready further of these hours for this time period.
		provide documentation for hours needed
_		
		sional or Technical Training to Maintain License/Certification
		officers, attorneys, CPAs, technical certifications, etc.)
		fective office requires number of training hours annually. already fulfilledof these hours for this time period.
		aready furninedof these nours for this time period.
	Listinia	ited nours to be obtained from this course.
$\boxtimes$	Additi	ional Professional or Technical Training NOT Required to Maintain
		se/Certification
		I for Lobbying/Advocating Before Federal/State Legislature,
		al/State Legislature, Federal/State Agency, or Other Regulatory Body,
		ding Grant Application Advocacy
		Name:se of Visit:
	rupos	
	Trave	I for Program Revenue Enhancement/Sales Opportunity
-		n:
-		
		am Development Training
	Explai	n:
	T	La Participation Contractor Florida LOPE de la Ormanicación
		I to Professional, County, or Elected Officials' Organization ng/Convention
		ty Clerk's Association, TAG, Conference of Urban Counties, TBIC, etc.)
		ization Name:
	Huma	n Resources/Management/Personal Development Training
	("Deal	ling with Difficult People", stress management, "Be A Better Leader", etc.)
	Other	· · · · · · · · · · · · · · · · · · ·
	O.ner	

### THIS CHECKLIST IS REQUIRED FOR ALL TRAVEL SUMBMISSIONS

The following is provided to assist in expediting Travel Advance/Reimbursement Requests by ensuring supporting documentation has been reviewed for reasonableness prior to submission to the County Auditor's Office. As per the County's Travel and Training Policy, all relevant travel and training forms shall be submitted to the County Auditor's Office at least 45 days prior to the date of travel. The issuance of travel related checks follows paid claims guidelines and Commissioners Court Agenda Deadlines. In most cases it takes more than a week to issue a check.

- Complete all applicable travel and training request forms including justification form and this checklist. All forms must be signed by the employee attending the training and the department head, or designee. Incomplete packets will not be accepted.
- If the total cost of the trip is in excess of \$1,000.00, a signed employee training and professional certification agreement must be submitted.
- Travel and training expenditure form with actual expense receipts from previous training must be submitted to the Auditor's Office before a new travel and training request is submitted.
- Travel dates were verified for consistency with training dates (Explanation was provided justifying dates prior or after training dates, if warranted).
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- Hotel was secured at government rate and at location of training site (Explanation was provided justifying exception, if warranted or if travel dates are inconsistent with training dates).

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- Other estimates have been reviewed for accuracy and reasonableness.
- Travel advance requested was verified for reasonableness and accuracy.
- ✓ All related documents are signed by employee and department head/elected official.
- Note: If this travel will take place at a Resort, Casino, Offshore or outside of the United States or costs significantly exceed authorized per diem rates, signature approval by the County Administrator is required prior to submission to the County Auditor.

Date of Trip: 08/02 - 08/06/21	Purpose: Investigation Train	ing Destination: El Paso County Texas
Signature of Employee requesting	funds:	Date: 05/20/21
Signature of Department Head rev	iew: du chur f	Date: 05/20/21

Employe	A: County Funded Travel Disclosure Report e: Robert Rojas Signature: 4124 Date: 05/20/21
Dept He	ad: <u>Robert Flores</u> Signature: <u>Curles</u> Date: <u>05/20/21</u> Date: <u>05/20/21</u>
Dept :	El Paso County Sheriff's Office Job Title: Commander
	nding Source:County X_GrantOther
Will any	funds be reimbursed by another entity?
Travel Ac	count No Balance Remaining for FY:
Will post	ng 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:
	Ay effective office requires number of training hours annually.
- 1	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.)
1	My effective office requires number of training hours annually.
	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
	Fravel 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:
	Fravel for Program Revenue Enhancement/Sales Opportunity
	Explain:
	Program Development Training
	Explain:
_	
	Fravel to Professional, County, or Elected Officials' Organization
	Meeting/Convention
	County Clerk's Association, TAG, Conference of Urban Counties, TBIC, etc.) Drganization Name:
100	
	Human Resources/Management/Personal Development Training
	"Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
	Other:
	Julet,
	Amended by the El Paso County Commissioners Court on June 17, 2013

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Other estimates have been reviewed for accuracy and reasonableness.

Travel advance requested was verified for reasonableness and accuracy.

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Note: If this travel will take place at a Resort, Casino, Offshore or outside of the United States or costs significantly exceed authorized per diem rates, signature approval by the County Administrator is required prior to submission to the County Auditor.

Date of Trip: 08/02 - 08/06/21	Purpose: Investigation Training	Destination: El Paso County Texas
Signature of Employee requesting fu	inds: R-17-	Date: 05/20/21
Signature of Department Head review	w: <u>Culpes</u>	Date: 05/20/21

FOR Emplo	M A: County Funded Travel Disclosure Report Signature: Signature: Date: 05/20/21 Date: 05/20/21
Dept l	
Dept	
	Funding Source:County X_GrantOther
i i u i ci	
Will a	ny funds be reimbursed by another entity?
Travel	Account No Balance Remaining for FY:
Will p	osting travel details prior to travel jeopardize the safety of the traveler Yes NO
Purpos	e: (check one)
	Statutorily Required Training to Hold Elective Office Statute Reference:
	My effective office requires number of training hours annually.
	I have already fulfilledof 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 fulfilledof these hours for this time period.
	Estimated hours to be obtained from this course:
$\boxtimes$	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:
1	
	Human Resources/Management/Personal Development Training
	("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
	Other:
	Amended by the El Paso County Commissioners Court on June 17, 2013

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Date of Trip: 08/02 - 08/06/21	Purpose: Investigation Training	Destination: El Paso County Texas
Signature of Employee requesting	funds: V- Lunc	Date: 05/20/21
Signature of Department Head rev	iew: RIFT	Date: 05/20/21

	M A: County Funded Travel Disclosure Report
Emplo	
Dept 1	
Dept	: <u>El Paso County Sheriff's Office</u> Job Title: <u>Lieuteant</u> Funding Source: <u>County X Grant</u> Other
Traver	Funding Source:County X_GrantOther
Will a	ny funds be reimbursed by another entity?
Travel	Account No Balance Remaining for FY:
Will p	osting travel details prior to travel jeopardize the safety of the traveler Yes NO
Purpos	e: (check one)
	Statutorily Required Training to Hold Elective Office
	Statute Reference:
	My effective office requires number of training hours annually.
	I have already fulfilledof these hours for this time period. Estimated hours to be obtained from this course:
	Please provide documentation for hours needed
	rease provide documentation for nours 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 fulfilledof these hours for this time period.
	Estimated hours to be obtained from this course:
$\boxtimes$	Additional Professional or Technical Training NOT Required to Maintain
	License/Certification
	Travel for Lobbying/Advocating Before Federal/State Legislature,
1220	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:
L_I_	Travel to Professional, County, or Elected Officials' Organization Meeting/Convention
	(County Clerk's Association, TAG, Conference of Urban Counties, TBIC, etc.)
	Organization Name:
1	
	Human Resources/Management/Personal Development Training
	("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
	Other:
	Amended by the El Paso County Commissioners Court on June 17, 2013

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Date of Trip: 08/02 - 08/06/21	Purpose: Investigation Training	Destination: El Paso County Texas
Signature of Employee requesting	funds: Echt	5191 Date: 05/20/21
Signature of Department Head rev	iew: <u>FIKy</u>	Date: 05/20/21

	M A: County Funded Travel Disclosure Report
Emplo	
Dept	Head: Robert C. Rojas Signature: <u>F1/F9</u> Date: <u>05/20/21</u>
	: <u>El Paso County Sheriff's Office</u> Job Title: <u>Lieuteant</u>
Travel	Funding Source:County X_GrantOther
Will a	ny funds be reimbursed by another entity?
Travel	Account No Balance Remaining for FY:
Will p	osting travel details prior to travel jeopardize the safety of the traveler Yes NO
Purpos	e: (check one)
ш	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:
	Human Resources/Management/Personal Development Training
-	("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
	Other:
	Amended by the El Paso County Commissioners Court on June 17, 2013

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Date of Trip: 08/02 - 08/06/21	Purpose: Investigation Training	Destination: El Paso County Texas
Signature of Employee requesting	funds:	Date: 05/20/21
Signature of Department Head rev	iew: <u>7-127</u>	Date: 05/20/21

El Paso County Travel Justification	1 Form
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	El Paso County Travel Justification Form
Emplo Dept I Dept	M A: County Funded Travel Disclosure Report         oyee:       James M. Nance       Signature:       James Date:       05/20/2         Head:       Robert C. Rojas       Signature:       James Date:       05/20/2         :       El Paso County Sheriff's Office       Job Title:       Lieuteant         Funding Source:       County       X Grant       Other
Will an	ny funds be reimbursed by another entity?
Travel	Account No Balance Remaining for FY:
Will po	osting travel details prior to travel jeopardize the safety of the traveler Yes NO
Purpos	<ul> <li>se: (check one)</li> <li>Statutorily Required Training to Hold Elective Office</li> <li>Statute Reference:</li> <li>My effective office requires number of training hours annually.</li> <li>I have already fulfilled of these hours for this time period.</li> <li>Estimated hours to be obtained from this course:</li> <li>Please provide documentation for hours needed</li> </ul>
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	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:
	Human Resources/Management/Personal Development Training ("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)

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Date of Trip: 08/02 - 08/06/21	Purpose: Investigation Training	Destination: El Paso County Texas
Signature of Employee requesting	funds:	Date: 05/20/21
Signature of Department Head rev	iew: R-IFc	Date: 05/20/21

	M A: County Funded Travel Disclosure Report oyee: Maises Getierren Signature: 2 - Date: 05/20/21
	Head: Robert C. Rojas Signature: KIKA Date: 05/20/21
Dept	: El Paso County Sheriff's Office Job Title: Lieuteant
	Funding Source:County X_GrantOther
Will a	ny funds be reimbursed by another entity?
Trave	Account No Balance Remaining for FY:
Will p	osting travel details prior to travel jeopardize the safety of the traveler Yes NO
Purpo	se: (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.
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	Please provide documentation for hours needed
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	(peace officers, attorneys, CPAs, technical certifications, etc.)
	My effective office requires number of training hours annually.
	I have already fulfilledof these hours for this time period. Estimated hours to be obtained from this course:
$\boxtimes$	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:
-	
Ц	Travel for Program Revenue Enhancement/Sales Opportunity Explain:
E.	Program Development Training Explain:
	Explain,
	Travel to Professional, County, or Elected Officials' Organization
_	Meeting/Convention
	(County Clerk's Association, TAG, Conference of Urban Counties, TBIC, etc.) Organization Name:
	Human Resources/Management/Personal Development Training
	("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
	Other:

Amended by the El Paso County Commissioners Court on June 17, 2013

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✓ All related documents are signed by employee and department head/elected official.

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Date of Trip: 08/02 - 08/06/21	Purpose: Investigation Training	Destination: El Paso County Texas
Signature of Employee requesting	funds: 0	Date: 05/20/21
Signature of Department Head rev	iew: RIRT	Date: 05/20/21

El Paso County Travel Justification Form	
FORM A: County Funded Travel Disclosure Report	-
Dept Head: Robert C. Rojas Signature: Rule Date: 05/20/2	Ŀ.
Dept : <u>El Paso County Sheriff's Office</u> Job Title: <u>Lieuteant</u> Travel Funding Source: <u>County X Grant</u> Other	
Will any funds be reimbursed by another entity?	
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.)	
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Additional Professional or Technical Training NOT Required to Maintain License/Certification	
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:	
Department Development Teninian	
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:	
Human Resources/Management/Personal Development Training	
("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)	
Other:	
Amended by the El Paso County Commissioners Court on June 17, 2013	

#### THIS CHECKLIST IS REQUIRED FOR ALL TRAVEL SUMBMISSIONS

The following is provided to assist in expediting Travel Advance/Reimbursement Requests by ensuring supporting documentation has been reviewed for reasonableness prior to submission to the County Auditor's Office. As per the County's Travel and Training Policy, all relevant travel and training forms shall be submitted to the County Auditor's Office at least 45 days prior to the date of travel. The issuance of travel related checks follows paid claims guidelines and Commissioners Court Agenda Deadlines. In most cases it takes more than a week to issue a check.

- Complete all applicable travel and training request forms including justification form and this checklist. All forms must be signed by the employee attending the training and the department head, or designee. Incomplete packets will not be accepted.
- \_\_\_\_\_\_f the total cost of the trip is in excess of \$1,000.00, a signed employee training and professional certification agreement must be submitted.
- Travel and training expenditure form with actual expense receipts from previous training must be submitted to the Auditor's Office before a new travel and training request is submitted.
- Travel dates were verified for consistency with training dates (Explanation was provided justifying dates prior or after training dates, if warranted).
- Airfare was secured at least 21 days prior to trip (Explanation was provided justifying exceptions, if warranted).
  - Hotel was secured at government rate and at location of training site (Explanation was provided justifying exception, if warranted or if travel dates are inconsistent with training dates).

Ground transportation was verified to include availability of transportation (shuttle/taxi/Uber/Lyft) to/from hotel and airport. If a rental car is needed and justified within policy guidelines then a reservation should be coordinated with the County Purchasing department using the County's contracted rental car vendor. Car rental quote or reservation must be included. Written justification for rental car **must** be included.

- Registration cost was verified and indication was noted for a separate vendor check payment or advance for direct payment of registration by attendee.
- Per diem meals estimates by day were verified with policy guidelines. (Explanation was provided justifying exceptions, if warranted)
- Other estimates have been reviewed for accuracy and reasonableness.
  - Travel advance requested was verified for reasonableness and accuracy.
    - ✓ All related documents are signed by employee and department head/elected official.
    - Vote: If this travel will take place at a Resort, Casino, Offshore or outside of the United States or costs significantly exceed authorized per diem rates, signature approval by the County Administrator is required prior to submission to the County Auditor.

Date of Trip: 08/02 - 08/06/21	Purpose: Inve	Purpose: Investigation Training			Destination: El Paso County Texas	
Signature of Employee requesting	funds:	B	R	Date:	05/20/21	
Signature of Department Head rev	iew:	RU	IRy	Date:	05/20/21	

	El Paso County Travel Justification Form
Emplo Dept H Dept	
Will an	y funds be reimbursed by another entity?
Travel	Account No Balance Remaining for FY:
Will po	sting travel details prior to travel jeopardize the safety of the traveler Yes NO
Purpos	e: (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, <u>Including Grant Application Advocacy</u> 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:
	Human Resources/Management/Personal Development Training ("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
	Other:
	Amended by the El Paso County Commissioners Court on June 17, 2013

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- Complete all applicable travel and training request forms including justification form and this checklist. All forms must be signed by the employee attending the training and the department head, or designee. Incomplete packets will not be accepted.
- If the total cost of the trip is in excess of \$1,000.00, a signed employee training and professional certification agreement must be submitted.
- - Travel dates were verified for consistency with training dates (Explanation was provided justifying dates prior or after training dates, if warranted).
- Airfare was secured at least 21 days prior to trip (Explanation was provided justifying exceptions, if warranted).
  - Hotel was secured at government rate and at location of training site (Explanation was provided justifying exception, if warranted or if travel dates are inconsistent with training dates).

Ground transportation was verified to include availability of transportation (shuttle/taxi/Uber/Lyft) to/from hotel and airport. If a rental car is needed and justified within policy guidelines then a reservation should be coordinated with the County Purchasing department using the County's contracted rental car vendor. Car rental quote or reservation must be included. Written justification for rental car **must** be included.

- Registration cost was verified and indication was noted for a separate vendor check payment or advance for direct payment of registration by attendee.
- Per diem meals estimates by day were verified with policy guidelines. (Explanation was provided justifying exceptions, if warranted)
- Other estimates have been reviewed for accuracy and reasonableness.
  - Travel advance requested was verified for reasonableness and accuracy.
    - ✓ All related documents are signed by employee and department head/elected official.
    - ✓Note: If this travel will take place at a Resort, Casino, Offshore or outside of the United States or costs significantly exceed authorized per diem rates, signature approval by the County Administrator is required prior to submission to the County Auditor.

Date of Trip: 08/02 - 08/06/21	Purpose: Investigation Training	Destination: El Paso County Texas
Signature of Employee requesting	funds:	Date: 05/20/21
Signature of Department Head revi	ew: R-TEy	Date: 05/20/21

El Paso County Travel Justification Form	
	:: <u>05/20/21</u> :: <u>05/20/21</u>
Will any funds be reimbursed by another entity?	
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:	
Human Resources/Management/Personal Development Training ("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)	
Other:	
Amended by the El Paso County Commissioners Court on June 17, 201	3

#### THIS CHECKLIST IS REQUIRED FOR ALL TRAVEL SUMBMISSIONS

The following is provided to assist in expediting Travel Advance/Reimbursement Requests by ensuring supporting documentation has been reviewed for reasonableness prior to submission to the County Auditor's Office. As per the County's Travel and Training Policy, all relevant travel and training forms shall be submitted to the County Auditor's Office at least 45 days prior to the date of travel. The issuance of travel related checks follows paid claims guidelines and Commissioners Court Agenda Deadlines. In most cases it takes more than a week to issue a check.

- Complete all applicable travel and training request forms including justification form and this checklist. All forms must be signed by the employee attending the training and the department head, or designee. Incomplete packets will not be accepted.
- f the total cost of the trip is in excess of \$1,000.00, a signed employee training and professional certification agreement must be submitted.
- Travel and training expenditure form with actual expense receipts from previous training must be submitted to the Auditor's Office before a new travel and training request is submitted.
- Travel dates were verified for consistency with training dates (Explanation was provided justifying dates prior or after training dates, if warranted).
- Airfare was secured at least 21 days prior to trip (Explanation was provided justifying exceptions, if warranted).

Hotel was secured at government rate and at location of training site (Explanation was provided justifying exception, if warranted or if travel dates are inconsistent with training dates).

Ground transportation was verified to include availability of transportation (shuttle/taxi/Uber/Lyft) to/from hotel and airport. If a rental car is needed and justified within policy guidelines then a reservation should be coordinated with the County Purchasing department using the County's contracted rental car vendor. Car rental quote or reservation must be included. Written justification for rental car **must** be included.

- Registration cost was verified and indication was noted for a separate vendor check payment or advance for direct payment of registration by attendee.
- Per diem meals estimates by day were verified with policy guidelines. (Explanation was provided justifying exceptions, if warranted)
- Other estimates have been reviewed for accuracy and reasonableness.

Travel advance requested was verified for reasonableness and accuracy.

✓ All related documents are signed by employee and department head/elected official.

Date of Trip: 08/02 - 08/06/21	Purpose:	Investigation Training	Destination: El F	Paso County Texas
Signature of Employee requesting	funds:	plopadol	Date:	05/20/21
Signature of Department Head rev	iew:	KIKY	Date:	05/20/21

El Dasa Countr	Travel Justifization Forms
21 Paso County	Travel Justification Form

		ounty Funded Travel Disclosure Report	
Emple		Exic Vila Signature:	Date: 05/20/21
		Robert C. Rojas Signature: 47Ky	Date: 05/20/21
		El Paso County Sheriff's Office         Job Title: Lieuteant           Source:         County         X Grant	
Have	r unung .	SourceOranOran	
Will a	ny funds b	e reimbursed by another entity?	
Travel	Account	No Balance Remaining for FY:	
Will p	osting trav	vel details prior to travel jeopardize the safety of the traveler Yes	NO
Purpos	se: (check	one)	
		rily Required Training to Hold Elective Office Reference:	
	the first state of the	ective office requires number of training hours annually.	
		already fulfilled of these hours for this time period.	
		ed hours to be obtained from this course:	
	Please p	provide documentation for hours needed	
	Profess	ional or Technical Training to Maintain License/Certification	
-		officers, attorneys, CPAs, technical certifications, etc.)	
	My effe	ective office requires number of training hours annually.	
		already fulfilledof these hours for this time period.	
	Estimat	ed hours to be obtained from this course:	
$\boxtimes$	Additio	onal Professional or Technical Training NOT Required to Maintain	
	License	e/Certification	
	Travel	for Lobbying/Advocating Before Federal/State Legislature,	
		I/State Legislature, Federal/State Agency, or Other Regulatory Body	6 I
		ing Grant Application Advocacy	
		Name:e of Visit:	
	Purpose	: 01 VISIL.	
1.0	Travel	for Program Revenue Enhancement/Sales Opportunity	
	Explain	к	
		n i mili	
Ц		m Development Training	
	Explain	··	
	Travel	to Professional, County, or Elected Officials' Organization	
	Meetin	g/Convention	
		y Clerk's Association, TAG, Conference of Urban Counties, TBIC, etc.)	
	Organiz	zation Name:	
	Human	n Resources/Management/Personal Development Training	
-		ng with Difficult People", stress management, "Be A Better Leader", etc	.)
	Other:	-	
		Amended by the El Paso County Commissioners Court on June 17,	2013
## COUNTY OF EL PASO, TEXAS County Auditor Office Travel/Training Pre-Check List

## THIS CHECKLIST IS REQUIRED FOR ALL TRAVEL SUMBMISSIONS

The following is provided to assist in expediting Travel Advance/Reimbursement Requests by ensuring supporting documentation has been reviewed for reasonableness prior to submission to the County Auditor's Office. As per the County's Travel and Training Policy, all relevant travel and training forms shall be submitted to the County Auditor's Office at least 45 days prior to the date of travel. The issuance of travel related checks follows paid claims guidelines and Commissioners Court Agenda Deadlines. In most cases it takes more than a week to issue a check.

- Complete all applicable travel and training request forms including justification form and this checklist. All forms must be signed by the employee attending the training and the department head, or designee. Incomplete packets will not be accepted.
- \_\_\_\_\_\_f the total cost of the trip is in excess of \$1,000.00, a signed employee training and professional certification agreement must be submitted.
- Travel dates were verified for consistency with training dates (Explanation was provided justifying dates prior or after training dates, if warranted).
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- Per diem meals estimates by day were verified with policy guidelines. (Explanation was provided justifying exceptions, if warranted)
- \_\_\_\_\_Other estimates have been reviewed for accuracy and reasonableness.
- All related documents are signed by employee and department head/elected official.
  - ✓Note: If this travel will take place at a Resort, Casino, Offshore or outside of the United States or costs significantly exceed authorized per diem rates, signature approval by the County Administrator is required prior to submission to the County Auditor.

County Administrator Approval Signature:

Date of Trip: 08/02 - 08/06/21	Purpose: Investigation Training	Destination: El Paso County Texas
Signature of Employee requesting	funds:	Date: 05/20/21
Signature of Department Head rev	iew: <u>F9F9</u>	Date: 05/20/21

## El Paso County Travel Justification Form

FOR Empl	M A: County Funded Travel Disclosure Report oyee: ANGEL CORDERO Signature: Date: 05/20/21
	Head: Robert C. Rojas Signature: LIE Date: 05/20/21 Date: 05/20/21
Dept	
	Funding Source:County X_GrantOther
Will a	ny funds be reimbursed by another entity?
Trave	Account No Balance Remaining for FY:
Will p	osting travel details prior to travel jeopardize the safety of the traveler Yes NO
Purpo	se: (check one)
Ц	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:
$\boxtimes$	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:
	Human Resources/Management/Personal Development Training ("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
	Other:
	Amended by the El Paso County Commissioners Court on June 17, 2013

## COUNTY OF EL PASO, TEXAS County Auditor Office Travel/Training Pre-Check List

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Registration cost was verified and indication was noted for a separate vendor check payment or advance for direct payment of registration by attendee.

Per diem meals estimates by day were verified with policy guidelines. (Explanation was provided justifying exceptions, if warranted)

Other estimates have been reviewed for accuracy and reasonableness.

Travel advance requested was verified for reasonableness and accuracy.

All related documents are signed by employee and department head/elected official.

Note: If this travel will take place at a Resort, Casino, Offshore or outside of the United States or costs significantly exceed authorized per diem rates, signature approval by the County Administrator is required prior to submission to the County Auditor.

County Administrator Approval Signature: \_

Date of Trip: 08/02 - 08/06/21	Purpose: Investigation Training	Destination: El Paso County Texas
Signature of Employee requesting f	funds: <u>Gale</u>	Date: 05/20/21
Signature of Department Head revi	ew:	Date: 05/20/21

	M A: County Funded Travel Disclosure Report Disclosure Report Date: 05/20/21 Date: 05/20/21
	Head: Robert C. Rojas Signature: F-Key Date: 05/20/21
Dept	
	Funding Source:County X_GrantOther
Will a	ny funds be reimbursed by another entity?
Travel	Account No Balance Remaining for FY:
Will p	osting travel details prior to travel jeopardize the safety of the traveler Yes NO
Purpos	se: (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:
$\boxtimes$	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:
$\square$	Travel for Program Revenue Enhancement/Sales Opportunity
_	Explain:
	Program Development Training
-	Explain:
Π	Travel to Professional, County, or Elected Officials' Organization
	Meeting/Convention
	(County Clerk's Association, TAG, Conference of Urban Counties, TBIC, etc.)
	Organization Name:
	Human Resources/Management/Personal Development Training
<u>ц</u>	("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
	Other:
	Amended by the El Paso County Commissioners Court on June 17, 2013
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## El Paso County Travel Justification Form

## COUNTY OF EL PASO, TEXAS County Auditor Office Travel/Training Pre-Check List

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- Complete all applicable travel and training request forms including justification form and this checklist. All forms must be signed by the employee attending the training and the department head, or designee. Incomplete packets will not be accepted.
- \_\_\_\_\_\_ If the total cost of the trip is in excess of \$1,000.00, a signed employee training and professional certification agreement must be submitted.
- Travel and training expenditure form with actual expense receipts from previous training must be submitted to the Auditor's Office before a new travel and training request is submitted.
- - Hotel was secured at government rate and at location of training site (Explanation was provided justifying exception, if warranted or if travel dates are inconsistent with training dates).

Ground transportation was verified to include availability of transportation (shuttle/taxi/Uber/Lyft) to/from hotel and airport. If a rental car is needed and justified within policy guidelines then a reservation should be coordinated with the County Purchasing department using the County's contracted rental car vendor. Car rental quote or reservation must be included. Written justification for rental car **must** be included.

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- Other estimates have been reviewed for accuracy and reasonableness.
- Aravel advance requested was verified for reasonableness and accuracy.

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Note: If this travel will take place at a Resort, Casino, Offshore or outside of the United States or costs significantly exceed authorized per diem rates, signature approval by the County Administrator is required prior to submission to the County Auditor.

County Administrator Approval Signature:

Date of Trip: 08/02 - 08/06/21	Purpose: Investigation Training	Destination: El Paso County Tex	as
Signature of Employee requesting	funds: Rrv	3797 Date: 05/20/21	
Signature of Department Head revi	ew: RIR.	Date: 05/20/21	-

El Paso County Travel Justification Form				
Erraso county maver sustification rothin	El Paso	County	Travel Justific	ation Form

FORM A: County Funded Travel Disclosure Report
Employee: Cose Pacios Signature: Date: 05/20/2
Dept Head: Robert C. Rojas Signature: KTK- Date: 05/20/2
Dept : El Paso County Sheriff's Office Job Title: Lieuteant
Travel Funding Source:County X_GrantOther
Will any funds be reimbursed by another entity?
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
De factore las Tarbaia I Tariaine de Mainteire Lineare/Castification
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 fulfilledof 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:
Human Resources/Management/Personal Development Training
("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
Other:
Amended by the El Paso County Commissioners Court on June 17, 2013

## COUNTY OF EL PASO, TEXAS County Auditor Office Travel/Training Pre-Check List

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- Travel and training expenditure form with actual expense receipts from previous training must be submitted to the Auditor's Office before a new travel and training request is submitted.
- Travel dates were verified for consistency with training dates (Explanation was provided justifying dates prior or after training dates, if warranted).
- Airfare was secured at least 21 days prior to trip (Explanation was provided justifying exceptions, if warranted).
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Ground transportation was verified to include availability of transportation (shuttle/taxi/Uber/Lyft) to/from hotel and airport. If a rental car is needed and justified within policy guidelines then a reservation should be coordinated with the County Purchasing department using the County's contracted rental car vendor. Car rental quote or reservation must be included. Written justification for rental car **must** be included.

- Registration cost was verified and indication was noted for a separate vendor check payment or advance for direct payment of registration by attendee.
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- Other estimates have been reviewed for accuracy and reasonableness.
  - Travel advance requested was verified for reasonableness and accuracy.
  - All related documents are signed by employee and department head/elected official.
- Note: If this travel will take place at a Resort, Casino, Offshore or outside of the United States or costs significantly exceed authorized per diem rates, signature approval by the County Administrator is required prior to submission to the County Auditor.

County Administrator Approval Signature: \_

Date of Trip: 08/02 - 08/06/21 Purpo	se: Investigation Training	Destination: EIF	Paso County Texas
Signature of Employee requesting funds:	OV-	Date:	05/20/21
Signature of Department Head review:	R-IRy	Date:	05/20/21

El Paso County Travel Justification Form

	MA: County Funded Travel Disclosure Report Date: 05/20/21
	Head: Robert C. Rojas Signature: RARC Date: 05/20/21 Date: 05/20/21
	: El Paso County Sheriff's Office Job/Title: Lieuteant
	Funding Source:County X_GrantOther
Will a	ny funds be reimbursed by another entity?
Trave	Account No Balance Remaining for FY:
Will p	osting travel details prior to travel jeopardize the safety of the traveler YesNO
Purpo	se: (check one)
Ш	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:
	Human Resources/Management/Personal Development Training
	("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
	Other:
	Amended by the El Paso County Commissioners Court on June 17, 2013

## COUNTY OF EL PASO, TEXAS County Auditor Office Travel/Training Pre-Check List

### THIS CHECKLIST IS REQUIRED FOR ALL TRAVEL SUMBMISSIONS

The following is provided to assist in expediting Travel Advance/Reimbursement Requests by ensuring supporting documentation has been reviewed for reasonableness prior to submission to the County Auditor's Office. As per the County's Travel and Training Policy, all relevant travel and training forms shall be submitted to the County Auditor's Office at least 45 days prior to the date of travel. The issuance of travel related checks follows paid claims guidelines and Commissioners Court Agenda Deadlines. In most cases it takes more than a week to issue a check.

- Complete all applicable travel and training request forms including justification form and this checklist. All forms must be signed by the employee attending the training and the department head, or designee. Incomplete packets will not be accepted.
- If the total cost of the trip is in excess of \$1,000.00, a signed employee training and professional certification agreement must be submitted.
- ✓ Travel and training expenditure form with actual expense receipts from previous training must be submitted to the Auditor's Office before a new travel and training request is submitted.
- Travel dates were verified for consistency with training dates (Explanation was provided justifying dates prior or after training dates, if warranted).
- \_\_\_\_\_\_Airfare was secured at least 21 days prior to trip (Explanation was provided justifying exceptions, if warranted).
  - Hotel was secured at government rate and at location of training site (Explanation was provided justifying exception, if warranted or if travel dates are inconsistent with training dates).

Ground transportation was verified to include availability of transportation (shuttle/taxi/Uber/Lyft) to/from hotel and airport. If a rental car is needed and justified within policy guidelines then a reservation should be coordinated with the County Purchasing department using the County's contracted rental car vendor. Car rental quote or reservation must be included. Written justification for rental car **must** be included.

- Registration cost was verified and indication was noted for a separate vendor check payment or advance for direct payment of registration by attendee.
- Per diem meals estimates by day were verified with policy guidelines. (Explanation was provided justifying exceptions, if warranted)
- Other estimates have been reviewed for accuracy and reasonableness.
  - Travel advance requested was verified for reasonableness and accuracy.
    - ✓ All related documents are signed by employee and department head/elected official.
    - Vote: If this travel will take place at a Resort, Casino, Offshore or outside of the United States or costs significantly exceed authorized per diem rates, signature approval by the County Administrator is required prior to submission to the County Auditor.

County Administrator Approval Signature:

Date of Trip: 08/02 - 08/06/21	Purpose: Investigation Training	Destination: El Paso County Texas
Signature of Employee requesting f	Funds:	Date: 05/20/21
Signature of Department Head revi	ew: R-By.	Date: 05/20/21



## APPROVED

By Savanah Pedroza at 3:13 pm, Jul 26, 2021



## County of El Paso Travel and Training <u>ADVANCE</u> Request Form

NAME	DAISY DUARTE (ALIVIANE COUNSELO		RDEPARTMENT CCR2-			2-DWI COURT			
EVENT	NADCP RISE	OCP RISE 21		DESTINATION WASH		HINGT	HINGTON, DC		
DATES	8/14/2021 TO 8/18/2021		FUNDING SOURCE (Agenda Item Format)		65AMIISA21-600817				
			SEPARAT PURCHA		CREDIT (	CARD	AI	DVANCE	TOTAL AMOUNT
	TION - If separate pleted Registration						s	745.00	745.00
TRANSPOR	RTATION							503.96	503.96
GROUND TRANSPOR	RTATION							163.18	163.14
GAS									0.00
MEAL PER D	DIEM (DEPARTURE	<u>=)</u>					\$	5700	5700
MEAL PER I	DIEM (EVENT DAT	ES)					\$	174.00	174.00
MEAL PER I	DIEM (RETURN) per diem	w 16					\$	57.00	57.00
LODGING							\$	799.64	799-6
PARKING									0.00
OTHER									0.00
		TOTAL	S: \$	-	S	-	\$ 2	2499.78	\$ 2499 7

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 (0-25-2)
DEPARTMENT HEAD	DATE (1.25.2021

## COUNTY OF EL PASO, TEXAS County Auditor Office Travel/Training Pre-Check List

### THIS CHECKLIST IS REQUIRED FOR ALL TRAVEL SUMBMISSIONS

The following is provided to assist in expediting Travel Advance/Reimbursement Requests by ensuring supporting documentation has been reviewed for reasonableness prior to submission to the County Auditor's Office. As per the County's Travel and Training Policy, all relevant travel and training forms shall be submitted to the County Auditor's Office at least 45 days prior to the date of travel. The issuance of travel related checks follows paid claims guidelines and Commissioners Court Agenda Deadlines. In most cases it takes more than a week to issue a check.

- Complete all applicable travel and training request forms including justification form and this checklist. All forms must be signed by the employee attending the training and the department head, or designee. Incomplete packets will not be accepted.
- MA If the total cost of the trip is in excess of \$1,000.00, a signed employee training and professional certification agreement must be submitted.
  - Travel and training expenditure form with actual expense receipts from previous training must be submitted to the Auditor's Office before a new travel and training request is submitted.
  - Travel dates were verified for consistency with training dates (Explanation was provided justifying dates prior or after training dates, if warranted).
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- Registration cost was verified and indication was noted for a separate vendor check payment or advance for direct payment of registration by attendee.
- Per diem meals estimates by day were verified with policy guidelines. (Explanation was provided justifying exceptions, if warranted)
- Other estimates have been reviewed for accuracy and reasonableness.
  - Travel advance requested was verified for reasonableness and accuracy.
  - All related documents are signed by employee and department head/elected official.

County Administrator Approval Signature:

Date of Trip: 08/14/21-08/18/21 Purpose: Training / conterence Destination: Washington DC

Signature of Employee requesting funds:	int	Date: _	7-15-21
Signature of Department Head review:	QSALL	Date:	7/15/2/
	1		

## El Paso County Travel Justification Form

FORM A: County Funded Travel Disclosure Report         Employee: Daisy Doarte Signature: Dept Head: Date: Disclosure Report       Date: 715-21         Dept Head: Date: Dogram Job Title: Travel Funding Source: County Grant Other       Date: 715-21
Will any funds be reimbursed by another entity?
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:
Human Resources/Management/Personal Development Training ("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
Other:
Amended by the El Paso County Commissioners Court on June 17, 2013



TAX ID: 54-1791197

Invoice Date: June 29, 2021 Invoice Number: INV\_40987

## **INVOICE - REMIT WITH YOUR PAYMENT**

#### THIS IS NOT A REGISTRATION CONFIRMATION

Your registration is not confirmed until payment has been received. Confirmations will be sent upon receipt of payment and waiver acceptance.

BIII To:

Reference: RISE21 Registration

Description		Amount (USD)
Non-Member Conference Fee - 1		\$ 745.00
Daisy Duarte		\$ 745.00
	TOTAL USD	\$ 745.00
DUE DATE: July 29, 2021		

## SEND PAYMENT TO

NADCP PO Box 79289 Baltimore, MD 21279-0289 registration@allrise.org

To send a payment: 1) Write your check to NADCP 2) Write your invoice number on your check 3) Please send the check, along with a copy of this entire invoice Invoice Number: INV\_40987

AMOUNT DUE: \$ 745.00 Due: July 29, 2021 AUGUST 14 - AUGUST 18



El Paso to Wash. D.C. (Reagan)



Confirmation date: 07/01/2021

#### PASSENGER

RAPID REWARDS #	Join [t.ifly.southwest.com] or Log in [t.ifly.southwest.com]
TICKET #	5261405620264
EXPIRATION'	July 1, 2022
EST POINTS EARNED	2,555

Rapid Rewards@ points are only estimations

## Your itinerary

Flight 1:	Saturday, 08/14/2021	Est. Travel 15m	Time: 7h	Wanna Get Away®
FLIGHT # 3431	DEPARTS ELP 07:05AM	H-	ARRIVES HOU 10:0	OAM
	El Paso		Houston (Hobby)	
	Stop: Change pl	anes		
FUOUT	DEPARTS		ARRIVES	
FLIGHT # 3581	HOU 12:20PM		DCA 04:2	ОРМ
	Houston (Hobby)		Wash. D.C (Rea	igan)
	Wednesday, 08/18/2021	Est. Trave 50m	el Time: 6h	Wanna Get Away®
FLIQUE	DEPARTS		ARRIVES	
FLIGHT # 5618	DCA 05:05PM	1	HOU 07:2	0PM
	Wash, D.C. (Reagan)		Houston (Hobby)	
	Stop: Change pla	anes		

## FLIGHT # 2694

DEPARTS HOU 09:05PM Houston (Hobby) ARRIVES ELP 09:55PM El Paso

1-3

## **Payment information**

Total cost		
Air - 4IM5FI		
Base Fare	S	425.64
US Transportation Tax	S	31.92
U S 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	S	17.20
U.S. Passenger Facility Chg	\$	18.00
Total	\$	503.96

Payment

Visa ending in 2878 Date: July 1, 2021

Payment Amount: \$503.96

A Travel advisory: Covid-19 [ihg.com] and IHG Way of Clean [ihg.com]

## Hotel Indigo Old Town Alexandria [click.tx.ihg.com]

220 South Union Street Alexandria, VA United States 22314

Hotel Front Desk: 17037213800 Email: <u>hotelindigoalexandria@ihg.com</u>

Guest Name:

 Check In:
 Check Out:
 Rooms: Adults:

 14 Aug 2021 —
 18 Aug 2021
 1
 1

 3:00 PM
 11:00 AM
 1
 1

Modify Reservation [click.tx.ihg.com]

Customer Care [click.tx.ihg.com]

Download the IHG App [click.tx.ihg.com]

Ground Transportation [click.tx.ihg.com]

Cancel Reservation [click.tx.ihg.com]

## Your confirmation number is: 29217481

## Standard Room

Rate Type: <u>STATE GOVERNMENT</u> Number of Rooms: 1

Room Rate Per Night: Sat 14 Aug 2021 - Wed 18 Aug 2021 \$172.00 (USD)

Total Taxes:

Estimated Total Price:

\$799.64 (USD)

\$111.64 (USD)

View More Reservation Details [click.tx.ihg.com]



[click.tx.ihg.com]

Earn points on your stay, redeem them for free nights, and get our best rates every time.

Join IHG Rewards Now [click.tx.ihg.com]

[click.tx.ihg.com]

Cancellation Policy: Canceling your reservation before 6:00 PM (local hotel time) on Thursday, 12 August, 2021 will result in no charge. Canceling your reservation after 6:00 PM (local hotel time) on 12 August, 2021, or failing to show, will result in a charge equal to the first night's stay per room to your credit card or other guaranteed payment method. Taxes may apply. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.

## Hotel Information:

For your health and safety and in-line with current legislation and best practices, some services could be modified or reduced (e.g. reduction in restaurant or bar service, alternative guest room furnishings and/or amenities during your stay).

Click here for our updated face coverings policies. [click.tx.ihg.com]

Early Departure Fee: \$100.00 (USD)

Daily Parking Fee: \$30.00 (USD)

Pet Policy: Maximum of 2 Pets per room, up to 80 lbs each are welcome. A 50.00 USD non refundable fee is applied per pet per stay. Pets must be on a leash while in hotel public areas and must be placed in a crate or pet carrier while the guest leaves the premises.

\* Additional taxes and charges may apply. Other hotelspecific service charges may also apply.

Weapon Policy: † This hotel does not allow any guns on its premises. This prohibition includes concealed and openly carried handguns. Estimated Earnings: 6880 IHG REWARDS CLUB POINTS [click.tx.ihg.com]

## See. Do. Buy.

Hotel Indigo is part of the neighborhood—and we want you to join us!

Start Exploring [click.tx.ihg.com]

## Taste. Drink. Hear.

Get a little more connected to the neighborhood before check in.

See What's Nearby [click.tx.ihg.com]

# How much does a ride with the Uber app cost?

R

Plan your next trip with the price estimator.

## Uber price estimator

o 220 S Union St, Alexandria, Virginia (Hotel)

Gaylord National Resort & Convention Center, 201 Waterfront St, National Harbor

X

## Your options

1

UberX	\$13.67	0	
Pool - Unavailable	\$13.67	0	
Connect	\$13.77	0	

View all options

Request now

## Schedule for later

## Sign up to ride

Sample rider prices are estimates only and do not reflect variations due to discounts, geography, traffic delays, or other factors. Flat rates and minimum fees may apply. Actual prices for rides and scheduled rides may vary.

# How much does a ride with the Uber app cost?

Plan your next trip with the price estimator.

## Uber price estimator

- o 2401 Smith Blvd, Arlington, Virginia Arrport
- 220 S Union St, Alexandria, Virginia

## Your options

Connect	\$13.24	0	
UberX	\$18.20	0	
Pool - Unavailable	\$18.20	0	
	UberX	UberX \$18.20	UberX \$18.20

\$13.24 <u>x</u> 2 26.48

View all options

Request now

## Schedule for later

## Sign up to ride

Sample rider prices are estimates only and do not reflect variations due to discounts, geography, traffic delays, or other factors. Flat rates and minimum fees may apply. Actual prices for rides and scheduled rides may vary.

Sign up

Mn official website of the United States government



**U.S.** General Services Administration

## FY 2021 Per Diem Rates for District of Columbia, District of Columbia

I'm interested in:

## Lodging by month (excluding taxes) | October 2020 - September 2021

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

Primary Destination 🕖	County 🕄	2020 Oct	Nov	Dec	2021 Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep
	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$257	\$188	\$188	\$188	\$188	\$258	\$258	\$258	\$258	\$172	\$172	\$257

## Meals & Incidentals (M&IE) Breakdown<sup>®</sup>

Use this table to find the following information for federal employee travel:

**M&IE Total** - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination 🕄	County 🕄	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel 🔞
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$76	\$18	\$19	\$34	\$5	\$57.00

I'm interested in:

Last Reviewed: 2020-01-10



## Questions? We've Got Answers

## I booked hotel rooms before the dates changed. What should I do?

If you booked your housing within the NADCP hotel room block, your reservation will be automatically cancelled, and you will receive a cancellation confirmation via email. Any deposit you paid will be refunded to the method of payment on file.

You will be notified when housing reopens so you can re-book your stay.

## I registered before the dates changed. What should I do?

If you are currently registered for RISE21 you will receive an email from NADCP with information on transferring or cancelling your registration.

Is there a list of future and past NADCP conferences?

Yes! Click here.

Will there be any food and beverage offered during the conference? Yes, a daily continental breakfast will be offered.

What are the housing reservation deadline and hotel rates? July 2, 2021 is the deadline to book your room. For hotel rates, <u>click here</u>.

What are the registration fees to attend RISE21?

Registration fees and deadlines can be found here.

## **Future Conferences**

RISE21 Gaylord National Resort & Convention Center August 15-18, 2021 National Harbor, MD

RISE22 Gaylord Opryland Resort & Convention Center July 25-28, 2022 Nashville, TN

> RISE23 Houston Convention Center June 26-29, 2023

## **GRANT FUNDS** By Savanah Pedroza at 3:12 pm, Jul 26, 2021

## **APPROVED**

## **County of El Paso** Travel and Training ADVANCE Request Form



NAMEJOSE MONTOYAEVENTNADCP RISE 21				DEPA	RTMENT	CCR2	-DWI C	OURT			
				DEST	INATION	WAS	HINGT	ON, DC			
DATES	8/14/2021	<b>TO</b> 8/	18/2021		ING SOUR a Item Format		GSAMHSAAL-100				
			SEPARA PURCH		CREDIT O	CARD	A	DVANCE	TOTAL AMOUNT		
	TION - If separate check, pleted Registration Form	please					s	745.00	745.00		
TRANSPOR	RTATION						\$	503 96	503 96		
GROUND TRANSPOR	RTATION							16318	163.18		
GAS									0.00		
MEAL PER I	DIEM (DEPARTURE) per diem						\$	57.00	57-00		
MEAL PER I	DIEM (EVENT DATES)		-				\$	174.00	174.00		
MEAL PER I 75% of full	DIEM (RETURN) I per diem		-				\$	57.00	57.00		
LODGING							\$	799.64	799.64		
PARKING									0.00		
OTHER									0.00		
		TOTALS:	\$	-	\$	-	\$ D	499,78	2499.78		

#### 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 DATE 6-25-2021 SIGNATURE DEPARTMENT HEAD DATE SIGNATURE

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  - \_\_\_\_\_Travel and training expenditure form with actual expense receipts from previous training must be submitted to the Auditor's Office before a new travel and training request is submitted.
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- Other estimates have been reviewed for accuracy and reasonableness.
  - Travel advance requested was verified for reasonableness and accuracy.
  - All related documents are signed by employee and department head/elected official,

County Administrator Approval Signature:

Date of Trip: 08/14/21-08/18/21 Purpose: Training/Conference Destination: Washington DC

Signature of Employee requesting funds:	Janl	Date:	7/15/21
Signature of Department Head review:	02	Date:	7/15/21
	7		

## El Paso County Travel Justification Form

Eriplo	A A: County Funded Travel Disclosure Report yee: Disc. Montoya Signature: Date: Date:
D-pt H	lead: Judge Anchordo Signature: Date: Date:
	:CCP>/OUT Program Job Title: Plear Support Coorch
Trevel	Funding Source:CountyGrantOther
Will an	y funds be reimbursed by another entity?
Travel	Account No Balance Remaining for FY:
	sting travel details prior to travel jeopardize the safety of the traveler Yes NO
Puipose	e: (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 fulfilledof these hours for this time period.
	Estimated hours to be obtained from this course:
Vi	Additional Professional or Technical Training NOT Required to Maintain
A.	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
Ц.	Meeting/Convention
	(County Clerk's Association, TAG, Conference of Urban Counties, TBIC, etc.)
	Organization Name:
	Human Resources/Management/Personal Development Training
	("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
	Other:
	Amended by the El Paso County Commissioners Court on June 17, 2013



#### TAX ID: 54-1791197

Invoice Date: June 29, 2021 Invoice Number: INV\_40987

## **INVOICE - REMIT WITH YOUR PAYMENT**

#### THIS IS NOT A REGISTRATION CONFIRMATION

Your registration is not confirmed until payment has been received. Confirmations will be sent upon receipt of payment and waiver acceptance.

BIII To:

Reference: RISE21 Registration

Description		Amount (USD)
Non-Member Conference Fee - 1 Daisy Duarte		\$ 745.00
DUE DATE: July 29, 2021	TOTAL USD	\$ 745.00

## SEND PAYMENT TO

NADCP		
PO Box 79289	Invoice Number:	INV 40987
Baltimore, MD 21279-0289		10 - En 10 10
registration@allrise.org		
	AMOUNT DUE:	\$ 745.00
To send a payment:		
1) Write your check to NADCP	Due:	July 29, 2021
2) Write your invoice number on your		
check		
3) Please send the check, along		
with a copy of this entire invoice		

AUGUST 14 - AUGUST 18



El Paso to Wash. D.C. (Reagan)



Confirmation date: 07/01/2021

### PASSENGER

RAPID REWARDS #	Join [t.ifly.southwest.com] or Log in [t.ifly.southwest.com]
TICKET #	5261405620264
EXPIRATION <sup>1</sup>	July 1, 2022
EST. POINTS EARNED	2,555

Rapid Rewards® points are only estimations.

## Your itinerary

	Saturday, 08/14/2021	Est. Travel 15m	Time: <b>7h</b>	Wanna Get Away®
FLIGHT # 3431	DEPARTS ELP 07:05AM El Paso	+	ARRIVES HOU 10:0 Houston (Hobby)	
	Stop: Change pl	anes		
FLIGHT <b># 3581</b>	DEPARTS HOU 12:20PM Houston (Hobby)	+	ARRIVES DCA 04:2 Wash. D.C. (Rea	
	Wednesday, 08/18/2021	Est. Trav 50m	el Time: <b>6h</b>	<u>Wanna Get Away®</u>
FLIGHT <b># 5618</b>	DEPARTS DCA 05:05PM Wash. D.C. (Reagan)	÷	ARRIVES HOU 07:2 Houston (Hobby)	
	Stop: Change pl	anes		

	DEPARTS
FLIGHT # 2694	HOU 09:05PM
	Houston (Hobby)

ARRIVES ELP 09:55PM El Paso

1-3

## **Payment information**

Total cost		
Air - 4IM5FI		
Base Fare	S	425.64
U.S. Transportation Tax	\$	31.92
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	17.20
U.S. Passenger Facility Chg	\$	18.00
Total	\$	503.96

## Payment

Visa ending in 2878 Date: July 1, 2021

Payment Amount: \$503.96

## A Travel advisory: Covid-19 [ihg.com] and IHG Way of Clean [ihg.com]

## Hotel Indigo Old Town Alexandria [click.tx.ihg.com]

220 South Union Street Alexandria, VA United States 22314

Hotel Front Desk: 17037213800 Email: hotelindigoalexandria@ihg.com

Guest Name:

 Check In:
 Check Out:
 Rooms: Adults:

 14 Aug 2021 18 Aug 2021
 1
 1

 3:00 PM
 11:00 AM
 1
 1

Modify Reservation [click.tx.ihg.com]

Customer Care [click.tx.ihg.com]

Download the IHG App [click.tx.ihg.com]

Ground Transportation [click.tx.ihg.com]

Cancel Reservation [click.tx.ihg.com]

## Your confirmation number is: 29217481

## Standard Room

Rate Type: <u>STATE GOVERNMENT</u> Number of Rooms: 1	
Room Rate Per Night:	
Sat 14 Aug 2021 - Wed 18 Aug 2021	\$172.00 (USD)
Total Taxes:	\$111.64 (USD)
Estimated Total Price:	\$799.64 (USD)
View More Reservation Details	(a)

[click.tx.ihg.com]



[click.tx.ihg.com]

Earn points on your stay, redeem them for free nights, and get our best rates every time.

Join IHG Rewards Now [click.tx.ihg.com]

[click.tx.ihg.com]

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## Hotel Information:

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I I MI I BET MARY

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**U.S.** General Services Administration

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First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination 🕄	County 🕄	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel 🔞
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I'm interested in:

Last Reviewed: 2020-01-10



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Yes! Click here.

Will there be any food and beverage offered during the conference? Yes, a daily continental breakfast will be offered.

What are the housing reservation deadline and hotel rates? July 2, 2021 is the deadline to book your room. For hotel rates, <u>click here</u>.

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Registration fees and deadlines can be found here.

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RISE21 Gaylord National Resort & Convention Center August 15-18, 2021 National Harbor, MD

RISE22 Gaylord Opryland Resort & Convention Center July 25-28, 2022 Nashville, TN

> RISE23 Houston Convention Center June 26-29, 2023



By Savanah Pedroza at 3:10 pm, Jul 26, 2021

## County of El Paso Travel and Training <u>ADVANCE</u> Request Form



NAME	VANESSA GONZALEZ (ALIVIANE COUN:		DEPA	DEPARTMENT CCR2-DWI COURT					
EVENT	NADCP RISE 21		DESTINATION     WASH       FUNDING SOURCE       8/18/2021       (Agenda Item Format)		DESTINATION WASHINGTON, DC		FON, DC		
DATES	8/14/2021	TO 8/			GSAMHSAZI-600817				
			SEPARATI		CREDIT (	CARD	A	DVANCE	TOTAL AMOUNT
	TION - If separate che pleted Registration For						s	745.00	745.00
TRANSPOR	RTATION						1	503.96	503.96
GROUND TRANSPOF	RTATION						ī.	163.18	163.18
GAS									0.00
MEAL PER D 75% of full	DIEM (DEPARTURE) per diem						\$	57 00	57 .01
MEAL PER D	DIEM (EVENT DATES)						\$	174.00	174.00
MEAL PER D 75% of full	DIEM (RETURN) per diem						\$	57.00	57.00
LODGING							\$	799.64	799.64
PARKING			-						0.00
OTHER							-		0.00
		TOTALS:	\$	-	\$	-	\$2	499.78	52499.78

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.

EMPLOYEE SIGNATURE	DATE (0.25.21
DEPARTMENT HEAD SIGNATURE	DATE 4-25-21

## COUNTY OF EL PASO, TEXAS County Auditor Office Travel/Training Pre-Check List

#### THIS CHECKLIST IS REQUIRED FOR ALL TRAVEL SUMBMISSIONS

The following is provided to assist in expediting Travel Advance/Reimbursement Requests by ensuring supporting documentation has been reviewed for reasonableness prior to submission to the County Auditor's Office. As per the County's Travel and Training Policy, all relevant travel and training forms shall be submitted to the County Auditor's Office at least 45 days prior to the date of travel. The issuance of travel related checks follows paid claims guidelines and Commissioners Court Agenda Deadlines. In most cases it takes more than a week to issue a check.

- Complete all applicable travel and training request forms including justification form and this checklist. All forms must be signed by the employee attending the training and the department head, or designee. Incomplete packets will not be accepted.
- <u>N/P</u> If the total cost of the trip is in excess of \$1,000.00, a signed employee training and professional certification agreement must be submitted.
  - \_\_\_\_\_ Travel and training expenditure form with actual expense receipts from previous training must be \_\_\_\_\_\_ submitted to the Auditor's Office before a new travel and training request is submitted.
  - Travel dates were verified for consistency with training dates (Explanation was provided justifying dates prior or after training dates, if warranted).
  - Airfare was secured at least 21 days prior to trip (Explanation was provided justifying exceptions, if warranted).
    - \_\_\_\_\_ Hotel was secured at government rate and at location of training site (Explanation was provided \_\_\_\_\_\_ justifying exception, if warranted or if travel dates are inconsistent with training dates).
    - Ground transportation was verified to include availability of transportation (shuttle/taxi/Uber/Lyft) to/from hotel and airport. If a rental car is needed and justified within policy guidelines then a reservation should be coordinated with the County Purchasing department using the County's contracted rental car vendor. Car rental quote or reservation must be included. Written justification for rental car **must** be included.
  - Registration cost was verified and indication was noted for a separate vendor check payment or advance for direct payment of registration by attendee.
    - \_\_\_\_Per diem meals estimates by day were verified with policy guidelines. (Explanation was provided >\_\_\_\_\_justifying exceptions, if warranted)
    - Other estimates have been reviewed for accuracy and reasonableness.
    - Travel advance requested was verified for reasonableness and accuracy.
    - All related documents are signed by employee and department head/elected official.

County Administrator Approval Signature:

Date of Trip: 08/14/21-08/18/21	Purpose: Training	ConfrenceDestination:	Washington	oc
	,	9		

Date:

Date:

Signature of himp	loyee requesting	funds;
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Signature of Department Head review:

El Paso County Travel Justification Form

Employee: Vare Dept Head: Suge Dept : CORA	unty Funded Travel Disclosure Report Sea Gonzalez Signature: Date:
Will any funds be	reimbursed by another entity?
Travel Account No	D Balance Remaining for FY:
Will posting travel	details prior to travel jeopardize the safety of the traveler Yes NO
Purpose: (check o	ne)
Statutori Statute R	ly Required Training to Hold Elective Office
My effect I have alr Estimated	tive office requires number of training hours annually. eady fulfilled of these hours for this time period. I hours to be obtained from this course: ovide documentation for hours needed
	onal or Technical Training to Maintain License/Certification ficers, attorneys, CPAs, technical certifications, etc.)
My effect	tive office requires number of training hours annually.
I have alr	eady fulfilledof these hours for this time period. d hours to be obtained from this course:
	al Professional or Technical Training NOT Required to Maintain Certification
Federal/ Includin Entity Na	or Lobbying/Advocating Before Federal/State Legislature, State Legislature, Federal/State Agency, or Other Regulatory Body, ag Grant Application Advocacy ame: of Visit:
<b>Travel fo</b> Explain:	or Program Revenue Enhancement/Sales Opportunity
Program Explain:	Development Training
Meeting (County	o Professional, County, or Elected Officials' Organization /Convention Clerk's Association, TAG, Conference of Urban Counties, TBIC, etc.) tion Name:
Human ("Dealin	Resources/Management/Personal Development Training g with Difficult People", stress management, "Be A Better Leader", etc.)
Other:	
	Amended by the El Paso County Commissioners Court on June 17, 2013



TAX ID: 54-1791197

Invoice Date: June 29, 2021 Invoice Number: INV\_40987

## INVOICE - REMIT WITH YOUR PAYMENT

#### THIS IS NOT A REGISTRATION CONFIRMATION

Your registration is not confirmed until payment has been received. Confirmations will be sent upon receipt of payment and waiver acceptance.

Bill To:

Reference:

**RISE21** Registration

Description		Amount (USD)
Non-Member Conference Fee - 1		
Daisy Duarte		\$ 745.00
	TOTAL USD	\$ 745.00
DUE DATE: July 29, 2021		

## SEND PAYMENT TO

NADCP PO Box 79289 Baltimore, MD 21279-0289 registration@allrise.org	Invoice Number:	INV_40987
To send a payment	AMOUNT DUE:	\$ 745.00
<ol> <li>Write your check to NADCP</li> <li>Write your invoice number on your check</li> </ol>	Due:	July 29, 2021
<ol> <li>Please send the check, along with a copy of this entire invoice</li> </ol>		

AUGUST 14 - AUGUST 18



El Paso to Wash. D.C. (Reagan)



Confirmation date: 07/01/2021

#### PASSENGER

RAPID REWARDS #	Join [t.ifly.southwest.com] or Log in [t.ifly.southwest.com]
TICKET #	5261405620264
EXPIRATION'	July 1, 2022
EST POINTS EARNED	2,555

Rapid Rewards® points are only estimations

## Your itinerary

Flight 1:	Saturday, 08/14/2021	Est. Travel 15m	Time: 7h	Wanna Get Away®
FUOLT	DEPARTS		ARRIVES	
FLIGHT # 3431	ELP 07:05AM	Eden -	HOU 10:0	OAM
	El Paso		Houston (Hobby)	)
	Stop: Change pl	anes		
	DEPARTS		ARRIVES	
FLIGHT # 3581	HOU 12:20PM	+	DCA 04:2	<b>0</b> PM
	Houston (Hobby)		Wash D.C. (Rea	agan)
	Wednesday, 08/18/2021	Est. Trave 50m	el Time: <b>6h</b>	Wanna Get Away®
	DEPARTS		ARRIVES	
FLIGHT # 5618	DCA 05:05PM		HOU 07:2	0PM
	Wash, D.C. (Reagan)		Houston (Hobby)	
	Stop: Change pla	anes		

	DEPARTS
FLIGHT # 2694	HOU 09
	Houston (Hoh

HOU 09:05PM Houston (Hobby) ARRIVES ELP 09:55PM El Paso

- 1

## Payment information

Total cost		
Air - 4IM5FI		
Base Fare	S	425.64
U.S. Transportation Tax	5	31,92
U.S. 9/11 Security Fee	S	11.20
U.S. Flight Segment Tax	\$	17.20
U.S. Passenger Facility Chg	S	18.00
Total	\$	503.96

Payment

Visa ending in 2878 Date: July 1, 2021

Payment Amount: \$503.96

A Travel advisory: Covid-19 [ihg.com] and IHG Way of Clean [ihg.com]

## Hotel Indigo Old Town Alexandria [click.tx.ihg.com]

220 South Union Street Alexandria, VA United States 22314

Hotel Front Desk: 17037213800 Email: <u>hotelindigoalexandria@ihg.com</u>

Guest Name:

 Check In:
 Check Out:
 Rooms: Adults:

 14 Aug 2021 18 Aug 2021
 1
 1

 3:00 PM
 11:00 AM
 1
 1



## Your confirmation number is: 29217481

## Standard Room

Rate Type: <u>STATE GOVERNMENT</u> Number of Rooms: 1

Room Rate Per Night: Sat 14 Aug 2021 - Wed 18 Aug 2021 \$172.00 (USD)

**Total Taxes:** 

Estimated Total Price:

\$799.64 (USD)

\$111.64 (USD)

View More Reservation Details [click.tx.ihg.com]



[click.tx.ihg.com]

Earn points on your stay, redeem them for free nights, and get our best rates every time.

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Vie	ew all options			

Request now

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