

TRAVEL REGISTER
TA 08/23/2021

VENDOR NAME	DOCUMENT	INVOICE	ACCOUNT DESC	AMOUNT
DONNA JUAREZ	2166777	TAWASH08/14-08/18JU	GF-GADM-TRAVEL/PROF ED	49.72
DONNA JUAREZ	2166777	TAWASH08/14-08/18JU	SG-ADULTDC19-OPERATING EXP	1,506.48
JOE RODRIGUEZ	2166725	TAWASH10/13-10/17RC	SG-SHJUSTEQUISHAR-OPERATING E>	1,842.51
JAYNNIE PIZANA	2164319	TAWASH05/13-05/17PI	SG-SHJUSTEQUISHAR-OPERATING E>	1,861.01
DEVIN LEE	2166736	TAWASH10/13-10/17LE	SG-SHJUSTEQUISHAR-OPERATING E>	1,842.51
MARISSA ERNEWAYN-HER	2164312	TAWASH05/13-05/17HE	SG-SHJUSTEQUISHAR-OPERATING E>	1,534.34
OMAR MENDEZ	2166731	TAWASH10/13-10/17MI	SG-SHJUSTEQUISHAR-OPERATING E>	1,892.52
Total				10,529.09



NAME	Donna Juarez		DEPARTMENT	El Paso Veterans Treatment Court, 346th Distr	
EVENT	NADCP National Conference		DESTINATION	National Harbor, DC	
DATES	8/14/2021	TO	8/18/2021	FUNDING SOURCE (Agenda Item Format)	Grant Award # 2018-VC-BX-0023

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form				745.00
TRANSPORTATION			\$ 431.98	431.98
GROUND TRANSPORTATION				0.00
GAS				0.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem			\$ 57.00	57.00
			\$174.00	\$174.00
MEAL PER DIEM (EVENT DATES)			\$ 228.00	228.00
MEAL PER DIEM (RETURN) 75% of full per diem			\$43.50	\$43.50
			\$ 57.00	57.00
LODGING			\$849.72	\$849.72
			\$ 688.00	688.00
PARKING				0.00
OTHER			\$1,556.20	\$1,556.20
TOTALS:	\$ -	\$ -	\$ 1,461.98	\$2,206.98

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](http://www.epcounty.com/auditor/forms/Travel%20and%20Training%20Policy%20102416.pdf)

EMPLOYEE SIGNATURE	<i>Donna Juarez</i>	DATE	8/11/21
DEPARTMENT HEAD SIGNATURE	<i>Carol Duff</i>	DATE	8/12/21

GADULTDC19-600000-600800-600811 \$1,506.48
 COGF-1000-000000-431-10-10000-0001-00000-600812 \$49.72
 Total \$1,556.20

FORM B: Non-County Funded Travel Disclosure Report*

Name: Donna Juarez

Position Title: Lead Mentor

Location and dates of travel: National Harbor, MD

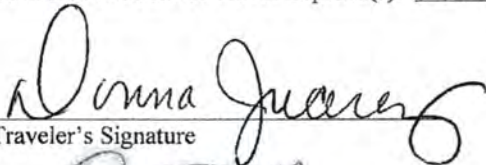
Purpose of travel: NADCP Conference for Specialty Courts

Source(s) of Travel Funds: Grant Awarded BJA 2018-VC-BX-0023


If travel was sponsored by a third party, provide the name of the sponsor:

N/A

Estimated Amount of Travel Expense(s): \$2,206.98


Traveler's Signature

8/11/21
Date


Department Head Signature

8/12/21
Date

*Source of funds may include private funds and public funds which are not subject to Commissioners court authority (ie. other governmental funds).

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 SUBMISSIONS

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.

County Administrator Approval Signature: _____

Date of Trip: 8/15 thru 8/18/21 Purpose: Vet Court Boot Camp Destination: WASHINGTON HARBOUR
RISE Conference

Signature of Employee requesting funds: Donna Juan Date: 8/11/21

Signature of Department Head review: Catalina D. [Signature] Date: 8/12/21

El Paso County Travel Justification Form

FORM A: County Funded Travel Disclosure Report

Employee: Donna J. Juarez Signature: _____ Date: _____
Dept Head: Judge Patricia Baca Signature: _____ Date: _____
Dept : 346th El Paso Veterans Treatment Court Job Title: Lead Mentor
Travel Funding Source: _____ County ☒ Grant _____ Other

Will any funds be reimbursed by another entity? No

Travel Account No. Grant Awarded BJA 2018-VC-BX-0023
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: NADCP Conference for Specialty Courts
- ☐ **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:** _____

Sergio A. Vasquez

From: Yvonne Whitaker
Sent: Thursday, August 5, 2021 2:17 PM
To: Sergio A. Vasquez
Subject: FW: [EXTERNAL] Re: Donna Juarez's 08/13 Wash. D.C. (Reagan) trip (2FO47O): Your change is confirmed.

Hi Sergio,

This is the flight information for Lead Mentor Donna Juarez. Do we fill out the same form?

Email 2 of 2

Thank you,

Yvonne

From: Donna J Sample [mailto:donnasample1101@gmail.com]
Sent: Wednesday, August 4, 2021 1:09 PM
To: Yvonne Whitaker <YvWhitaker@epcounty.com>
Subject: [EXTERNAL] Re: Donna Juarez's 08/13 Wash. D.C. (Reagan) trip (2FO47O): Your change is confirmed.

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

Here is my flights to DC

On Wed, Aug 4, 2021 at 1:07 PM Donna J Sample <donnasample1101@gmail.com> wrote:

On Thu, Jul 29, 2021 at 7:35 PM Southwest Airlines <southwestairlines@ifly.southwest.com> wrote:

Here's your updated itinerary and trip receipt.

[View our mobile site \[t.ifly.southwest.com\]](#) | [View in browser \[t.ifly.southwest.com\]](#)

Southwest
[\[t.ifly.southwest.com\]](https://t.ifly.southwest.com)

Manage Flight [\[t.ifly.southwest.com\]](#) | **Flight Status**
[\[t.ifly.southwest.com\]](#) | **My Account** [\[t.ifly.southwest.com\]](#)

Travel notice

Federal law requires each person to wear a mask at all times in the airport and throughout the flight, including during boarding and deplaning. Passengers who may be exempt from wearing a face covering due to a disability must contact us before travel. [Learn more \[t.ifly.southwest.com\]](#).



Hi Donna,

We've confirmed the change to your trip. Below you'll find your updated itinerary, important travel information, and trip receipt. See you onboard soon!

AUGUST 13

ELP → DCA

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

Confirmation # **2FO470**

Confirmation date: 07/29/2021

PASSENGER Donna Juarez
RAPID REWARDS # 143441572
TICKET # 5261416177878
EXPIRATION¹ July 30, 2022
EST. POINTS EARNED 2,282

Rapid Rewards® points are only estimations.

Your itinerary

Flight: Friday,
08/13/2021

Est. Travel Time: 5h
30m

[Wanna Get Away®](#)
[\[t.ifly.southwest.com\]](#)

FLIGHT
0367

DEPARTS

ELP 06:05AM

El Paso



ARRIVES

DAL 08:50AM

Dallas (Love)

Stop: Change planes

FLIGHT
1634

DEPARTS

DAL 09:40AM

Dallas (Love)



ARRIVES

DCA 01:35PM

Wash. D.C. (Reagan)

Payment information

Total cost

Air - 2FO470

Base Fare	\$	380.26
U.S. Transportation Tax	\$	28.52

Payment

Visa ending in 2168
Date: July 29, 2021

U.S. 9/11 [google.com] Security Fee	\$	5.60
U.S. Passenger Facility Chg	\$	9.00
U.S. Flight Segment Tax	\$	8.60
Total	\$	431.98

Payment Amount: \$65.99

Credit from ticket: #5261416173427 to #5261416177878
Date: July 29, 2021

Fare Rules: If you decide to make a change to your current itinerary it may result in a fare increase. In the case you're left with travel funds from this confirmation number, you're in luck! We're happy to let you use them towards a future flight for the individual named on the ticket, as long as the new travel is completed by the expiration date.

Your ticket number: 5261416177878

Prepare for takeoff

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24 hours before your departure:

Check-in on Southwest.com® [\[t.ifly.southwest.com\]](https://t.ifly.southwest.com) or using the Southwest Mobile App. Use your mobile device and receive a mobile boarding pass.



30 minutes before your departure:

Arrive at the gate prepared to board.



10 minutes before your departure:

This is the last opportunity to board your flight if you are present in the gate area and have met all check-in requirements.

If you do not plan to travel on your flight: Things happen, we understand! Please let us know at least 10 minutes prior to your flight's scheduled departure if you won't be traveling. If you don't notify us, you may be subject to our [No Show Policy \[t.ifly.southwest.com\]](https://t.ifly.southwest.com).

See more travel tips
[\[t.ifly.southwest.com\]](https://t.ifly.southwest.com)



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Have questions about your upcoming trip?

Get all the answers before you leave for the airport.

[t.ifly.southwest.com]

Sergio A. Vasquez

From: Yvonne Whitaker
Sent: Thursday, August 5, 2021 2:17 PM
To: Sergio A. Vasquez
Subject: RE: [EXTERNAL] Fwd: 08/18 El Paso trip (2CUE5S): Your flight's booked. Let's complete your travel plans.

Hi Sergio,

This is the flight information for Lead Mentor Donna Juarez. Do we fill out the same form?

Email 1 of 2

Thank you,

Yvonne

From: Donna J Sample [mailto:donnasample1101@gmail.com]
Sent: Wednesday, August 4, 2021 1:05 PM
To: Donna J <militaryveteranliaison@gmail.com>; Donna J Sample <donnasample1101@gmail.com>; Donna Juarez <donna.juarez@riovistabh.com>; Yvonne Whitaker <YvWhitaker@epcounty.com>
Subject: [EXTERNAL] Fwd: 08/18 El Paso trip (2CUE5S): Your flight's booked. Let's complete your travel plans.

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

Hi Yvonne,
Below is my flight home info

----- Forwarded message -----

From: Southwest Airlines <SouthwestAirlines@iluv.southwest.com>
Date: Fri, Jul 30, 2021 at 1:32 PM
Subject: 08/18 El Paso trip (2CUE5S): Your flight's booked. Let's complete your travel plans.
To: <donnasample1101@gmail.com>

Book a hotel, car, and add EarlyBird Check-In.
[View our mobile site \[t.iluv.southwest.com\]](https://t.iluv.southwest.com) | [View in Browser \[t.iluv.southwest.com\]](#)



Travel notice

Federal law requires each person to wear a mask at all times in the airport and throughout the flight, including during boarding and deplaning. Passengers who may be exempt from wearing a face covering due to a disability must contact us before travel. [Learn more \[t.iluv.southwest.com\]](#).

Southwest
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[\[t.iluv.southwest.com\]](https://t.iluv.southwest.com) | **My Account** [\[t.iluv.southwest.com\]](https://t.iluv.southwest.com)

August 18

DCA  ELP

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

Full itinerary
[\[t.iluv.southwest.com\]](https://t.iluv.southwest.com)
]

Confirmation # **2CUE5S**

PASSENGER

Donna Juarez

Complete your trip



Earn up to 10,000 Rapid Rewards® points per night.

Choose a hotel in El Paso.

Book hotel >
[\[t.iluv.southwest.com\]](https://t.iluv.southwest.com)



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and earn up to 2,400 Rapid Rewards® points with Budget® on your next trip.



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GAYLORD NATIONAL HOTEL

GUEST FOLIO

4100	JUAREZ/DONNA	172.00	08/18/21	10:41	15355	31297
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
T2	346TH VETERANS COURT		08/14/21	18:50		
TYPE	844 BRISA DEL MAR DR		ARRIVE	TIME		
74	EL PASO TX 79912					
ROOM		VSXXXXXXXXXXXX2168			MBV#:	189748128
CLERK	ADDRESS	PAYMENT				
DATE	REFERENCES		CHARGES		CREDITS	BALANCES DUE
08/14	GP ROOM	4100, 1	172.00			
08/14	STATETAX	4100, 1	10.32			
08/14	OCC TAX	4100, 1	12.04			
08/14	LOCALTAX	4100, 1	8.60			
08/15	BQTS ADJ	56824100	24.10			
08/15	GP ROOM	4100, 1	172.00			
08/15	STATETAX	4100, 1	10.32			
08/15	OCC TAX	4100, 1	12.04			
08/15	LOCALTAX	4100, 1	8.60			
08/16	GP ROOM	4100, 1	172.00			
08/16	STATETAX	4100, 1	10.32			
08/16	OCC TAX	4100, 1	12.04			
08/16	LOCALTAX	4100, 1	8.60			
08/17	MARKET P	62864100	13.78			
08/17	GP ROOM	4100, 1	172.00			
08/17	STATETAX	4100, 1	10.32			
08/17	OCC TAX	4100, 1	12.04			
08/17	LOCALTAX	4100, 1	8.60			
08/18	CCARD-VS				849.72	
PAYMENT RECEIVED BY: VISA		XXXXXXXXXXXX2168				.00

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This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X



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Together, we
RISE

There will be no call for papers issued for RISE21. NADCP is choosing from the many RISE20 submissions that we were unable to schedule and other sources to select the more than 150 blockbuster sessions offered at RISE21. More exciting details are coming soon!

Schedule at a Glance

Stay tuned for updates as events are added!

Download the current RISE21 Program

Mobile App Coming Soon!

Saturday, August 14



Registration/Material Pick-up
2:00 p.m. - 7:00 p.m.

Get a head start on RISE21 and pick up your materials early!

Sunday, August 15



Free continental breakfast
6:45 a.m. - 7:45 a.m.



Registration open (registration closed during opening ceremony)
7:00 a.m. - 3:30 p.m.



Discipline-specific breakouts
7:45 a.m. - 9:00 a.m.



Skill-building sessions
9:15 a.m. - 12:15 p.m.



Lunch for purchase
12:15 p.m. - 2:00 p.m.



Training sessions
2:00 p.m. - 3:15 p.m.

Monday, August 16



Free continental breakfast
6:45 a.m. - 7:45 a.m.



Registration open
7:00 a.m. - 5:30 p.m.



Concurrent sessions
7:45 a.m. - 9:00 a.m.



Concurrent sessions
9:15 a.m. - 10:30 a.m.



Concurrent sessions
10:45 a.m. - 12:00 p.m.



Lunch for purchase
12:00 p.m. - 1:45 p.m.



Opening Ceremony Series
Worth Telling
3:30 p.m. - 5:00 p.m.



Opening Reception
5:00 p.m. - 7:00 p.m.



RISE Film Festival
7:00 p.m. - 10:00 p.m.



General session

[ABOUT](#) [RISE21](#) [SPONSOR/EXHIBIT](#) [FAQ](#) [CONTACT](#)



Concurrent sessions
3:15 p.m. - 4:30 p.m.



Concurrent sessions
4:45 p.m. - 6:00 p.m.



RISE Film Festival
7:30 p.m. - 10:00 p.m.

Tuesday, August 17



Free continental breakfast

6:45 a.m. - 7:45 a.m.



Registration open
7:00 a.m. - 5:30 p.m.



Concurrent sessions
7:45 a.m. - 9:00 a.m.



Concurrent sessions
9:15 a.m. - 10:30 a.m.



Concurrent sessions
10:45 a.m. - 12:00 p.m.



Lunch for purchase
12:00 p.m. - 1:45 p.m.



Concurrent sessions
1:45 p.m. - 3:00 p.m.



General session
3:15 p.m. - 4:30 p.m.



All Rise Ceremony
4:45 p.m. - 6:00 p.m.

625 N. Washington
Street, Suite 212,
Alexandria, VA 22314

+1 703 575 9400

registration@allrise.org

Wednesday, August 18



Free continental breakfast

6:00 a.m. - 7:00 a.m.



Registration open
7:00 a.m. - 11:00 a.m.



Concurrent sessions
7:30 a.m. - 8:45 a.m.



Concurrent sessions
9:00 a.m. - 10:15 a.m.



Concurrent sessions
10:30 a.m. - 11:45 a.m.



General session
12:00 p.m. - 1:30 p.m.





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FY 2021 Per Diem Rates for ZIP 20745

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay 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

Per diem/meals

08/14 \$57.00 $\$76 \times 75\% = \57.00

08/15 \$76.00 - \$18.00 breakfast provided in conference = \$58.00

08/16 \$76.00 - \$18.00 breakfast provided in conference = \$58.00

08/17 \$76.00 - \$18.00 breakfast provided in conference = \$58.00

08/18 \$43.50 - breakfast provided $(76-18) \times 75\% = \$43.50$

Total \$274.50

Travel Advance for NADCP National Conference

Frank Chavez

	Grant Project String	Paid with grant	Account	Paid with general fund	Total Amount
Registration	GADULTDC19-600000-600800-600813	-		-	-
Transportation	GADULTDC19-600000-600800-600811	431.98	GF Travel Account	-	431.98
Ground Transportation			GF Travel Account		-
Gas		-		-	-
Meal per Diem (Departure)	GADULTDC19-600000-600800-600811	57.00		-	57.00
Meal per Diem (Event Dates)	GADULTDC19-600000-600800-600811	174.00		-	174.00
Meal per Diem (Return)	GADULTDC19-600000-600800-600811	43.50		-	43.50
Lodging	GADULTDC19-600000-600800-600811	800.00	GF Travel Account	49.72	849.72
Parking					-
Other					-
Totals		<u>1,506.48</u>		<u>49.72</u>	<u>1,556.20</u>

GADULTDC19-600000-600800-600813	-
GADULTDC19-600000-600800-600811	1,506.48
GF Travel Account	49.72
Total	1,556.20

C. Travel – Itemize travel expenses of staff personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate “location to be determined.” Indicate source of Travel Policies applied Applicant or Federal Travel Regulations. Note: Travel expenses for consultants should be included in the “Contractual/Consultant” category. [To View an Example, Click Here](#)

TRAVEL (FEDERAL)

Purpose of Travel	Location	Computation							Cost
To attend the National Drug Court Conference	Washington, DC	Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging	\$200.00	Night	3	2	4	\$4,800.00	
		Meals	\$66.00	Day	4	2	4	\$2,112.00	
		Mileage		Mile				\$0.00	
		Transportation:							
		Airfare	\$500.00	Round-trip		2	4	\$4,000.00	
		Local Travel	\$50.00			2	4	\$400.00	
		Other							
								\$0.00	
		Subtotal						\$11,312.00	\$11,312

County of El Paso

Travel and Training ADVANCE Request Form


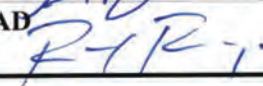


NAME	Jaynnie Pizana	DEPARTMENT	Sheriff's Office
EVENT	Police Weekend 2021	DESTINATION	Washington DC
DATES	10/13/2021 TO 10/17/2021	FUNDING SOURCE (Agenda Item Format)	

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form				0.00
TRANSPORTATION			\$ 326.67	326.67
GROUND TRANSPORTATION				0.00
GAS				0.00
<u>MEAL PER DIEM (DEPARTURE)</u> 75% of full per diem			\$ 57.00	57.00
<u>MEAL PER DIEM (EVENT DATES)</u>			\$ 228.00	228.00
<u>MEAL PER DIEM (RETURN)</u> 75% of full per diem			\$ 57.00	57.00
LODGING			\$ 1,192.34	1,192.34
PARKING				0.00
OTHER				0.00
TOTALS:	\$ -	\$ -	\$ 1,861.01	\$1,861.01

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
	7.20.21
DEPARTMENT HEAD SIGNATURE	DATE
	07-20-21

APPROVED

By Sergio Vasquez at 3:13 pm, Aug 04, 2021

El Paso County Travel Justification Form

FORM A: County Funded Travel Disclosure Report

Employee: Jaynnie Pizana

Signature: [Signature]

Date: 07/20/21

Dept Head: Robert C. Rojas

Signature: [Signature]

Date: 07/20/21

Dept : Sheriff's Office

Job Title: Lieutenant

Travel Funding Source: _____ County _____ Grant _____ 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.)

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: Police Weekend 2021**

Employee Training & Professional Certification Agreement



Purpose: To document a training agreement between an employee and the County for County funded travel, or professional certification expenses, that is in excess of \$1,000, and to explain the process for repayment of such funds if an employee voluntarily terminates his/her employment within a certain time.

Employee & Department Name

This Employee Training/Professional Certification Agreement is between Jaynnie Pizana, (hereafter "Employee") an employee of the Sheriff's Office Department, and the County of El Paso, Texas.

Terms of Agreement

Employee wishes to further his/her professional development by undertaking additional training and/or obtaining a professional certification. In consideration of Employee's agreement below, El Paso County will pay, for the benefit of Employee, the amount of \$ 1,861.01 for:

☒ Police Weekend 2021 in Washington DC ; or

☐ applicable initial dues, training materials, and testing fee reimbursements for obtaining the following professional certification:

Employee agrees that if Employee voluntarily terminates his/her employment after the completion of Employee's training/professional certification, and within the following Range Scale, Employee shall repay the pro-rated cost of the training/professional certification. Further, Employee agrees to repay any such funds immediately, if for any reason Employee does not actually spend the funds as designated, or fails to attend the training or obtain the professional certification.

<u>Range Scale:</u>	<u>Employee Commitment to County Employment (post completion of training/certification):</u>
\$1,000 - \$1,999 spent:	12 months
\$2,000 - \$4,999 spent:	24 months
Above \$5,000 spent:	36 months

Employee agrees that said repayment shall be deducted from the employee's final paycheck. If the final paycheck is insufficient to cover the repayment amount, then Employee agrees to pay the difference to the County of El Paso within 90 days of separation.

This Agreement shall be effective on the first day of training, regardless of its date of execution.

Signatures

In witness whereof, the parties execute this Agreement.

THE COUNTY OF EL PASO:

[Signature]
Employee

07.20.21
Date

[Signature]
Department Head

07-20-21
Date

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

THIS CHECKLIST IS REQUIRED FOR ALL TRAVEL SUBMISSIONS

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.

- FF 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.
- FF 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.
- FF 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.
- FF Travel dates were verified for consistency with training dates (Explanation was provided justifying dates prior or after training dates, if warranted).
- FF Airfare was secured at least 21 days prior to trip (Explanation was provided justifying exceptions, if warranted).
- FF 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).
- FF 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.
- FF Registration cost was verified and indication was noted for a separate vendor check payment or advance for direct payment of registration by attendee.
- FF Per diem meals estimates by day were verified with policy guidelines. (Explanation was provided justifying exceptions, if warranted)
- FF Other estimates have been reviewed for accuracy and reasonableness.
- FF Travel advance requested was verified for reasonableness and accuracy.
- FF All related documents are signed by employee and department head/elected official.
- FF **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: 10/13 - 10/17/21 Purpose: Police Weekend 2021 Destination: Washington DC

Signature of Employee requesting funds:  Date: 07/20/21

Signature of Department Head review:  Date: 072021

Total for stay

\$1,192.34

[Hide price details](#)

Avg \$257.00/night in \$USD

Us Government on Duty Travel

13 Oct 2021	\$257.00
14 Oct 2021	\$257.00
15 Oct 2021	\$257.00
16 Oct 2021	\$257.00
Total room charge	\$1,028.00

6.00 % per room, per night

9.50 % per room, per night

\$1.25 per room, per night

Total taxes	\$164.34
-------------	----------

Total for stay \$1,192.34

Robert C. Rojas (Lt.)

From: Jaynnie Pizana <jpizana_007@yahoo.com>
Sent: Tuesday, July 20, 2021 2:37 PM
To: Robert C. Rojas (Lt.)
Subject: [EXTERNAL] Fwd: Jaynnie Ruth Pizana's 10/13 Wash. D.C. (Reagan) trip (3XCCH2): Your reservation is confirmed.

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

Sent from my iPhone

Begin forwarded message:

From: Southwest Airlines <southwestairlines@ifly.southwest.com>
Date: June 17, 2021 at 11:24:34 MDT
To: jpizana_007@yahoo.com
Subject: Jaynnie Ruth Pizana's 10/13 Wash. D.C. (Reagan) trip (3XCCH2): Your reservation is confirmed.
Reply-To: Southwest Airlines <no-reply@ifly.southwest.com>

Here's your itinerary and other important travel information.

[View our mobile site \[t.ifly.southwest.com\]](https://t.ifly.southwest.com) | [View in browser \[t.ifly.southwest.com\]](#)

Southwest
[\[t.ifly.southwest.com\]](https://t.ifly.southwest.com)

Manage Flight [\[t.ifly.southwest.com\]](https://t.ifly.southwest.com) | **Flight Status**
[\[t.ifly.southwest.com\]](https://t.ifly.southwest.com) | **My Account** [\[t.ifly.southwest.com\]](https://t.ifly.southwest.com)

Coronavirus (COVID-19) Travel Advisory:

Your destination currently has a travel restriction in place that may impact your trip.

[Learn more >](#)

Travel notice

Federal law requires each person to wear a mask at all times in the airport and throughout the flight, including during boarding and deplaning. Passengers who may be exempt from wearing a face covering due to a disability must contact us before travel. [Learn more \[t.ifly.southwest.com\]](https://t.ifly.southwest.com).



Hi Jaynnie Ruth,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

OCTOBER 13 - OCTOBER 18

ELP  DCA

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







Confirmation # **3XCCH2**

Confirmation date: 06/17/2021

PASSENGER Jaynnie Ruth Pizana
RAPID REWARDS # 20140951364
TICKET # 5262400276516
EXPIRATION¹ June 17, 2022
EST. POINTS EARNED 1,565

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1:	Wednesday, 10/13/2021	Est. Travel Time: 7h 35m	Wanna Get Away® [t.ifly.southwest.com]
FLIGHT # 0015	DEPARTS ELP 06:20AM El Paso	 ARRIVES DAL 09:00AM Dallas (Love)	
	Stop:  Change planes		
FLIGHT # 1485	DEPARTS DAL 12:05PM Dallas (Love)	 ARRIVES DCA 03:55PM Wash. D.C. (Reagan)	
Flight 2:	Monday, 10/18/2021	Est. Travel Time: 7h 5m	Wanna Get Away® [t.ifly.southwest.com]
FLIGHT # 0823	DEPARTS DCA 04:50PM Wash. D.C. (Reagan)	 ARRIVES DAL 07:05PM Dallas (Love)	
	Stop:  Change planes		
FLIGHT # 2561	DEPARTS DAL 09:10PM Dallas (Love)	 ARRIVES ELP 09:55PM El Paso	

Payment information

Total cost			Payment	
Air - 3XCCH2			Discover ending in 6042	
Base Fare	\$	260.72	Date: June 17, 2021	
U.S. Transportation Tax	\$	19.55	Payment Amount: \$326.67	
U.S. 9/11 Security Fee	\$	11.20		
U.S. Flight Segment Tax	\$	17.20		
U.S. Passenger Facility Chg	\$	18.00		
Total	\$	326.67		

Fare Rules: If you decide to make a change to your current itinerary it may result in a fare increase. In the case you're left with travel funds from this confirmation number, you're in luck! We're happy to let you use them towards a future flight for the individual named on the ticket, as long as the new travel is completed by the expiration date.

Your ticket number: 5262400276516

Prepare for takeoff

**For a touch-free day of travel
download the Southwest® app.**

 Download app now

 Download app now





24 hours before your departure:

Check-in on Southwest.com® [t.ifly.southwest.com] or using the Southwest Mobile App. Use your mobile device and receive a mobile boarding pass.



30 minutes before your departure:

Arrive at the gate prepared to board.



10 minutes before your departure:

This is the last opportunity to board your flight if you are present in the gate area and have met all check-in requirements.

If you do not plan to travel on your flight: Things happen, we understand! Please let us know at least 10 minutes prior to your flight's scheduled departure if you won't be traveling. If you don't notify us, you may be subject to our [No Show Policy \[t.ifly.southwest.com\]](#).

[See more travel tips
\[t.ifly.southwest.com\]](#)



Don't miss out on automatic check-in

OCT. 13 – 17



Mark your calendar for the following programs and events during Police Weekend 2021!

SCHEDULE OF EVENTS

WEDNESDAY, OCT. 13

10:00 a.m. – 5 p.m. | Museum Open
2:00 – 3:00 p.m. | Police Unity Tour Bicycle Ride-In | Memorial
3:00 – 3:30 p.m. | Police Unity Tour Ceremony | Memorial

THURSDAY, OCT. 14

10:00 a.m. – 5 p.m. | Museum Open
6:00 – 8:30 p.m. | Candlelight Vigil | National Mall and Livestream

FRIDAY, OCT. 15

8:00 a.m. – 5 p.m. | Destination Zero Conference | Invitation Only and Livestream
10:00 a.m. – 5 p.m. | Museum Open
8:00 p.m. | Destination Zero Awards Ceremony | Invitation Only and Livestream

SATURDAY, OCT. 16

10:00 a.m. – 5 p.m. | Museum Open
2:00 – 3:00 p.m. | Wreath Laying | Memorial
2:00 p.m. – Midnight | Stand Watch for the Fallen | Memorial

SUNDAY, OCT. 17

9:00 – 10:30 a.m. | 30th Anniversary Commemoration | Memorial
10:00 a.m. – 5 p.m. | Museum Open



Note: All Times Eastern Time Zone

THANK YOU TO OUR POLICE WEEKEND 2021 SPONSORS

Presenting Sponsor



Platinum Sponsor



Corporate Partners



Brosnan Risk Consultants | Thin Blue Line USA
Off Duty Management | ReLEntless Defender
Leica Geosystems | Police1

Stand Watch for the Fallen

Silver Sponsor

Wrap Technologies

Bronze Sponsors

Datum | GOVX | IACP
Innocent Armor | Trustar Bank



FY 2021 Per Diem Rates for ZIP 20001

Meals & Incidentals (M&IE) Breakdown

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

Per diem

10/13	\$57.00
10/14	\$76.00
10/15	\$76.00
10/16	\$76.00
10/17	\$57.00
Total	\$342.00

County of El Paso

Travel and Training ADVANCE Request Form



NAME	Joe Rodriguez	DEPARTMENT	Sheriff's Office
EVENT	Police Weekend 2021	DESTINATION	Washington DC
DATES	10/13/2021	TO	10/17/2021
		FUNDING SOURCE (Agenda Item Format)	Justice FF

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form				0.00
TRANSPORTATION			\$ 308.17	308.17
GROUND TRANSPORTATION				0.00
GAS				0.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem			\$ 57.00	57.00
MEAL PER DIEM (EVENT DATES)			\$ 228.00	228.00
MEAL PER DIEM (RETURN) 75% of full per diem			\$ 57.00	57.00
LODGING			\$ 1,192.34	1,192.34
PARKING				0.00
OTHER				0.00
TOTALS:	\$ -	\$ -	\$ 1,842.51	\$1,842.51

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
	7-20-21
DEPARTMENT HEAD SIGNATURE	DATE
	07-20-21

APPROVED

By Sergio Vasquez at 3:21 pm, Aug 18, 2021

El Paso County Travel Justification Form

FORM A: County Funded Travel Disclosure Report

Employee: Joe Rodriguez

Signature: [Signature]

Date: 07/20/21

Dept Head: Robert C. Rojas

Signature: [Signature]

Date: 07/20/21

Dept : Sheriff's Office

Job Title: Lieutenant

Travel Funding Source: _____ County _____ Grant _____ 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.)

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: Police Weekend 2021**

Employee Training & Professional Certification Agreement



Purpose: To document a training agreement between an employee and the County for County funded travel, or professional certification expenses, that is in excess of \$1,000, and to explain the process for repayment of such funds if an employee voluntarily terminates his/her employment within a certain time.

Employee & Department Name

This Employee Training/Professional Certification Agreement is between Joe Rodriguez, (hereafter "Employee") an employee of the Sheriff's Office Department, and the County of El Paso, Texas.

Terms of Agreement

Employee wishes to further his/her professional development by undertaking additional training and/or obtaining a professional certification. In consideration of Employee's agreement below, El Paso County will pay, for the benefit of Employee, the amount of \$ 1,842.51 for:

☒ Police Weekend 2021 in Washington DC ; or

☐ applicable initial dues, training materials, and testing fee reimbursements for obtaining the following professional certification:

Employee agrees that if Employee voluntarily terminates his/her employment after the completion of Employee's training/professional certification, and within the following Range Scale, Employee shall repay the pro-rated cost of the training/professional certification. Further, Employee agrees to repay any such funds immediately, if for any reason Employee does not actually spend the funds as designated, or fails to attend the training or obtain the professional certification.

Range Scale:	Employee Commitment to County Employment (post completion of training/certification):
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\$2,000 - \$4,999 spent:	24 months
Above \$5,000 spent:	36 months

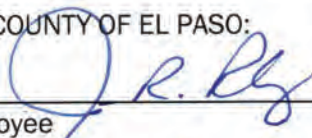
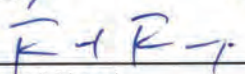
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This Agreement shall be effective on the first day of training, regardless of its date of execution.

Signatures

In witness whereof, the parties execute this Agreement.

THE COUNTY OF EL PASO:

 Employee	<u>7-20-21</u> Date
 Department Head	<u>07-20-21</u> Date

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

THIS CHECKLIST IS REQUIRED FOR ALL TRAVEL SUBMISSIONS

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.

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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.

☒ 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: 10/13 - 10/17/21 Purpose: Police Weekend 2021 Destination: Washington DC

Signature of Employee requesting funds: [Signature] Date: 07/20/21

Signature of Department Head review: [Signature] Date: 07-20-21

OCT. 13 – 17



Mark your calendar for the following programs and events during Police Weekend 2021!

SCHEDULE OF EVENTS

WEDNESDAY, OCT. 13

10:00 a.m. – 5 p.m. | Museum Open
2:00 – 3:00 p.m. | Police Unity Tour Bicycle Ride-In | Memorial
3:00 – 3:30 p.m. | Police Unity Tour Ceremony | Memorial

THURSDAY, OCT. 14

10:00 a.m. – 5 p.m. | Museum Open
6:00 – 8:30 p.m. | Candlelight Vigil | National Mall and Livestream

FRIDAY, OCT. 15

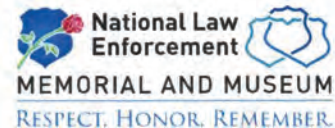
8:00 a.m. – 5 p.m. | Destination Zero Conference | Invitation Only and Livestream
10:00 a.m. – 5 p.m. | Museum Open
8:00 p.m. | Destination Zero Awards Ceremony | Invitation Only and Livestream

SATURDAY, OCT. 16

9:00 a.m. | Run for the Badge 5K | Memorial and Museum Campus
10:00 a.m. – 5 p.m. | Museum Open
2:00 – 3:00 p.m. | Wreath Laying | Memorial
2:00 p.m. – Midnight | Stand Watch for the Fallen | Memorial

SUNDAY, OCT. 17

9:00 – 10:30 a.m. | 30th Anniversary Commemoration | Memorial
10:00 a.m. – 5 p.m. | Museum Open



Note: All Times Eastern Time Zone

THANK YOU TO OUR POLICE WEEKEND 2021 SPONSORS

Presenting Sponsor



Stand Watch for the Fallen



Platinum Sponsor



Silver Sponsor

Wrap Technologies

Corporate Partners



Brosnan Risk Consultants | Thin Blue Line USA
Off Duty Management | ReLEntless Defender
Leica Geosystems | Police1

Bronze Sponsors

Datum | GOVX | IACP
Innocent Armor | Trustar Bank
Partnership for Safe Medicines
POLICE Magazine



Robert C. Rojas (Lt.)

From: Joe Rodriguez
Sent: Tuesday, July 20, 2021 1:50 PM
To: Robert C. Rojas (Lt.)
Subject: Joe Rutilo Rodriguez's 10/13 Wash. D.C. (Reagan) trip (3ZJO3X): Your reservation is confirmed.

Sir this is the invoice I got at the time I booked the flights for my wife and I. Will this work for you?

Respectfully;

Deputy Joe R. Rodriguez #4173
El Paso County Sheriff's Office
Civil Process Section/Crisis Negotiations Team/Honor Guard
3850 Justice Dr.
El Paso, Texas 79938
work (915) 538-2153



From: Southwest Airlines <southwestairlines@ifly.southwest.com>
Date: June 17, 2021 at 1:37:55 PM MDT
To: joerodriguez921@gmail.com
Subject: Joe Rutilo Rodriguez's 10/13 Wash. D.C. (Reagan) trip (3ZJO3X): Your reservation is confirmed.
Reply-To: Southwest Airlines <no-reply@ifly.southwest.com>

Here's your itinerary and other important travel information.

[View our mobile site \[t.ifly.southwest.com\]](#) | [View in browser \[t.ifly.southwest.com\]](#)

Southwest
[\[t.ifly.southwest.com\]](https://t.ifly.southwest.com)

Manage Flight [\[t.ifly.southwest.com\]](https://t.ifly.southwest.com) | **Flight Status**
[\[t.ifly.southwest.com\]](https://t.ifly.southwest.com) | **My Account** [\[t.ifly.southwest.com\]](https://t.ifly.southwest.com)

Coronavirus (COVID-19) Travel Advisory:

Your destination currently has a travel restriction in place that may impact your trip.

[Learn more >](#)

Travel notice

Federal law requires each person to wear a mask at all times in the airport and throughout the flight, including during boarding and deplaning. Passengers who may be exempt from wearing a face covering due to a disability must contact us before travel. [Learn more \[t.ifly.southwest.com\]](#).



Hello friends,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

OCTOBER 13 - OCTOBER 18

ELP DCA

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

Confirmation # **3ZJO3X**

Confirmation date: 06/17/2021

PASSENGER

Joe Rutilo Rodriguez

RAPID REWARDS # 20246731676
TICKET # 5261400228399
EXPIRATION¹ June 17, 2022
EST. POINTS EARNED 1,462

PASSENGER

Sonia Rodriguez

RAPID REWARDS # 20901122152
TICKET # 5261400228398
EXPIRATION¹ June 17, 2022
EST. POINTS EARNED 1,462

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Wednesday,
10/13/2021

Est. Travel Time: 7h
35m

[Wanna Get Away®](#)
[\[t.ifly.southwest.com\]](#)

FLIGHT
0015

DEPARTS

ELP 06:20AM


El Paso



ARRIVES

DAL 09:00AM


Dallas (Love)

Stop:  Change planes

FLIGHT # 1485	DEPARTS		ARRIVES
	DAL 12:05PM		DCA 03:55PM
	Dallas (Love)		Wash. D.C. (Reagan)

Flight 2:	Monday, 10/18/2021	Est. Travel Time: 7h 5m	Wanna Get Away® [t.ifly.southwest.com]
-----------	--------------------	-------------------------	---

FLIGHT # 0823	DEPARTS		ARRIVES
	DCA 04:50PM		DAL 07:05PM
	Wash. D.C. (Reagan)		Dallas (Love)

Stop:  Change planes

FLIGHT # 2561	DEPARTS		ARRIVES
	DAL 09:10PM		ELP 09:55PM
	Dallas (Love)		El Paso

Payment information

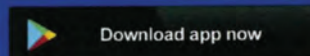
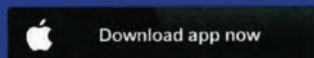
Total cost			Payment	
Air - 3ZJO3X			Visa ending in 4596	
Base Fare			Date: June 17, 2021	
U.S. Transportation Tax	\$	487.02	Payment Amount: \$308.17	
U.S. 9/11 Security Fee	\$	36.52	Visa ending in 4596	
U.S. Flight Segment Tax	\$	22.40	Date: June 17, 2021	
U.S. Passenger Facility Chg	\$	34.40	Payment Amount: \$308.17	
Total	\$	616.34	Deputy Joe Rodriguez only included \$308.17 on travel advance	

Fare Rules: If you decide to make a change to your current itinerary it may result in a fare increase. In the case you're left with travel funds from this confirmation number, you're in luck! We're happy to let you use them towards a future flight for the individual named on the ticket, as long as the new travel is completed by the expiration date.

Your ticket numbers: 5261400228399, 5261400228398

Prepare for takeoff

For a touch-free day of travel
download the Southwest® app.



Total for stay

\$1,192.34

[Hide price details](#)

Avg \$257.00/night in \$USD

Us Government on Duty Travel	
13 Oct 2021	\$257.00
14 Oct 2021	\$257.00
15 Oct 2021	\$257.00
16 Oct 2021	\$257.00
Total room charge	\$1,028.00
6.00 % per room, per night	
9.50 % per room, per night	
\$1.25 per room, per night	
Total taxes	\$164.34

Total for stay \$1,192.34

County of El Paso

Travel and Training ADVANCE Request Form



NAME	Devin A. Lee	DEPARTMENT	Sheriff's Office
EVENT	Police Weekend 2021	DESTINATION	Washington DC
DATES	10/13/2021 TO 10/17/2021	FUNDING SOURCE (Agenda Item Format)	Justice FF

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form				0.00
TRANSPORTATION			\$ 308.17	308.17
GROUND TRANSPORTATION				0.00
GAS				0.00
<u>MEAL PER DIEM (DEPARTURE)</u> 75% of full per diem			\$ 57.00	57.00
<u>MEAL PER DIEM (EVENT DATES)</u>			\$ 228.00	228.00
<u>MEAL PER DIEM (RETURN)</u> 75% of full per diem			\$ 57.00	57.00
LODGING			\$ 1,192.34	1,192.34
PARKING				0.00
OTHER				0.00
TOTALS:	\$ -	\$ -	\$ 1,842.51	\$1,842.51

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 07/20/21
DEPARTMENT HEAD SIGNATURE	DATE 08/04/21

APPROVED

By Sergio Vasquez at 3:15 pm, Aug 18, 2021

El Paso County Travel Justification Form

FORM A: County Funded Travel Disclosure Report

Employee: Devin A. Lee

Signature: *Devin A. Lee*

Date: 07/20/21

Dept Head: Robert C. Rojas

Signature: *Robert C. Rojas*

Date: 07/20/21

Dept : Sheriff's Office

Job Title: Lieutenant

Travel Funding Source: County Grant 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.)

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: Police Weekend 2021**

Employee Training & Professional Certification Agreement



Purpose: To document a training agreement between an employee and the County for County funded travel, or professional certification expenses, that is **in excess of \$1,000**, and to explain the process for repayment of such funds if an employee voluntarily terminates his/her employment within a certain time.

Employee & Department Name

This Employee Training/Professional Certification Agreement is between Devin A. Lee, (hereafter "Employee") an employee of the Sheriff's Office Department, and the County of El Paso, Texas.

Terms of Agreement

Employee wishes to further his/her professional development by undertaking additional training and/or obtaining a professional certification. In consideration of Employee's agreement below, El Paso County will pay, for the benefit of Employee, the amount of \$ 1,842.51 for:

☒ Police Weekend 2021 in Washington DC ; or

☐ applicable initial dues, training materials, and testing fee reimbursements for obtaining the following professional certification:

Employee agrees that if Employee voluntarily terminates his/her employment after the completion of Employee's training/professional certification, and within the following Range Scale, Employee shall repay the pro-rated cost of the training/professional certification. Further, Employee agrees to repay any such funds immediately, if for any reason Employee does not actually spend the funds as designated, or fails to attend the training or obtain the professional certification.

Range Scale:	Employee Commitment to County Employment (post completion of training/certification):
\$1,000 - \$1,999 spent:	12 months
\$2,000 - \$4,999 spent:	24 months
Above \$5,000 spent:	36 months

Employee agrees that said repayment shall be deducted from the employee's final paycheck. If the final paycheck is insufficient to cover the repayment amount, then Employee agrees to pay the difference to the County of El Paso within 90 days of separation.

This Agreement shall be effective on the first day of training, regardless of its date of execution.

Signatures

In witness whereof, the parties execute this Agreement.

THE COUNTY OF EL PASO:

A handwritten signature in blue ink, appearing to read "Robert C. Rojas".

Employee

07-20-2021

Date

Robert C. Rojas

Department Head

08/04/21

Date

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

THIS CHECKLIST IS REQUIRED FOR ALL TRAVEL SUBMISSIONS

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.

- DL 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.
- DL 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.
- DL 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.
- DL Travel dates were verified for consistency with training dates (Explanation was provided justifying dates prior or after training dates, if warranted).
- DL Airfare was secured at least 21 days prior to trip (Explanation was provided justifying exceptions, if warranted).
- DL 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).
- DL 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.
- DL Registration cost was verified and indication was noted for a separate vendor check payment or advance for direct payment of registration by attendee.
- DL Per diem meals estimates by day were verified with policy guidelines. (Explanation was provided justifying exceptions, if warranted)
- DL Other estimates have been reviewed for accuracy and reasonableness.
- DL Travel advance requested was verified for reasonableness and accuracy.
- DL All related documents are signed by employee and department head/elected official.
- DL **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: 10/13 - 10/17/21 Purpose: Police Weekend 2021 Destination: Washington DC

Signature of Employee requesting funds: _____ Date: 07/20/21

Signature of Department Head review: Robert C. Rojas Date: 08/04/21

OCT. 13 – 17



Mark your calendar for the following programs and events during Police Weekend 2021!

SCHEDULE OF EVENTS

WEDNESDAY, OCT. 13

10:00 a.m. – 5 p.m. | Museum Open
2:00 – 3:00 p.m. | Police Unity Tour Bicycle Ride-In | Memorial
3:00 – 3:30 p.m. | Police Unity Tour Ceremony | Memorial

THURSDAY, OCT. 14

10:00 a.m. – 5 p.m. | Museum Open
6:00 – 8:30 p.m. | Candlelight Vigil | National Mall and Livestream

FRIDAY, OCT. 15

8:00 a.m. – 5 p.m. | Destination Zero Conference | Invitation Only and Livestream
10:00 a.m. – 5 p.m. | Museum Open
8:00 p.m. | Destination Zero Awards Ceremony | Invitation Only and Livestream

SATURDAY, OCT. 16

10:00 a.m. – 5 p.m. | Museum Open
2:00 – 3:00 p.m. | Wreath Laying | Memorial
2:00 p.m. – Midnight | Stand Watch for the Fallen | Memorial

SUNDAY, OCT. 17

9:00 – 10:30 a.m. | 30th Anniversary Commemoration | Memorial
10:00 a.m. – 5 p.m. | Museum Open



Note: All Times Eastern Time Zone

THANK YOU TO OUR POLICE WEEKEND 2021 SPONSORS

Presenting Sponsor



Platinum Sponsor



Corporate Partners



Brosnan Risk Consultants | Thin Blue Line USA
Off Duty Management | ReLEntless Defender
Leica Geosystems | Police1

Stand Watch for the Fallen

Silver Sponsor

Wrap Technologies

Bronze Sponsors

Datum | GOVX | IACP
Innocent Armor | Trustar Bank

FLIGHT
2561

DAL
09:10PM

Dallas (Love)

ELP
09:55PM

El Paso

Payment information

Total cost

Air - 3YQ62V

Base Fare	\$	243.51
U.S. Transportation Tax	\$	18.26
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	17.20
U.S. Passenger Facility Chg	\$	18.00

Total	\$	308.17
--------------	-----------	---------------

Payment

Mastercard ending in 3498

Date: June 17, 2021

Payment Amount: \$308.17

Total for stay

\$1,192.34

[Hide price details](#)

Avg \$257.00/night in \$USD

Us Government on Duty Travel

13 Oct 2021	\$257.00
-------------	----------

14 Oct 2021	\$257.00
-------------	----------

15 Oct 2021	\$257.00
-------------	----------

16 Oct 2021	\$257.00
-------------	----------

Total room charge	\$1,028.00
-------------------	------------

6.00 % per room, per night	
----------------------------	--

9.50 % per room, per night	
----------------------------	--

\$1.25 per room, per night	
----------------------------	--

Total taxes	\$164.34
-------------	----------

Total for stay \$1,192.34

County of El Paso

Travel and Training ADVANCE Request Form



NAME	Ashley M. Herrera	DEPARTMENT	Sheriff's Office
EVENT	Police Weekend 2021	DESTINATION	Washington DC
DATES	10/13/2021	TO	10/17/2021
		FUNDING SOURCE (Agenda Item Format)	

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form				0.00
TRANSPORTATION				0.00
GROUND TRANSPORTATION				0.00
GAS				0.00
<u>MEAL PER DIEM (DEPARTURE)</u> 75% of full per diem			\$ 57.00	57.00
<u>MEAL PER DIEM (EVENT DATES)</u>			\$ 228.00	228.00
<u>MEAL PER DIEM (RETURN)</u> 75% of full per diem			\$ 57.00	57.00
LODGING			\$ 1,192.34	1,192.34
PARKING				0.00
OTHER				0.00
TOTALS:	\$ -	\$ -	\$ 1,534.34	\$1,534.34

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
	07/20/2021
DEPARTMENT HEAD SIGNATURE	DATE
	08/04/21

APPROVED

By Sergio Vasquez at 2:55 pm, Aug 04, 2021

El Paso County Travel Justification Form

FORM A: County Funded Travel Disclosure Report

Employee: Ashley Herrera

Signature: [Signature]

Date: 07/20/21

Dept Head: Robert C. Rojas

Signature: [Signature]

Date: 07/20/21

Dept : Sheriff's Office

Job Title: Lieutenant

Travel Funding Source: _____ County _____ Grant _____ 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.)

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: _____

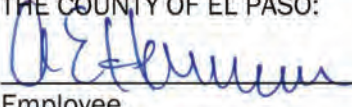
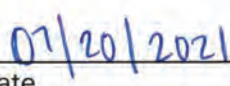

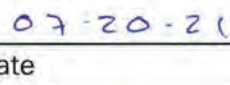
☐ **Human Resources/Management/Personal Development Training**
("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)

☒ **Other: Police Weekend 2021**

Employee Training & Professional Certification Agreement



Purpose: To document a training agreement between an employee and the County for County funded travel, or professional certification expenses, that is in excess of \$1,000, and to explain the process for repayment of such funds if an employee voluntarily terminates his/her employment within a certain time.

Employee & Department Name	
This Employee Training/Professional Certification Agreement is between Ashley Herrera, (hereafter "Employee") an employee of the Sheriff's Office Department, and the County of El Paso, Texas.	
Terms of Agreement	
Employee wishes to further his/her professional development by undertaking additional training and/or obtaining a professional certification. In consideration of Employee's agreement below, El Paso County will pay, for the benefit of Employee, the amount of 1842.51 for:	
<input checked="" type="checkbox"/> Police Weekend 2021 in Washington DC ; or	
<input type="checkbox"/> applicable initial dues, training materials, and testing fee reimbursements for obtaining the following professional certification:	
Employee agrees that if Employee voluntarily terminates his/her employment after the completion of Employee's training/professional certification, and within the following Range Scale, Employee shall repay the pro-rated cost of the training/professional certification. Further, Employee agrees to repay any such funds immediately, if for any reason Employee does not actually spend the funds as designated, or fails to attend the training or obtain the professional certification.	
Range Scale:	Employee Commitment to County Employment (post completion of training/certification):
\$1,000 - \$1,999 spent:	12 months
\$2,000 - \$4,999 spent:	24 months
Above \$5,000 spent:	36 months
Employee agrees that said repayment shall be deducted from the employee's final paycheck. If the final paycheck is insufficient to cover the repayment amount, then Employee agrees to pay the difference to the County of El Paso within 90 days of separation.	
This Agreement shall be effective on the first day of training, regardless of its date of execution.	
Signatures	
In witness whereof, the parties execute this Agreement.	
THE COUNTY OF EL PASO:	
	
Employee	Date
	
Department Head	Date

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

THIS CHECKLIST IS REQUIRED FOR ALL TRAVEL SUBMISSIONS

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.

- OK 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.
 - OK 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.
 - OK 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.
 - OK Travel dates were verified for consistency with training dates (Explanation was provided justifying dates prior or after training dates, if warranted).
 - OK Airfare was secured at least 21 days prior to trip (Explanation was provided justifying exceptions, if warranted).
 - OK 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).
 - OK 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.
 - OK Registration cost was verified and indication was noted for a separate vendor check payment or advance for direct payment of registration by attendee.
 - OK Per diem meals estimates by day were verified with policy guidelines. (Explanation was provided justifying exceptions, if warranted)
 - OK Other estimates have been reviewed for accuracy and reasonableness.
 - OK Travel advance requested was verified for reasonableness and accuracy.
 - OK All related documents are signed by employee and department head/elected official.
 - OK **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: 10/13 - 10/17/21 Purpose: Police Weekend 2021 Destination: Washington DC

Signature of Employee requesting funds:  Date: 07/20/21

Signature of Department Head review:  Date: 07-20-21

Total for stay

\$1,192.34

[Hide price details](#)

Avg \$257.00/night in \$USD

Us Government on Duty Travel

13 Oct 2021	\$257.00
14 Oct 2021	\$257.00
15 Oct 2021	\$257.00
16 Oct 2021	\$257.00
Total room charge	\$1,028.00

6.00 % per room, per night

9.50 % per room, per night

\$1.25 per room, per night

Total taxes	\$164.34
-------------	----------

Total for stay \$1,192.34

The airfare for Deputy Ashley M. Herrera was paid by Deputy Adrian Gonzales and included in his travel advance form.

OCT. 13 – 17



Mark your calendar for the following programs and events during Police Weekend 2021!

SCHEDULE OF EVENTS

WEDNESDAY, OCT. 13

10:00 a.m. – 5 p.m. | Museum Open
2:00 – 3:00 p.m. | Police Unity Tour Bicycle Ride-In | Memorial
3:00 – 3:30 p.m. | Police Unity Tour Ceremony | Memorial

THURSDAY, OCT. 14

10:00 a.m. – 5 p.m. | Museum Open
6:00 – 8:30 p.m. | Candlelight Vigil | National Mall and Livestream

FRIDAY, OCT. 15

8:00 a.m. – 5 p.m. | Destination Zero Conference | Invitation Only and Livestream
10:00 a.m. – 5 p.m. | Museum Open
8:00 p.m. | Destination Zero Awards Ceremony | Invitation Only and Livestream

SATURDAY, OCT. 16

10:00 a.m. – 5 p.m. | Museum Open
2:00 – 3:00 p.m. | Wreath Laying | Memorial
2:00 p.m. – Midnight | Stand Watch for the Fallen | Memorial

SUNDAY, OCT. 17

9:00 – 10:30 a.m. | 30th Anniversary Commemoration | Memorial
10:00 a.m. – 5 p.m. | Museum Open



Note: All Times Eastern Time Zone

THANK YOU TO OUR POLICE WEEKEND 2021 SPONSORS

Presenting Sponsor



Platinum Sponsor



Corporate Partners



Brosnan Risk Consultants | Thin Blue Line USA
Off Duty Management | ReLEntless Defender
Leica Geosystems | Police1

Stand Watch for the Fallen

Silver Sponsor

Wrap Technologies

Bronze Sponsors

Datum | GOVX | IACP
Innocent Armor | Trustar Bank

County of El Paso

Travel and Training ADVANCE Request Form



NAME	Omar Mendez	DEPARTMENT	Sheriff's Office
EVENT	Police Weekend 2021	DESTINATION	Washington DC
DATES	10/13/2021	TO	10/17/2021
		FUNDING SOURCE (Agenda Item Format)	Justice FF

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form				0.00
TRANSPORTATION			\$ 358.18	358.18
GROUND TRANSPORTATION				0.00
GAS				0.00
<u>MEAL PER DIEM (DEPARTURE)</u> 75% of full per diem			\$ 57.00	57.00
<u>MEAL PER DIEM (EVENT DATES)</u>			\$ 228.00	228.00
<u>MEAL PER DIEM (RETURN)</u> 75% of full per diem			\$ 57.00	57.00
LODGING			\$ 1,192.34	1,192.34
PARKING				0.00
OTHER				0.00
TOTALS:	\$ -	\$ -	\$ 1,892.52	\$1,892.52

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
	07-21-21
DEPARTMENT HEAD SIGNATURE	DATE
	08/04/21

APPROVED

By Sergio Vasquez at 3:09 pm, Aug 18, 2021

El Paso County Travel Justification Form

FORM A: County Funded Travel Disclosure Report

Employee: Omar Mendez

Signature: [Signature]

Date: 07/20/21

Dept Head: Robert C. Rojas

Signature: Robert C. Rojas

Date: 07/20/21

Dept : Sheriff's Office

Job Title: Lieutenant

Travel Funding Source: _____ County _____ Grant _____ 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.)

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: Police Weekend 2021**

Employee Training & Professional Certification Agreement



Purpose: To document a training agreement between an employee and the County for County funded travel, or professional certification expenses, that is in excess of \$1,000, and to explain the process for repayment of such funds if an employee voluntarily terminates his/her employment within a certain time.

Employee & Department Name

This Employee Training/Professional Certification Agreement is between Omar Mendez, (hereafter "Employee") an employee of the Sheriff's Office Department, and the County of El Paso, Texas.

Terms of Agreement

Employee wishes to further his/her professional development by undertaking additional training and/or obtaining a professional certification. In consideration of Employee's agreement below, El Paso County will pay, for the benefit of Employee, the amount of \$ 1,892.52 for:

☒ Police Weekend 2021 in Washington DC ; or

☐ applicable initial dues, training materials, and testing fee reimbursements for obtaining the following professional certification:

Employee agrees that if Employee voluntarily terminates his/her employment after the completion of Employee's training/professional certification, and within the following Range Scale, Employee shall repay the pro-rated cost of the training/professional certification. Further, Employee agrees to repay any such funds immediately, if for any reason Employee does not actually spend the funds as designated, or fails to attend the training or obtain the professional certification.

Range Scale:	Employee Commitment to County Employment (post completion of training/certification):
\$1,000 - \$1,999 spent:	12 months
\$2,000 - \$4,999 spent:	24 months
Above \$5,000 spent:	36 months

Employee agrees that said repayment shall be deducted from the employee's final paycheck. If the final paycheck is insufficient to cover the repayment amount, then Employee agrees to pay the difference to the County of El Paso within 90 days of separation.

This Agreement shall be effective on the first day of training, regardless of its date of execution.

Signatures

In witness whereof, the parties execute this Agreement.

THE COUNTY OF EL PASO:



Employee

07-21-21

Date

Robert C. Rojas

08/04/21

Department Head

Date

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

THIS CHECKLIST IS REQUIRED FOR ALL TRAVEL SUBMISSIONS

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.

- OM 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.
- OM 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.
- OM 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.
- OM Travel dates were verified for consistency with training dates (Explanation was provided justifying dates prior or after training dates, if warranted).
- OM Airfare was secured at least 21 days prior to trip (Explanation was provided justifying exceptions, if warranted).
- OM 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).
- OM 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.
- OM Registration cost was verified and indication was noted for a separate vendor check payment or advance for direct payment of registration by attendee.
- OM Per diem meals estimates by day were verified with policy guidelines. (Explanation was provided justifying exceptions, if warranted)
- OM Other estimates have been reviewed for accuracy and reasonableness.
- OM Travel advance requested was verified for reasonableness and accuracy.
- OM All related documents are signed by employee and department head/elected official.
- OM **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: 10/13 - 10/17/21 Purpose: Police Weekend 2021 Destination: Washington DC

Signature of Employee requesting funds:  Date: 07/20/21

Signature of Department Head review: Robert C. Rojas Date: 08/04/21

OCT. 13 – 17



Mark your calendar for the following programs and events during Police Weekend 2021!

SCHEDULE OF EVENTS

WEDNESDAY, OCT. 13

10:00 a.m. – 5 p.m. | Museum Open
2:00 – 3:00 p.m. | Police Unity Tour Bicycle Ride-In | Memorial
3:00 – 3:30 p.m. | Police Unity Tour Ceremony | Memorial

THURSDAY, OCT. 14

10:00 a.m. – 5 p.m. | Museum Open
6:00 – 8:30 p.m. | Candlelight Vigil | National Mall and Livestream

FRIDAY, OCT. 15

8:00 a.m. – 5 p.m. | Destination Zero Conference | Invitation Only and Livestream
10:00 a.m. – 5 p.m. | Museum Open
8:00 p.m. | Destination Zero Awards Ceremony | Invitation Only and Livestream

SATURDAY, OCT. 16

10:00 a.m. – 5 p.m. | Museum Open
2:00 – 3:00 p.m. | Wreath Laying | Memorial
2:00 p.m. – Midnight | Stand Watch for the Fallen | Memorial

SUNDAY, OCT. 17

9:00 – 10:30 a.m. | 30th Anniversary Commemoration | Memorial
10:00 a.m. – 5 p.m. | Museum Open



Note: All Times Eastern Time Zone

THANK YOU TO OUR POLICE WEEKEND 2021 SPONSORS

Presenting Sponsor



Platinum Sponsor



Corporate Partners



Brosnan Risk Consultants | Thin Blue Line USA
Off Duty Management | ReLEntless Defender
Leica Geosystems | Police1

Stand Watch for the Fallen

Silver Sponsor

Wrap Technologies

Bronze Sponsors

Datum | GOVX | IACP
Innocent Armor | Trustar Bank

Robert C. Rojas (Lt.)

From: Omar Mendez <keepin_real_99@yahoo.com>
Sent: Tuesday, July 20, 2021 2:08 PM
To: Robert C. Rojas (Lt.)
Subject: [EXTERNAL] Fwd: Omar Mendez's 10/13 Wash. D.C. (Reagan) trip (48S276): Your reservation is confirmed.

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

Sent from my iPhone

Begin forwarded message:

From: Southwest Airlines <southwestairlines@ifly.southwest.com>
Date: June 17, 2021 at 21:12:39 MDT
To: keepin_real_99@yahoo.com
Subject: Omar Mendez's 10/13 Wash. D.C. (Reagan) trip (48S276): Your reservation is confirmed.
Reply-To: Southwest Airlines <no-reply@ifly.southwest.com>

Here's your itinerary and other important travel information.

[View our mobile site \[t.ifly.southwest.com\]](#) | [View in browser \[t.ifly.southwest.com\]](#)

Southwest
[\[t.ifly.southwest.com\]](https://t.ifly.southwest.com)

Manage Flight [\[t.ifly.southwest.com\]](https://t.ifly.southwest.com) | **Flight Status**
[\[t.ifly.southwest.com\]](https://t.ifly.southwest.com) | **My Account** [\[t.ifly.southwest.com\]](https://t.ifly.southwest.com)



Travel notice

Federal law requires each person to wear a mask at all times in the airport and throughout the flight, including during boarding and deplaning. Passengers who may be exempt from wearing a face covering due to a disability must contact us before travel. [Learn more \[t.ifly.southwest.com\]](#).



Hi Omar,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

OCTOBER 13 - OCTOBER 18

ELP ✈ DCA

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

Confirmation # **48S276**

Confirmation date: 06/17/2021

PASSENGER Omar Mendez
RAPID REWARDS # 22199737453
TICKET # 5261400709716
EXPIRATION¹ June 18, 2022
EST. POINTS EARNED 1,741

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Wednesday, 10/13/2021 Est. Travel Time: 7h 35m [Wanna Get Away®](#)
[\[t.ifly.southwest.com\]](#)

FLIGHT # 0015 **DEPARTS** **ELP 06:20AM** ✈ **ARRIVES** **DAL 09:00AM**
El Paso Dallas (Love)

Stop: ✈✈ Change planes

FLIGHT # 1485 **DEPARTS** **DAL 12:05PM** ✈ **ARRIVES** **DCA 03:55PM**
Dallas (Love) Wash. D.C. (Reagan)

Flight 2: Monday, 10/18/2021 Est. Travel Time: 7h 5m [Wanna Get Away®](#)
[\[t.ifly.southwest.com\]](#)

FLIGHT # 0823 **DEPARTS** **DCA 04:50PM** ✈ **ARRIVES** **DAL 07:05PM**
Wash. D.C. (Reagan) Dallas (Love)

Stop: ✈✈ Change planes

FLIGHT # 2561 **DEPARTS** **DAL 09:10PM** ✈ **ARRIVES** **ELP 09:55PM**
Dallas (Love) El Paso

Payment information

Total cost			Payment
Air - 48S276			Visa ending in 6319 Date: June 17, 2021
Base Fare	\$	290.03	Payment Amount: \$358.18
U.S. Transportation Tax	\$	21.75	
U.S. 9/11 Security Fee	\$	11.20	
U.S. Flight Segment Tax	\$	17.20	
U.S. Passenger Facility Chg	\$	18.00	
Total	\$	358.18	

Fare Rules: If you decide to make a change to your current itinerary it may result in a fare increase. In the case you're left with travel funds from this confirmation number, you're in luck! We're happy to let you use them towards a future flight for the individual named on the ticket, as long as the new travel is completed by the expiration date.

Your ticket number: 5261400709716

Prepare for takeoff

For a touch-free day of travel download the Southwest® app.

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 Download app now





24 hours before your departure:

Check-in on Southwest.com® [t.ifly.southwest.com] or using the Southwest Mobile App. Use your mobile device and receive a mobile boarding pass.



30 minutes before your departure:

Arrive at the gate prepared to board.



10 minutes before your departure:

This is the last opportunity to board your flight if you are present in the gate area and have met all check-in requirements.

If you do not plan to travel on your flight: Things happen, we understand! Please let us know at least 10 minutes prior to your flight's scheduled departure if you won't be traveling. If you don't notify us, you may be subject to our [No Show Policy](https://www.southwest.com/NoShowPolicy) [t.ifly.southwest.com].

[See more travel tips](https://www.southwest.com/travel-tips)
[\[t.ifly.southwest.com\]](https://t.ifly.southwest.com)



Don't miss out on automatic check-in

Total for stay

\$1,192.34

[Hide price details](#)

Avg \$257.00/night in \$USD

Us Government on Duty Travel	
13 Oct 2021	\$257.00
14 Oct 2021	\$257.00
15 Oct 2021	\$257.00
16 Oct 2021	\$257.00
Total room charge	\$1,028.00
6.00 % per room, per night	
9.50 % per room, per night	
\$1.25 per room, per night	
Total taxes	\$164.34

Total for stay \$1,192.34



FY 2021 Per Diem Rates for ZIP 20001

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay 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

Per diem

10/13	\$57.00
10/14	\$76.00
10/15	\$76.00
10/16	\$76.00
10/17	\$57.00
Total	\$342.00