

**Click on Bookmarks  
To View Travel Detail**

**TRAVEL REGISTER**

**CC 06/27/2022**

VENDOR NAME	DOCUMENT	INVOICE	ACCOUNT DESC	AMOUNT
ELIZABETH ARELLANO	2244264	CRJUS2022-02	GF-GADM-TRAVEL/PROF ED	259.00
FERNANDO CARRASCO	2244301	TA2200593	GF-GADM-TRAVEL/PROF ED	647.98
DIANA DELGADILLO	2244305	TA2200597	GF-GADM-TRAVEL/PROF ED	1,259.02
JACQUELINE CAUDILLO	2244304	TA2200596	GF-GADM-TRAVEL/PROF ED	1,420.87
VIVIANA PATINO	2244306	TA2200598	GF-GADM-TRAVEL/PROF ED	2,011.50
JOSEPH MULLIN	2244307	TA2200599	GF-GADM-TRAVEL/PROF ED	2,011.50
DANIEL RAMIREZ	2244302	TA2200594	GF-GADM-TRAVEL/PROF ED	1,987.01
ARTURO SERRANO	2244303	TA2200595	GF-GADM-TRAVEL/PROF ED	1,957.01
CATHERINE JONES	2244263	CRJUS2022-01	GF-GADM-TRAVEL/PROF ED	259.00
BISK EDUCATION INC	2244207	TA2200589	GF-GADM-TRAVEL/PROF ED	3,688.50
ERICH A. MORALES, AT	2244270	CATA2022-03	SR-CASUPP-TRAVEL/PROF ED	1,335.97
KEVIN MCCARY	2244272	CATA2022-06	SR-CASUPP-TRAVEL/PROF ED	1,058.00
ALEJANDRO CUELLAR	2244268	CATA2022-02	SR-CASUPP-TRAVEL/PROF ED	672.21
STEVEN ARELLANO	2244271	CATA2022-04	SR-CASUPP-TRAVEL/PROF ED	1,088.00
RUBEN NEVAREZ	2244269	CATA2022-05	SR-CASUPP-TRAVEL/PROF ED	1,042.62
TEXAS A&M ENGINEERIN	2244295	TA2200590	SR-SOLEOSE-EE TRAINING	55.00
TEXAS A&M ENGINEERIN	2244296	TA2200591	SR-SOLEOSE-EE TRAINING	55.00
TEXAS A&M ENGINEERIN	2244297	TA2200592	SR-SOLEOSE-EE TRAINING	55.00
SALVADOR ALONZO	2244300	7/19-7/20/22	SG-RURALS21-OPERATING EX	432.25
REYNA E. BURKHOLDER	2243544	07/19/-20/22	SG-RURALS21-OPERATING EX	377.85
ANTONIO RIVERA	2243571	2243571	SG-ELECH1920-OPERATING EXP	1,005.99
MANUEL GARIBAY	2243605	2243605	SG-ELECH1920-OPERATING EXP	1,025.99
CLAUDIA RAMIREZ	2243600	2243600	SG-ELECH1920-OPERATING EXP	1,005.99
RUBEN GAMEZ	2243588	2243588	SG-ELECH1920-OPERATING EXP	1,005.99
VANESSA SEPEDA	2243593	2243593	SG-ELECH1920-OPERATING EXP	1,005.99
LISA R. WISE	2243583	2243583	SG-ELECH1920-OPERATING EXP	1,005.99
BRENDA NEGRETE	2244324	2244324	SG-ELECH1920-OPERATING EXP	1,005.99
OFFICE OF THE SECRET	2243717	2243717	SG-ELECH1920-OPERATING EXP	1,925.00
YVONNE N. ROSALES DA	2242353	TA0522-2622 REGIST	SG-DOMVIOL22-OPERATING EX	525.00
INTERNATIONAL NARCOT	2244326	WTHIDBN122	SG-ONDPCP2021-OPERATING EX	5,500.00
<b>Total</b>				<b>36,685.22</b>

# County of El Paso

## Travel and Training ADVANCE Request Form



NAME	CLAUDIA RAMIREZ	DEPARTMENT	ELECTIONS	
EVENT	ELECTION LAW SEMINAR	DESTINATION	AUSTIN, TX	
DATES	7/31/2022	TO	8/3/2022	FUNDING SOURCE (Agenda Item Format)
				GELECH1920 -600000-600800-600811

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form	\$275		\$ <del>275.00</del>	275.00
TRANSPORTATION			\$ 362.96	362.96
GROUND TRANSPORTATION				0.00
GAS				0.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem			\$ 48.00	48.00
MEAL PER DIEM (EVENT DATES)			\$ <sup>\$84</sup> <del>128.00</del>	<del>128.00</del>
MEAL PER DIEM (RETURN) 75% of full per diem			\$ 48.00	48.00
LODGING			\$ 463.03	463.03
PARKING				0.00
OTHER				0.00
<b>TOTALS:</b>	\$ 275 -	\$ -	\$ 1005.99 <del>1,324.99</del>	\$1280.99 <del>\$1,324.99</del>

APPROVED

By Lizeth Veliz at 1:03 pm, Jun 22, 2022

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_and_Training_Policy_102416.pdf)

EMPLOYEE SIGNATURE	DATE
<i>Claudia Ramirez</i>	6/16/2022
DEPARTMENT HEAD SIGNATURE	DATE
<i>[Signature]</i>	6/15/22

# 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	
<p><b>This Employee Training/Professional Certification Agreement is between Claudia Ramirez, (hereafter "Employee") an employee of the Elections Department, and the County of El Paso, Texas.</b></p>	
Terms of Agreement	
<p>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 \$1,324.99 for:</p>	
<p><input checked="" type="checkbox"/> Election Law Seminar Training located in Austin, TX ; or</p> <p><input type="checkbox"/> applicable initial dues, training materials, and testing fee reimbursements for obtaining the following professional certification:</p>	
<p>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.</p>	
<p><b>Range Scale:</b></p> <p>\$1,000 - \$1,999 spent: 12 months</p> <p>\$2,000 - \$4,999 spent: 24 months</p> <p>Above \$5,000 spent: 36 months</p>	<p><b>Employee Commitment to County Employment (post completion of training/certification):</b></p>
<p>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.</p>	
<p>This Agreement shall be effective on the first day of training, regardless of its date of execution.</p>	
Signatures	
<p>In witness whereof, the parties execute this Agreement.</p>	
<p>THE COUNTY OF EL PASO:</p>	
<p><u>Claudia Ramirez</u> Employee</p>	<p><u>6/16/2022</u> Date</p>
<p><u>[Signature]</u> Department Head</p>	<p><u>6/15/22</u> Date</p>

**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: Sunday, July 31 to Wednesday, Aug. 3, 2022 Purpose: Annual Election Law Seminar Destination: Austin, TX

Signature of Employee requesting funds: Claudia Ramirez Date: 6/16/2022

Signature of Department Head review: [Signature] Date: 6/15/22

El Paso County Travel Justification Form

**FORM A: County Funded Travel Disclosure Report**

Employee: CLAUDIA RAMIREZ Signature: Claudia Ramirez Date: 6/15/2022  
Dept Head: LISA WISE Signature: LW Date: 6/15/2022  
Dept : ELECTIONS Job Title: ELECTIONS GENERALIST  
Travel Funding Source:      County   X   Grant      Other

Will any funds be reimbursed by another entity? YES.

Travel Account No. GELECH1920 -600000-600800-600811  
FY: \$9,645.00

Balance Remaining for

Will posting travel details prior to travel jeopardize the safety of the traveler.      Yes   X   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:**

**FORM B: Non-County Funded Travel Disclosure Report\***

Name: CLAUDIA RAMIREZ  
GENERALIST

Position Title: ELECTIONS

Location and dates of travel: AUSTIN, TEXAS

Purpose of travel: TO ATTEND THE ANNUAL ELECTION LAW SEMINAR.

Source(s) of Travel Funds: GELECH1920 -600000-600800-600811

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

Estimated Amount of Travel Expense(s): \$1,324.99

*Claudia Ramirez*

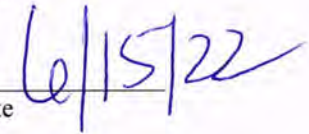
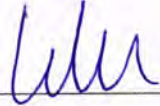
6/16/2022

\_\_\_\_\_  
Traveler's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date



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

From: [Melissa Soto](#)  
 To: [Lizeth Veliz](#)  
 Subject: RE: Travel Forms - Hotel Name  
 Date: Wednesday, June 22, 2022 10:12:32 AM  
 Attachments: [image001.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image007.png](#)

Oh sorry, these are the hotels that they are staying in, and the one that I gave you the quote for is for the Renaissance:

**Hotel Reservations Open at 9:00 am Wednesday, June 8, 2022**

Host Hotel	Room Rates	Parking	Shuttle
<b>Renaissance Austin Hotel</b> 9721 Arboretum Blvd. Austin, TX 78759  <b>SOLD OUT</b>	Single/Double: \$131.00 per night Reservation Link: <a href="#">Renaissance Austin Hotel</a> Reservation Line: (800) 468-3571 Group Name: 40th Annual Election Law Seminar for County Election Officials (CEO)  *Rates good until: <b>July 11, 2022 or until Block is full</b>	Complimentary Self Parking	Complimentary Shuttle Service
Overflow Hotels	Room Rates	Parking	Shuttle
<b>HYATT Place-Arboretum</b> 3612 Tudor Blvd Austin, TX 78759  <b>SOLD OUT</b>	Single/Double: \$129.00 per night Reservation Link: <a href="#">Hyatt Place Arboretum</a> Reservation Line: (877) 242-3654 Group Code: G-ELS2 Group Name: SOS 40th Annual Election Law Seminar  *Rates good until <b>Saturday: July 16.</b>	Complimentary Self Parking	Complimentary Shuttle Service  Call for Reservations

Melissa Soto | Elections Administration Coordinator



500 East San Antonio St. Rm #314  
 El Paso, TX 79901  
 ☎ 915-546-2154 | Ext. 4470  
 🌐 [www.epcountyvotes.com](http://www.epcountyvotes.com)

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From: Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
 Sent: Wednesday, June 22, 2022 9:46 AM  
 To: Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
 Subject: RE: Travel Forms - Hotel Name

Hi Melissa,

What is the hotel name or web link? I am not able to find it from what was sent to me.

**Room 1: #87009423 - Room Assigned at Check-In, Guest room, 1 King or 2 Queen** ROOM DETAILS

IN → OUT

SUN → WED

**31** → **3**

SUN 2022 → WED 2022

1 Guest

3 Nights

EDIT ROOM

CANCELLATION POLICY

Choose Room Features

Room Total Summary 131.00 USD Avg/night + 70.03 USD Taxes and fees **463.03 USD** /week

RATE DETAILS

1 room(s) for 3 nights	Prices in USD
Sunday, July 31, 2022	131.00
Monday, August 1, 2022	131.00
Tuesday, August 2, 2022	131.00
<b>Total cash rate</b>	<b>393.00</b>
<b>State-Cost Recovery Fee</b>	<b>3.22</b>
<b>Estimated government taxes and fees</b>	<b>66.81</b>
<b>Total for stay in hotel's currency</b>	<b>463.03 USD</b>

**Lizeth Veliz** | Audit Accountant  
 Grants Compliance-Reporting-Audit  
 800 E. Overland, Room 406, El Paso, TX 79901  
 P. (915) 546 – 2040 ext. 4319 | F. (915) 546-8172  
[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)  
[Click Here for our Customer Service Survey](#)

From: Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
 Sent: Thursday, June 16, 2022 10:08 AM  
 To: Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
 Subject: RE: Travel Forms



Hello Ms. Lizeth,

Below is what you requested:

1. All they have is this regarding the training as the official schedule is not up yet:

## 40th Annual Election Law Seminar Exhibitors

### Seminar Schedule

#### Sunday, July 31, 2022

Early Registration 12:00 pm – 5:00 pm

Seminar Topics 2:00 pm – 5:00 pm

#### Monday, August 1, 2022

Registration 7:00 am – 5:00 pm

Seminar Topics 8:00 am – 5:00 pm

#### Tuesday, August 2, 2022

Registration 7:00 am – 5:00 pm

Seminar Topics 8:00 am – 5:00 pm

#### Wednesday, August 3, 2022

Registration 7:00 am – 5:00 pm

Seminar Topics 8:00 am – 5:00 pm

**\* Times are subject to change**

2. Below is the proof of registration cost:

## 40th Annual Election Law Seminar for County Election Officials-Event Information

All seminars are open to the public, are held in Austin, and there is a nominal registration fee to cover the cost of the seminar, breaks, and lunch. The seminars are educational presentations tailored to the audience as it relates to their election-related duties, and pursuant to the Texas Election Code.

### Early Bird Registration

- Registration Fee: \$275.00 per person
- Fee includes official programmed events and a link to all training material
- Payment must be postmarked or fax stamped **on or before July 1, 2022**
- Books and CDs will not be provided and will not be available for purchase

3. The cost of the rental will be under Manuel Garibay.

4. I would say for this time around, please pay the registration fee for everyone. Since the registration fee must be postmarked by July 1 and the checks wont be ready until June 27. I'm afraid they will pick up the checks late and mail the registration past the 1<sup>st</sup>.

Please let me know asap if you need any other information so the checks are not delayed.

Regards,

Melissa Soto | Elections Administration Coordinator



500 East San Antonio St. Rm #314  
El Paso, TX 79901  
☎ 915-546-2154 | Ext. 4470  
🌐 [www.epcountyvotes.com](http://www.epcountyvotes.com)

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**From:** Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
**Sent:** Thursday, June 16, 2022 7:58 AM  
**To:** Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
**Subject:** RE: Travel Forms

Good morning Melissa,

Please provide with the training agenda and proof of registration cost. Under which employee travel form will you be including the vehicle cost?

If it is best for the employee to pay for the registration please let me know so I can include it on the check instead of me sending a separate check to them.

Once all the back up is submitted and everything is reviewed, the checks could be ready on Monday Jun 27<sup>th</sup>.

Sincerely,

**Lizeth Veliz** | Audit Accountant  
Grants Compliance-Reporting-Audit  
800 E. Overland, Room 406, El Paso, TX 79901  
P. (915) 546 – 2040 ext. 4319 | F. (915) 546-8172  
[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)  
[Click Here for our Customer Service Survey](#)

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**From:** Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
**Sent:** Wednesday, June 15, 2022 6:38 PM  
**To:** Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
**Subject:** Travel Forms

Hello Ms. Lizeth,

Attached are travel forms for Lisa Wise, Brenda Negrete and Ruben Gamez. I am missing 4 more, which I will be sending to you shortly. Attached is the hotel and airline prices. Also, the registration is \$275. Will you be sending the payment so I can give you the address OR will you be having the employees' take care of this themselves.

I need a rental car and I emailed Andres Chavez. He has not given me the rental car information. I already did the travel forms without the rental car reservation, so once Andres sends it to me, I'll make an additional travel form to include the total.

Also inform me when the travel checks will be ready.

Thank you,

**Melissa Soto | Elections Administration Coordinator**



500 East San Antonio St. Rm #314  
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# Room 1: #87009423 - Room Assigned at Check-In, Guest room, 1 King or 2 Queen

ROOM DETAILS



IN → OUT

SUN → WED

**31** → **3**

JUL, 2022 → AUG, 2022

1 Guest

3 Nights

EDIT ROOM

CANCELLATION POLICY

Choose Room Features

Room Total Summary

131.00 USD Avg./night + 70.03 USD Taxes and fees

**463.03** USD Subtotal

RATE DETAILS

	Prices in USD
1 room(s) for 3 nights	
Sunday, July 31, 2022	131.00
Monday, August 1, 2022	131.00
Tuesday, August 2, 2022	131.00
<b>Total cash rate</b>	<b>393.00</b>
State Cost Recovery Fee	3.22
Estimated government taxes and fees	66.81
<b>Total for stay in hotel's currency</b>	<b>463.03 USD</b>

Sun 7/31 **ELP** → **AUS** 4 hr 25 min | 1 stop Wanna Get Away  
11:30 AM 4:55 PM **Only 3 left!**

Wed 8/3 **AUS** → **ELP** 1 hr 25 min | Nonstop Wanna Get Away  
4:05 PM 4:30 PM

Price per Passenger	<b>\$302.10</b>
Taxes and fees per Passenger	<b>\$60.86</b>
<b>Total per Passenger</b>	<b>\$362.96</b>
Passenger(s)	x1
<b>Flight total</b>	<b>\$362.96</b>
	or from \$36/mo* with <b>uplift</b> Learn more

Helpful Information:

- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards® points, your points balance may not immediately update in your account..

An experience you can count on.



No cancel<sup>1</sup> or change fees. Change your flight later without a fee. Fare difference may apply.



Each aircraft is equipped with HEPA air filters providing fresh, outdoor air every 2-3 minutes.

BAG FEE \*

SUBTOTAL

TAXES & FEES

**TRIP TOTAL**

**\$0.00**  
**\$302.10**  
**\$60.86**  
**\$362.96**

## ✈ Flight

Adult base fare	\$302.10
+ U.S. 9/11 Security Fee	\$11.20
+ U.S. Transportation Tax	\$22.66
+ U.S. Flight Segment Tax	\$13.50
+ U.S. Passenger Facility Chg	\$13.50

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Total per Passenger	\$362.96
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x1 Passenger

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<b>Flight total</b>	<b>\$362.96</b>
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## FY 2022 Per Diem Rates for Austin, Texas

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Austin	Travis	\$64	\$14	\$16	\$29	\$5	\$48.00

## FY 2022 Per Diem Rates for Austin, Texas

Max lodging by month (excluding taxes.)

Primary Destination	County	2021 Oct	Nov	Dec	2022 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Austin	Travis	\$158	\$140	\$140	\$140	\$161	\$161	\$161	\$161	\$161	\$131	\$131	\$158

# County of El Paso

## Travel and Training ADVANCE Request Form



NAME	RUBEN GAMEZ	DEPARTMENT	ELECTIONS	
EVENT	ELECTION LAW SEMINAR	DESTINATION	AUSTIN, TX	
DATES	7/31/2022	TO	8/3/2022	FUNDING SOURCE (Agenda Item Format)
				GELECH1920 -600000-600800-600811

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form			\$ <del>275.00</del>	275.00
TRANSPORTATION			\$ 362.96	362.96
GROUND TRANSPORTATION				0.00
GAS				0.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem			\$ 48.00	48.00
MEAL PER DIEM (EVENT DATES)			\$ <del>128.00</del> \$84	<del>128.00</del>
MEAL PER DIEM (RETURN) 75% of full per diem			\$ 48.00	48.00
LODGING			\$ 463.03	463.03
PARKING				0.00
OTHER			\$1005.99	0.00
<b>TOTALS:</b>	\$ -	\$ -	\$ <del>1,324.99</del>	\$1280.99 <del>\$1,324.99</del>

APPROVED

By Lizeth Veliz at 12:42 pm, Jun 22, 2022

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
	1-15-2022
DEPARTMENT HEAD SIGNATURE	DATE
	6/15/22

# 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.

<b>Employee &amp; Department Name</b>										
This Employee Training/Professional Certification Agreement is between Ruben Gamez, (hereafter "Employee") an employee of the Elections Department, and the County of El Paso, Texas.										
<b>Terms of Agreement</b>										
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 \$1,324.99 for:										
<input checked="" type="checkbox"/> Election Law Seminar Training located in Austin, TX ; 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.										
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><b>Range Scale:</b></td> <td><b>Employee Commitment to County Employment (post completion of training/certification):</b></td> </tr> <tr> <td>\$1,000 - \$1,999 spent:</td> <td>12 months</td> </tr> <tr> <td>\$2,000 - \$4,999 spent:</td> <td>24 months</td> </tr> <tr> <td>Above \$5,000 spent:</td> <td>36 months</td> </tr> </table>	<b>Range Scale:</b>	<b>Employee Commitment to County Employment (post completion of training/certification):</b>	\$1,000 - \$1,999 spent:	12 months	\$2,000 - \$4,999 spent:	24 months	Above \$5,000 spent:	36 months		
<b>Range Scale:</b>	<b>Employee Commitment to County Employment (post completion of training/certification):</b>									
\$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.										
<b>Signatures</b>										
In witness whereof, the parties execute this Agreement.										
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">THE COUNTY OF EL PASO:</td> <td style="width: 50%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;"><i>Ruben Gamez</i></td> <td style="border-bottom: 1px solid black; text-align: center;">6-15-2022</td> </tr> <tr> <td>Employee</td> <td>Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;"><i>LM</i></td> <td style="border-bottom: 1px solid black; text-align: center;">6/15/22</td> </tr> <tr> <td>Department Head</td> <td>Date</td> </tr> </table>	THE COUNTY OF EL PASO:		<i>Ruben Gamez</i>	6-15-2022	Employee	Date	<i>LM</i>	6/15/22	Department Head	Date
THE COUNTY OF EL PASO:										
<i>Ruben Gamez</i>	6-15-2022									
Employee	Date									
<i>LM</i>	6/15/22									
Department Head	Date									



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

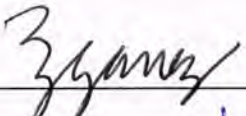
**THIS CHECKLIST IS REQUIRED FOR ALL TRAVEL SUBMISSIONS**

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.

- 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: Sunday, July 31 to Wednesday, Aug. 3, 2022 Purpose: Annual Election Law Seminar Destination: Austin, TX

Signature of Employee requesting funds:  Date: 6/15/2022

Signature of Department Head review:  Date: 6/15/22

El Paso County Travel Justification Form

**FORM A: County Funded Travel Disclosure Report**

Employee: RUBEN GAMEZ Signature: [Signature] Date: 6/15/2022  
Dept Head: LISA WISE Signature: [Signature] Date: 6/15/2022  
Dept : ELECTIONS Job Title: ELECTIONS SYS. AND TECH SPEC. SR  
Travel Funding Source:      County   X   Grant      Other

Will any funds be reimbursed by another entity? YES.

Travel Account No. GELECH1920 -600000-600800-600811 Balance Remaining for  
FY: \$9,645.00

Will posting travel details prior to travel jeopardize the safety of the traveler.      Yes   X   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:**

**FORM B: Non-County Funded Travel Disclosure Report\***

Name: RUBEN GAMEZ  
SPEC. SR.

Position Title: ELECTIONS SYS AND TECH

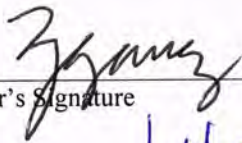
Location and dates of travel: AUSTIN, TEXAS

Purpose of travel: TO ATTEND THE ANNUAL ELECTION LAW SEMINAR.


Source(s) of Travel Funds: GELECH1920 -600000-600800-600811

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

Estimated Amount of Travel Expense(s): \$1,324.99

  
Traveler's Signature

6-15-2022  
Date

  
Department Head Signature

6/15/22  
Date

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

From: [Melissa Soto](#)  
 To: [Lizeth Veliz](#)  
 Subject: RE: Travel Forms - Hotel Name  
 Date: Wednesday, June 22, 2022 10:12:32 AM  
 Attachments: [image001.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image007.png](#)

Oh sorry, these are the hotels that they are staying in, and the one that I gave you the quote for is for the Renaissance:

**Hotel Reservations Open at 9:00 am Wednesday, June 8, 2022**

Host Hotel	Room Rates	Parking	Shuttle
<b>Renaissance Austin Hotel</b> 9721 Arboretum Blvd. Austin, TX 78759  <b>SOLD OUT</b>	Single/Double: \$131.00 per night Reservation Link: <a href="#">Renaissance Austin Hotel</a> Reservation Line: (800) 468-3571 Group Name: 40th Annual Election Law Seminar for County Election Officials (CEO)  *Rates good until: <b>July 11, 2022 or until Block is full</b>	Complimentary Self Parking	Complimentary Shuttle Service
Overflow Hotels	Room Rates	Parking	Shuttle
<b>HYATT Place-Arboretum</b> 3612 Tudor Blvd Austin, TX 78759  <b>SOLD OUT</b>	Single/Double: \$129.00 per night Reservation Link: <a href="#">Hyatt Place Arboretum</a> Reservation Line: (877) 242-3654 Group Code: G-ELS2 Group Name: SOS 40th Annual Election Law Seminar  *Rates good until Saturday: <b>July 16</b>	Complimentary Self Parking	Complimentary Shuttle Service  Call for Reservations

Melissa Soto | Elections Administration Coordinator



500 East San Antonio St. Rm #314  
 El Paso, TX 79901  
 ☎ 915-546-2154 | Ext. 4470  
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From: Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
 Sent: Wednesday, June 22, 2022 9:46 AM  
 To: Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
 Subject: RE: Travel Forms - Hotel Name

Hi Melissa,

What is the hotel name or web link? I am not able to find it from what was sent to me.

**Room 1: #87009423 - Room Assigned at Check-In, Guest room, 1 King or 2 Queen** ROOM DETAILS

IN → OUT

SUN → WED

**31** → **3**

SUN 2022 → WED 2022

1 Guest

3 Nights

EDIT ROOM

CANCELLATION POLICY

Choose Room Features

Room Total Summary 463.03 USD /night

131.00 USD Avg/night + 70.03 USD Taxes and fees

RATE DETAILS

1 room(s) for 3 nights	Prices in USD
Sunday, July 31, 2022	131.00
Monday, August 1, 2022	131.00
Tuesday, August 2, 2022	131.00
<b>Total cash rate</b>	<b>393.00</b>
State Cost Recovery Fee	3.22
Estimated government taxes and fees	66.81
<b>Total for stay in hotel's currency</b>	<b>463.03 USD</b>

**Lizeth Veliz** | Audit Accountant  
 Grants Compliance-Reporting-Audit  
 800 E. Overland, Room 406, El Paso, TX 79901  
 P. (915) 546 – 2040 ext. 4319 | F. (915) 546-8172  
[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)  
[Click Here for our Customer Service Survey](#)

From: Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
 Sent: Thursday, June 16, 2022 10:08 AM  
 To: Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
 Subject: RE: Travel Forms

Hello Ms. Lizeth,

Below is what you requested:

1. All they have is this regarding the training as the official schedule is not up yet:

## 40th Annual Election Law Seminar Exhibitors

### Seminar Schedule

#### Sunday, July 31, 2022

Early Registration 12:00 pm – 5:00 pm

Seminar Topics 2:00 pm – 5:00 pm

#### Monday, August 1, 2022

Registration 7:00 am – 5:00 pm

Seminar Topics 8:00 am – 5:00 pm

#### Tuesday, August 2, 2022

Registration 7:00 am – 5:00 pm

Seminar Topics 8:00 am – 5:00 pm

#### Wednesday, August 3, 2022

Registration 7:00 am – 5:00 pm

Seminar Topics 8:00 am – 5:00 pm

**\* Times are subject to change**

2. Below is the proof of registration cost:

## 40th Annual Election Law Seminar for County Election Officials-Event Information

All seminars are open to the public, are held in Austin, and there is a nominal registration fee to cover the cost of the seminar, breaks, and lunch. The seminars are educational presentations tailored to the audience as it relates to their election-related duties, and pursuant to the Texas Election Code.

### Early Bird Registration

- Registration Fee: \$275.00 per person
- Fee includes official programmed events and a link to all training material
- Payment must be postmarked or fax stamped **on or before July 1, 2022**
- Books and CDs will not be provided and will not be available for purchase

3. The cost of the rental will be under Manuel Garibay.

4. I would say for this time around, please pay the registration fee for everyone. Since the registration fee must be postmarked by July 1 and the checks wont be ready until June 27. I'm afraid they will pick up the checks late and mail the registration past the 1<sup>st</sup>.

Please let me know asap if you need any other information so the checks are not delayed.

Regards,

Melissa Soto | Elections Administration Coordinator



500 East San Antonio St. Rm #314  
El Paso, TX 79901  
☎ 915-546-2154 | Ext. 4470  
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**From:** Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
**Sent:** Thursday, June 16, 2022 7:58 AM  
**To:** Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
**Subject:** RE: Travel Forms

Good morning Melissa,

Please provide with the training agenda and proof of registration cost. Under which employee travel form will you be including the vehicle cost?

If it is best for the employee to pay for the registration please let me know so I can include it on the check instead of me sending a separate check to them.

Once all the back up is submitted and everything is reviewed, the checks could be ready on Monday Jun 27<sup>th</sup>.

Sincerely,

**Lizeth Veliz** | Audit Accountant  
Grants Compliance-Reporting-Audit  
800 E. Overland, Room 406, El Paso, TX 79901  
P. (915) 546 – 2040 ext. 4319 | F. (915) 546-8172  
[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)  
[Click Here for our Customer Service Survey](#)

---

**From:** Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
**Sent:** Wednesday, June 15, 2022 6:38 PM  
**To:** Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
**Subject:** Travel Forms

Hello Ms. Lizeth,

Attached are travel forms for Lisa Wise, Brenda Negrete and Ruben Gamez. I am missing 4 more, which I will be sending to you shortly. Attached is the hotel and airline prices. Also, the registration is \$275. Will you be sending the payment so I can give you the address OR will you be having the employees' take care of this themselves.

I need a rental car and I emailed Andres Chavez. He has not given me the rental car information. I already did the travel forms without the rental car reservation, so once Andres sends it to me, I'll make an additional travel form to include the total.

Also inform me when the travel checks will be ready.

Thank you,

**Melissa Soto | Elections Administration Coordinator**



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# Room 1: #87009423 - Room Assigned at Check-In, Guest room, 1 King or 2 Queen

ROOM DETAILS



IN SUN <b>31</b> JUL, 2022	→	OUT WED <b>3</b> AUG, 2022	1 Guest
			3 Nights

EDIT ROOM

CANCELLATION POLICY

Choose Room Features

Room Total Summary

131.00 USD Avg./night + 70.03 USD Taxes and fees

463.03 USD Subtotal

RATE DETAILS

	Prices in USD
1 room(s) for 3 nights	
Sunday, July 31, 2022	131.00
Monday, August 1, 2022	131.00
Tuesday, August 2, 2022	131.00
<b>Total cash rate</b>	<b>393.00</b>
State Cost Recovery Fee	3.22
Estimated government taxes and fees	66.81
<b>Total for stay in hotel's currency</b>	<b>463.03 USD</b>

	Sun 7/31	ELP → AUS	4 hr 25 min	1 stop	Wanna Get Away
		11:30 AM 4:55 PM			Only 3 left!
	Wed 8/3	AUS → ELP	1 hr 25 min	Nonstop	Wanna Get Away
		4:05 PM 4:30 PM			

Price per Passenger	\$302.10
Taxes and fees per Passenger	\$60.86
<b>Total per Passenger</b>	<b>\$362.96</b>
Passenger(s)	x1
<b>Flight total</b>	<b>\$362.96</b>
	or from \$36/mo* with uplift Learn more

Helpful Information:

- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards® points, your points balance may not immediately update in your account..

An experience you can count on.



No cancel<sup>1</sup> or change fees. Change your flight later without a fee. Fare difference may apply.



Each aircraft is equipped with HEPA air filters providing fresh, outdoor air every 2-3 minutes.

BAG FEE \*

SUBTOTAL

TAXES & FEES

TRIP TOTAL

\$0.00  
\$302.10  
\$60.86  
**\$362.96**

## ✈ Flight

Adult base fare	\$302.10
+ U.S. 9/11 Security Fee	\$11.20
+ U.S. Transportation Tax	\$22.66
+ U.S. Flight Segment Tax	\$13.50
+ U.S. Passenger Facility Chg	\$13.50

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Total per Passenger	\$362.96
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x1 Passenger

---

<b>Flight total</b>	<b>\$362.96</b>
---------------------	-----------------

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## FY 2022 Per Diem Rates for Austin, Texas

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Austin	Travis	\$64	\$14	\$16	\$29	\$5	\$48.00

## FY 2022 Per Diem Rates for Austin, Texas

Max lodging by month (excluding taxes.)

Primary Destination	County	2021 Oct	Nov	Dec	2022 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Austin	Travis	\$158	\$140	\$140	\$140	\$161	\$161	\$161	\$161	\$161	\$131	\$131	\$158

# County of El Paso Travel and Training ADVANCE Request Form



NAME	VANESSA SEPEDA	DEPARTMENT	ELECTIONS	
EVENT	ELECTION LAW SEMINAR	DESTINATION	AUSTIN, TX	
DATES	7/31/2022	TO	8/3/2022	FUNDING SOURCE (Agenda Item Format) GELECH1920 -600000-600800-600811

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form	275		\$ <del>275.00</del>	275.00
TRANSPORTATION			\$ 362.96	362.96
GROUND TRANSPORTATION				0.00
GAS				0.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem			\$ 48.00	48.00
MEAL PER DIEM (EVENT DATES)			\$ <del>128.00</del> <sup>84</sup>	<del>128.00</del>
MEAL PER DIEM (RETURN) 75% of full per diem			\$ 48.00	48.00
LODGING			\$ 463.03	463.03
PARKING				0.00
OTHER				0.00
			\$1005.99	\$1280.99
<b>TOTALS:</b>	\$ 275 -	\$ -	\$ <del>1,324.99</del>	<del>\$1,324.99</del>

APPROVED

By Lizeth Veliz at 12:49 pm, Jun 22, 2022

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	<i>V Sepeda</i>	DATE	6/16/2022
DEPARTMENT HEAD SIGNATURE	<i>LM</i>	DATE	6/15/22



**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: Sunday, July 31 to Wednesday, Aug. 3, 2022 Purpose: Annual Election Law Seminar Destination: Austin, TX

Signature of Employee requesting funds: *W Sepeda* Date: 6/16/2022

Signature of Department Head review: *W* Date: 6/15/22

El Paso County Travel Justification Form

**FORM A: County Funded Travel Disclosure Report**

Employee: VANESSA SEPEDA Signature: *V Sepeda* Date: 6/15/2022  
Dept Head: LISA WISE Signature: *LW* Date: 6/15/2022  
Dept : ELECTIONS Job Title: ELECTIONS GENERALIST INTERMED.  
Travel Funding Source: \_\_\_\_\_ County X Grant \_\_\_\_\_ Other

Will any funds be reimbursed by another entity? YES.

Travel Account No. GELECH1920 -600000-600800-600811 Balance Remaining for  
FY: \$9,645.00

Will posting travel details prior to travel jeopardize the safety of the traveler. \_\_\_\_\_ Yes X 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:** \_\_\_\_\_

**FORM B: Non-County Funded Travel Disclosure Report\***

Name: VANESSA SEPEDA  
GENERALIST INTERMEDIATE

Position Title: ELECTIONS

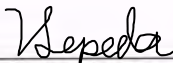
Location and dates of travel: AUSTIN, TEXAS

Purpose of travel: TO ATTEND THE ANNUAL ELECTION LAW SEMINAR.

Source(s) of Travel Funds: GELECH1920 -600000-600800-600811

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

Estimated Amount of Travel Expense(s): \$1,324.99

  
Traveler's Signature

6/16/2022  
Date

  
Department Head Signature

6/15/22  
Date

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

From: [Melissa Soto](#)  
 To: [Lizeth Veliz](#)  
 Subject: RE: Travel Forms - Hotel Name  
 Date: Wednesday, June 22, 2022 10:12:32 AM  
 Attachments: [image001.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image007.png](#)

Oh sorry, these are the hotels that they are staying in, and the one that I gave you the quote for is for the Renaissance:

**Hotel Reservations Open at 9:00 am Wednesday, June 8, 2022**

Host Hotel	Room Rates	Parking	Shuttle
<b>Renaissance Austin Hotel</b> 9721 Arboretum Blvd. Austin, TX 78759  <b>SOLD OUT</b>	Single/Double: \$131.00 per night Reservation Link: <a href="#">Renaissance Austin Hotel</a> Reservation Line: (800) 468-3571 Group Name: 40th Annual Election Law Seminar for County Election Officials (CEO)  *Rates good until: <b>July 11, 2022 or until Block is full</b>	Complimentary Self Parking	Complimentary Shuttle Service
Overflow Hotels	Room Rates	Parking	Shuttle
<b>HYATT Place-Arboretum</b> 3612 Tudor Blvd Austin, TX 78759  <b>SOLD OUT</b>	Single/Double: \$129.00 per night Reservation Link: <a href="#">Hyatt Place Arboretum</a> Reservation Line: (877) 242-3654 Group Code: G-ELS2 Group Name: SOS 40th Annual Election Law Seminar  *Rates good until Saturday: <b>July 16</b>	Complimentary Self Parking	Complimentary Shuttle Service  Call for Reservations

Melissa Soto | Elections Administration Coordinator



500 East San Antonio St. Rm #314  
 El Paso, TX 79901  
 ☎ 915-546-2154 | Ext. 4470  
 🌐 [www.epcountyvotes.com](http://www.epcountyvotes.com)

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From: Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
 Sent: Wednesday, June 22, 2022 9:46 AM  
 To: Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
 Subject: RE: Travel Forms - Hotel Name

Hi Melissa,

What is the hotel name or web link? I am not able to find it from what was sent to me.

**Room 1: #87009423 - Room Assigned at Check-In, Guest room, 1 King or 2 Queen** ROOM DETAILS

IN: SUN 31 JUL 2022 → OUT: WED 3 AUG 2022

1 Guest, 3 Nights

[EDIT ROOM](#)

CANCELLATION POLICY

Choose Room Features

Room Total Summary: 131.00 USD Avg/night + 70.03 USD Taxes and fees = **463.03 USD /weekend**

DATE DETAILS	Prices in USD
1 room(s) for 3 nights	
Sunday, July 31, 2022	131.00
Monday, August 1, 2022	131.00
Tuesday, August 2, 2022	131.00
Total cash rate	393.00
State Cost Recovery Fee	3.22
Estimated government taxes and fees	66.81
<b>Total for stay in hotel's currency</b>	<b>463.03 USD</b>

**Lizeth Veliz** | Audit Accountant  
 Grants Compliance-Reporting-Audit  
 800 E. Overland, Room 406, El Paso, TX 79901  
 P. (915) 546 – 2040 ext. 4319 | F. (915) 546-8172  
[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)  
[Click Here for our Customer Service Survey](#)

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Hello Ms. Lizeth,

Below is what you requested:

1. All they have is this regarding the training as the official schedule is not up yet:

## 40th Annual Election Law Seminar Exhibitors

### Seminar Schedule

#### Sunday, July 31, 2022

Early Registration 12:00 pm – 5:00 pm

Seminar Topics 2:00 pm – 5:00 pm

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Registration 7:00 am – 5:00 pm

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Registration 7:00 am – 5:00 pm

Seminar Topics 8:00 am – 5:00 pm

**\* Times are subject to change**

2. Below is the proof of registration cost:

## 40th Annual Election Law Seminar for County Election Officials-Event Information

All seminars are open to the public, are held in Austin, and there is a nominal registration fee to cover the cost of the seminar, breaks, and lunch. The seminars are educational presentations tailored to the audience as it relates to their election-related duties, and pursuant to the Texas Election Code.

### Early Bird Registration

- Registration Fee: \$275.00 per person
- Fee includes official programmed events and a link to all training material
- Payment must be postmarked or fax stamped **on or before July 1, 2022**
- Books and CDs will not be provided and will not be available for purchase

3. The cost of the rental will be under Manuel Garibay.

4. I would say for this time around, please pay the registration fee for everyone. Since the registration fee must be postmarked by July 1 and the checks wont be ready until June 27. I'm afraid they will pick up the checks late and mail the registration past the 1<sup>st</sup>.

Please let me know asap if you need any other information so the checks are not delayed.

Regards,

Melissa Soto | Elections Administration Coordinator



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El Paso, TX 79901  
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---

**From:** Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
**Sent:** Thursday, June 16, 2022 7:58 AM  
**To:** Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
**Subject:** RE: Travel Forms

Good morning Melissa,

Please provide with the training agenda and proof of registration cost. Under which employee travel form will you be including the vehicle cost?

If it is best for the employee to pay for the registration please let me know so I can include it on the check instead of me sending a separate check to them.

Once all the back up is submitted and everything is reviewed, the checks could be ready on Monday Jun 27<sup>th</sup>.

Sincerely,

**Lizeth Veliz** | Audit Accountant  
Grants Compliance-Reporting-Audit  
800 E. Overland, Room 406, El Paso, TX 79901  
P. (915) 546 – 2040 ext. 4319 | F. (915) 546-8172  
[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)  
[Click Here for our Customer Service Survey](#)

---

**From:** Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
**Sent:** Wednesday, June 15, 2022 6:38 PM  
**To:** Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
**Subject:** Travel Forms

Hello Ms. Lizeth,

Attached are travel forms for Lisa Wise, Brenda Negrete and Ruben Gamez. I am missing 4 more, which I will be sending to you shortly. Attached is the hotel and airline prices. Also, the registration is \$275. Will you be sending the payment so I can give you the address OR will you be having the employees' take care of this themselves.

I need a rental car and I emailed Andres Chavez. He has not given me the rental car information. I already did the travel forms without the rental car reservation, so once Andres sends it to me, I'll make an additional travel form to include the total.

Also inform me when the travel checks will be ready.

Thank you,

**Melissa Soto | Elections Administration Coordinator**



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ROOM DETAILS



IN: SUN 31 JUL, 2022 → OUT: WED 3 AUG, 2022

1 Guest  
3 Nights

EDIT ROOM

CANCELLATION POLICY

Choose Room Features

Room Total Summary

131.00 USD Avg./night + 70.03 USD Taxes and fees

463.03 USD Subtotal

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**Sun 7/31** ELP → AUS | 4 hr 25 min | 1 stop | Wanna Get Away  
11:30 AM 4:55 PM  
Only 3 left!

**Wed 8/3** AUS → ELP | 1 hr 25 min | Nonstop | Wanna Get Away  
4:05 PM 4:30 PM

Price per Passenger	\$302.10
Taxes and fees per Passenger	\$60.86
<b>Total per Passenger</b>	<b>\$362.96</b>
Passenger(s)	x1
<b>Flight total</b>	<b>\$362.96</b>
	or from \$36/mo* with uplift Learn more

Helpful Information:

- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards® points, your points balance may not immediately update in your account..

An experience you can count on.



No cancel<sup>1</sup> or change fees. Change your flight later without a fee. Fare difference may apply.



Each aircraft is equipped with HEPA air filters providing fresh, outdoor air every 2-3 minutes.

BAG FEE \*

SUBTOTAL

TAXES & FEES

TRIP TOTAL

\$0.00  
\$302.10  
\$60.86  
**\$362.96**

## ✈ Flight

Adult base fare	\$302.10
+ U.S. 9/11 Security Fee	\$11.20
+ U.S. Transportation Tax	\$22.66
+ U.S. Flight Segment Tax	\$13.50
+ U.S. Passenger Facility Chg	\$13.50

---

Total per Passenger	\$362.96
---------------------	----------

x1 Passenger

---

<b>Flight total</b>	<b>\$362.96</b>
---------------------	-----------------

---

# FY 2022 Per Diem Rates for Austin, Texas

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Austin	Travis	\$64	\$14	\$16	\$29	\$5	\$48.00

## FY 2022 Per Diem Rates for Austin, Texas

Max lodging by month (excluding taxes.)

Primary Destination	County	2021 Oct	Nov	Dec	2022 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Austin	Travis	\$158	\$140	\$140	\$140	\$161	\$161	\$161	\$161	\$161	\$131	\$131	\$158

# County of El Paso Travel and Training ADVANCE Request Form



NAME	LISA WISE	DEPARTMENT	ELECTIONS	
EVENT	ELECTION LAW SEMINAR	DESTINATION	AUSTIN, TX	
DATES	7/31/2022	TO	8/3/2022	FUNDING SOURCE (Agenda Item Format) GELECH1920 -600000-600800-600811

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form	\$275		\$ <del>275.00</del>	275.00
TRANSPORTATION			\$ 362.96	362.96
GROUND TRANSPORTATION				0.00
GAS				0.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem			\$ 48.00	48.00
MEAL PER DIEM (EVENT DATES)			\$ <sup>\$84</sup> <del>128.00</del>	128.00
MEAL PER DIEM (RETURN) 75% of full per diem			\$ 48.00	48.00
LODGING			\$ 463.03	463.03
PARKING				0.00
OTHER				0.00
<b>TOTALS:</b>	\$ 275 -	\$ -	\$ <sup>\$1,005.99</sup> <del>1,324.99</del>	\$1,280.99 <del>\$1,324.99</del>

**APPROVED**  
By Lizeth Veliz at 11:46 am, Jun 22, 2022

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
	6/15/22
DEPARTMENT HEAD SIGNATURE	DATE
	6/15/22

# 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.

<b>Employee &amp; Department Name</b>										
This Employee Training/Professional Certification Agreement is between Lisa Wise , (hereafter "Employee") an employee of the Elections Department, and the County of El Paso, Texas.										
<b>Terms of Agreement</b>										
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 \$1,324.99 for:										
<input checked="" type="checkbox"/> Election Law Seminar Training located in Austin, TX ; 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.										
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"><b>Range Scale:</b></td> <td><b>Employee Commitment to County Employment (post completion of training/certification):</b></td> </tr> <tr> <td>\$1,000 - \$1,999 spent:</td> <td>12 months</td> </tr> <tr> <td>\$2,000 - \$4,999 spent:</td> <td>24 months</td> </tr> <tr> <td>Above \$5,000 spent:</td> <td>36 months</td> </tr> </table>	<b>Range Scale:</b>	<b>Employee Commitment to County Employment (post completion of training/certification):</b>	\$1,000 - \$1,999 spent:	12 months	\$2,000 - \$4,999 spent:	24 months	Above \$5,000 spent:	36 months		
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\$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.										
<b>Signatures</b>										
In witness whereof, the parties execute this Agreement.										
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">THE COUNTY OF EL PASO</td> <td></td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;"> </td> <td style="border-top: 1px solid black; text-align: center;"> </td> </tr> <tr> <td>Employee</td> <td>Date</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;"> </td> <td style="border-top: 1px solid black; text-align: center;"> </td> </tr> <tr> <td>Department Head</td> <td>Date</td> </tr> </table>	THE COUNTY OF EL PASO				Employee	Date			Department Head	Date
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.

- 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: Sunday, July 31 to Wednesday, Aug. 3, 2022 Purpose: Annual Election Law Seminar Destination: Austin, TX

Signature of Employee requesting funds:  Date: 6/15/22

Signature of Department Head review:  Date: 6/15/22

El Paso County Travel Justification Form

**FORM A: County Funded Travel Disclosure Report**

Employee: LISA WISE Signature: [Signature] Date: 6/15/2022  
Dept Head: LISA WISE Signature: [Signature] Date: 6/15/2022  
Dept : ELECTIONS Job Title: ELECTIONS ADMINISTRATOR  
Travel Funding Source: \_\_\_\_\_ County X Grant \_\_\_\_\_ Other

Will any funds be reimbursed by another entity? YES.

Travel Account No. GELECH1920 -600000-600800-600811 Balance Remaining for  
FY: \$9,645.00

Will posting travel details prior to travel jeopardize the safety of the traveler. \_\_\_\_\_ Yes X 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:** \_\_\_\_\_

**FORM B: Non-County Funded Travel Disclosure Report\***

Name: LISA WISE

Position Title: ELECTIONS ADMINISTRATOR


Location and dates of travel: AUSTIN, TEXAS

Purpose of travel: TO ATTEND THE ANNUAL ELECTION LAW SEMINAR.

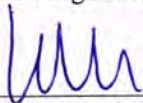
Source(s) of Travel Funds: GELECH1920 -600000-600800-600811

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

Estimated Amount of Travel Expense(s): \$1,324.99

  
\_\_\_\_\_  
Traveler's Signature

6/15/22  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Department Head Signature

6/15/22  
\_\_\_\_\_  
Date

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

From: [Melissa Soto](#)  
 To: [Lizeth Veliz](#)  
 Subject: RE: Travel Forms - Hotel Name  
 Date: Wednesday, June 22, 2022 10:12:32 AM  
 Attachments: [image001.png](#)  
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Oh sorry, these are the hotels that they are staying in, and the one that I gave you the quote for is for the Renaissance:

**Hotel Reservations Open at 9:00 am Wednesday, June 8, 2022**

Host Hotel	Room Rates	Parking	Shuttle
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Overflow Hotels	Room Rates	Parking	Shuttle
<b>HYATT Place-Arboretum</b> 3612 Tudor Blvd Austin, TX 78759  <b>SOLD OUT</b>	Single/Double: \$129.00 per night Reservation Link: <a href="#">Hyatt Place Arboretum</a> Reservation Line: (877) 242-3654 Group Code: G-ELS2 Group Name: SOS 40th Annual Election Law Seminar  *Rates good until Saturday: <b>July 16</b>	Complimentary Self Parking	Complimentary Shuttle Service  Call for Reservations

Melissa Soto | Elections Administration Coordinator



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Hi Melissa,

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**Room 1: #87009423 - Room Assigned at Check-In, Guest room, 1 King or 2 Queen** ROOM DETAILS

IN → OUT

SUN → WED

**31** → **3**

SUN, 2022 → WED, 2022

1 Guest

3 Nights

EDIT ROOM

CANCELLATION POLICY

Choose Room Features

Room Total Summary 463.03 USD /night

131.00 USD Avg/night + 70.03 USD Taxes and Fees

RATE DETAILS

1 room(s) for 3 nights	Prices in USD
Sunday, July 31, 2022	131.00
Monday, August 1, 2022	131.00
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<b>Total cash rate</b>	<b>393.00</b>
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**Lizeth Veliz** | Audit Accountant  
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 800 E. Overland, Room 406, El Paso, TX 79901  
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### Seminar Schedule

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Seminar Topics 2:00 pm – 5:00 pm

#### Monday, August 1, 2022

Registration 7:00 am – 5:00 pm

Seminar Topics 8:00 am – 5:00 pm

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Registration 7:00 am – 5:00 pm

Seminar Topics 8:00 am – 5:00 pm

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Seminar Topics 8:00 am – 5:00 pm

**\* Times are subject to change**

2. Below is the proof of registration cost:

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All seminars are open to the public, are held in Austin, and there is a nominal registration fee to cover the cost of the seminar, breaks, and lunch. The seminars are educational presentations tailored to the audience as it relates to their election-related duties, and pursuant to the Texas Election Code.

### Early Bird Registration

- Registration Fee: \$275.00 per person
- Fee includes official programmed events and a link to all training material
- Payment must be postmarked or fax stamped **on or before July 1, 2022**
- Books and CDs will not be provided and will not be available for purchase

3. The cost of the rental will be under Manuel Garibay.

4. I would say for this time around, please pay the registration fee for everyone. Since the registration fee must be postmarked by July 1 and the checks wont be ready until June 27. I'm afraid they will pick up the checks late and mail the registration past the 1<sup>st</sup>.

Please let me know asap if you need any other information so the checks are not delayed.

Regards,

Melissa Soto | Elections Administration Coordinator



500 East San Antonio St. Rm #314  
El Paso, TX 79901  
☎ 915-546-2154 | Ext. 4470  
🌐 [www.epcountyvotes.com](http://www.epcountyvotes.com)

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---

**From:** Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
**Sent:** Thursday, June 16, 2022 7:58 AM  
**To:** Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
**Subject:** RE: Travel Forms

Good morning Melissa,

Please provide with the training agenda and proof of registration cost. Under which employee travel form will you be including the vehicle cost?

If it is best for the employee to pay for the registration please let me know so I can include it on the check instead of me sending a separate check to them.

Once all the back up is submitted and everything is reviewed, the checks could be ready on Monday Jun 27<sup>th</sup>.

Sincerely,

**Lizeth Veliz** | Audit Accountant  
Grants Compliance-Reporting-Audit  
800 E. Overland, Room 406, El Paso, TX 79901  
P. (915) 546 – 2040 ext. 4319 | F. (915) 546-8172  
[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)  
[Click Here for our Customer Service Survey](#)

---

**From:** Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
**Sent:** Wednesday, June 15, 2022 6:38 PM  
**To:** Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
**Subject:** Travel Forms

Hello Ms. Lizeth,

Attached are travel forms for Lisa Wise, Brenda Negrete and Ruben Gamez. I am missing 4 more, which I will be sending to you shortly. Attached is the hotel and airline prices. Also, the registration is \$275. Will you be sending the payment so I can give you the address OR will you be having the employees' take care of this themselves.

I need a rental car and I emailed Andres Chavez. He has not given me the rental car information. I already did the travel forms without the rental car reservation, so once Andres sends it to me, I'll make an additional travel form to include the total.

Also inform me when the travel checks will be ready.

Thank you,

**Melissa Soto | Elections Administration Coordinator**



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# Room 1: #87009423 - Room Assigned at Check-In, Guest room, 1 King or 2 Queen

ROOM DETAILS



IN	OUT	1 Guest 3 Nights
SUN	WED	
<b>31</b>	<b>3</b>	
JUL, 2022	AUG, 2022	

EDIT ROOM

CANCELLATION POLICY

Choose Room Features

Room Total Summary

131.00 USD Avg./night + 70.03 USD Taxes and fees

463.03 USD Subtotal

RATE DETAILS

	Prices in USD
1 room(s) for 3 nights	
Sunday, July 31, 2022	131.00
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Tuesday, August 2, 2022	131.00
<b>Total cash rate</b>	<b>393.00</b>
State Cost Recovery Fee	3.22
Estimated government taxes and fees	66.81
<b>Total for stay in hotel's currency</b>	<b>463.03 USD</b>

	Sun 7/31	ELP → AUS	4 hr 25 min	1 stop	Wanna Get Away
		11:30 AM 4:55 PM			Only 3 left!
	Wed 8/3	AUS → ELP	1 hr 25 min	Nonstop	Wanna Get Away
		4:05 PM 4:30 PM			

Price per Passenger	\$302.10
Taxes and fees per Passenger	\$60.86
<b>Total per Passenger</b>	<b>\$362.96</b>
Passenger(s)	x1
<b>Flight total</b>	<b>\$362.96</b>
	or from \$36/mo* with uplift Learn more

Helpful Information:

- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards® points, your points balance may not immediately update in your account..

An experience you can count on.



No cancel<sup>1</sup> or change fees. Change your flight later without a fee. Fare difference may apply.



Each aircraft is equipped with HEPA air filters providing fresh, outdoor air every 2-3 minutes.

BAG FEE \*

SUBTOTAL

TAXES & FEES

TRIP TOTAL

\$0.00  
\$302.10  
\$60.86  
**\$362.96**

## ✈ Flight

Adult base fare	\$302.10
+ U.S. 9/11 Security Fee	\$11.20
+ U.S. Transportation Tax	\$22.66
+ U.S. Flight Segment Tax	\$13.50
+ U.S. Passenger Facility Chg	\$13.50

---

Total per Passenger	\$362.96
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x1 Passenger

---

<b>Flight total</b>	<b>\$362.96</b>
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# FY 2022 Per Diem Rates for Austin, Texas

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Austin	Travis	\$64	\$14	\$16	\$29	\$5	\$48.00

## FY 2022 Per Diem Rates for Austin, Texas

Max lodging by month (excluding taxes.)

Primary Destination	County	2021 Oct	Nov	Dec	2022 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Austin	Travis	\$158	\$140	\$140	\$140	\$161	\$161	\$161	\$161	\$161	\$131	\$131	\$158

# County of El Paso Travel and Training ADVANCE Request Form



NAME	BRENDA NEGRETE	DEPARTMENT	ELECTIONS	
EVENT	ELECTION LAW SEMINAR	DESTINATION	AUSTIN, TX	
DATES	7/31/2022	TO	8/3/2022	FUNDING SOURCE (Agenda Item Format)
				GELECH1920 -600000-600800-600811

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form	\$275		\$ <del>275.00</del>	275.00
TRANSPORTATION			\$ 362.96	362.96
GROUND TRANSPORTATION				0.00
GAS				0.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem			\$ 48.00	48.00
MEAL PER DIEM (EVENT DATES)			\$ <sup>\$84</sup> <del>128.00</del>	<del>128.00</del>
MEAL PER DIEM (RETURN) 75% of full per diem			\$ 48.00	48.00
LODGING			\$ 463.03	463.03
PARKING				0.00
OTHER				0.00
<b>TOTALS:</b>	\$ <sup>275</sup> -	\$ -	\$ 1,005.99 <del>1,324.99</del>	\$ 1280.99 <del>1,324.99</del>

APPROVED

By Lizeth Veliz at 11:48 am, Jun 22, 2022

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	<i>Brenda Negrete</i>	DATE	6/15/2022
DEPARTMENT HEAD SIGNATURE	<i>W. Veliz</i>	DATE	6/15/22

# 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 Brenda Negrete, (hereafter "Employee") an employee of the Elections 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 \$1,324.99 for:

- Election Law Seminar Training located in Austin, TX ; 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:

<u>Brenda Negrete</u> Employee	<u>6/15/2022</u> Date
<u>WM</u> Department Head	<u>6/15/22</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.

- 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: Sunday, July 31 to Wednesday, Aug. 3, 2022 Purpose: Annual Election Law Seminar Destination: Austin, TX

Signature of Employee requesting funds: Brenda Negrete Date: 10/15/2022  
Signature of Department Head review: WM Date: 6/15/22

El Paso County Travel Justification Form

**FORM A: County Funded Travel Disclosure Report**

Employee: BRENDA NEGRETE Signature: Brenda Negrete Date: 6/15/2022  
Dept Head: LISA WISE Signature: LW Date: 6/15/2022  
Dept : ELECTIONS Job Title: ELECTIONS GENERALIST

INTERMEDIATE

Travel Funding Source: \_\_\_\_\_ County  Grant \_\_\_\_\_ Other

Will any funds be reimbursed by another entity? YES.

Travel Account No. GELECH1920 -600000-600800-600811 Balance Remaining for  
FY: \$9,645.00

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:** \_\_\_\_\_

**FORM B: Non-County Funded Travel Disclosure Report\***

Name: BRENDA NEGRETE  
GENERALIST INTERMEDIATE

Position Title: ELECTIONS

Location and dates of travel: AUSTIN, TEXAS

Purpose of travel: TO ATTEND THE ANNUAL ELECTION LAW SEMINAR.

Source(s) of Travel Funds: GELECH1920 -600000-600800-600811

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

Estimated Amount of Travel Expense(s): \$1,324.99

Brenda Negrete  
Traveler's Signature

6/15/2022  
Date

\_\_\_\_\_  
Department Head Signature

6/15/22  
Date

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

# Room 1: #87009423 - Room Assigned at Check-In, Guest room, 1 King or 2 Queen

ROOM DETAILS



IN	OUT	1 Guest 3 Nights
SUN	WED	
<b>31</b>	<b>3</b>	
JUL, 2022	AUG, 2022	

EDIT ROOM

CANCELLATION POLICY

Choose Room Features

Room Total Summary

131.00 USD Avg./night + 70.03 USD Taxes and fees

463.03 USD Subtotal

RATE DETAILS

	Prices in USD
1 room(s) for 3 nights	
Sunday, July 31, 2022	131.00
Monday, August 1, 2022	131.00
Tuesday, August 2, 2022	131.00
<b>Total cash rate</b>	<b>393.00</b>
State Cost Recovery Fee	3.22
Estimated government taxes and fees	66.81
<b>Total for stay in hotel's currency</b>	<b>463.03 USD</b>

	Sun 7/31	ELP → AUS	4 hr 25 min	1 stop	Wanna Get Away
		11:30 AM 4:55 PM			Only 3 left!
	Wed 8/3	AUS → ELP	1 hr 25 min	Nonstop	Wanna Get Away
		4:05 PM 4:30 PM			

Price per Passenger	\$302.10
Taxes and fees per Passenger	\$60.86
<b>Total per Passenger</b>	<b>\$362.96</b>
Passenger(s)	x1
<b>Flight total</b>	<b>\$362.96</b>
	or from \$36/mo* with uplift Learn more

Helpful Information:

- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards® points, your points balance may not immediately update in your account..

An experience you can count on.



No cancel<sup>1</sup> or change fees. Change your flight later without a fee. Fare difference may apply.



Each aircraft is equipped with HEPA air filters providing fresh, outdoor air every 2-3 minutes.

BAG FEE \*

SUBTOTAL

TAXES & FEES

TRIP TOTAL

\$0.00  
\$302.10  
\$60.86  
**\$362.96**



## ✈ Flight

Adult base fare	\$302.10
+ U.S. 9/11 Security Fee	\$11.20
+ U.S. Transportation Tax	\$22.66
+ U.S. Flight Segment Tax	\$13.50
+ U.S. Passenger Facility Chg	\$13.50

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Total per Passenger	\$362.96
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x1 Passenger

---

<b>Flight total</b>	<b>\$362.96</b>
---------------------	-----------------

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From: [Melissa Soto](#)  
 To: [Lizeth Veliz](#)  
 Subject: RE: Travel Forms - Hotel Name  
 Date: Wednesday, June 22, 2022 10:12:32 AM  
 Attachments: [image001.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image007.png](#)

Oh sorry, these are the hotels that they are staying in, and the one that I gave you the quote for is for the Renaissance:

**Hotel Reservations Open at 9:00 am Wednesday, June 8, 2022**

Host Hotel	Room Rates	Parking	Shuttle
<b>Renaissance Austin Hotel</b> 9721 Arboretum Blvd. Austin, TX 78759  <b>SOLD OUT</b>	Single/Double: \$131.00 per night Reservation Link: <a href="#">Renaissance Austin Hotel</a> Reservation Line: (800) 468-3571 Group Name: 40th Annual Election Law Seminar for County Election Officials (CEO)  *Rates good until: <b>July 11, 2022 or until Block is full</b>	Complimentary Self Parking	Complimentary Shuttle Service
Overflow Hotels	Room Rates	Parking	Shuttle
<b>HYATT Place-Arboretum</b> 3612 Tudor Blvd Austin, TX 78759  <b>SOLD OUT</b>	Single/Double: \$129.00 per night Reservation Link: <a href="#">Hyatt Place Arboretum</a> Reservation Line: (877) 242-3654 Group Code: G-ELS2 Group Name: SOS 40th Annual Election Law Seminar  *Rates good until Saturday: <b>July 16</b>	Complimentary Self Parking	Complimentary Shuttle Service  Call for Reservations

Melissa Soto | Elections Administration Coordinator



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From: Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
 Sent: Wednesday, June 22, 2022 9:46 AM  
 To: Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
 Subject: RE: Travel Forms - Hotel Name

Hi Melissa,

What is the hotel name or web link? I am not able to find it from what was sent to me.

**Room 1: #87009423 - Room Assigned at Check-In, Guest room, 1 King or 2 Queen** ROOM DETAILS

IN → OUT

SUN → WED

**31** → **3**

SUN 2022 → WED 2022

1 Guest

3 Nights

EDIT ROOM

CANCELLATION POLICY

Choose Room Features

Room Total Summary 463.03 USD /night

131.00 USD Avg/night + 70.03 USD Taxes and fees

RATE DETAILS

1 room(s) for 3 nights	Prices in USD
Sunday, July 31, 2022	131.00
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**Lizeth Veliz** | Audit Accountant  
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 800 E. Overland, Room 406, El Paso, TX 79901  
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[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)  
[Click Here for our Customer Service Survey](#)

From: Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
 Sent: Thursday, June 16, 2022 10:08 AM  
 To: Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
 Subject: RE: Travel Forms

Hello Ms. Lizeth,

Below is what you requested:

1. All they have is this regarding the training as the official schedule is not up yet:

## 40th Annual Election Law Seminar Exhibitors

### Seminar Schedule

#### Sunday, July 31, 2022

Early Registration 12:00 pm – 5:00 pm

Seminar Topics 2:00 pm – 5:00 pm

#### Monday, August 1, 2022

Registration 7:00 am – 5:00 pm

Seminar Topics 8:00 am – 5:00 pm

#### Tuesday, August 2, 2022

Registration 7:00 am – 5:00 pm

Seminar Topics 8:00 am – 5:00 pm

#### Wednesday, August 3, 2022

Registration 7:00 am – 5:00 pm

Seminar Topics 8:00 am – 5:00 pm

**\* Times are subject to change**

2. Below is the proof of registration cost:

## 40th Annual Election Law Seminar for County Election Officials-Event Information

All seminars are open to the public, are held in Austin, and there is a nominal registration fee to cover the cost of the seminar, breaks, and lunch. The seminars are educational presentations tailored to the audience as it relates to their election-related duties, and pursuant to the Texas Election Code.

### Early Bird Registration

- Registration Fee: \$275.00 per person
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- Payment must be postmarked or fax stamped **on or before July 1, 2022**
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3. The cost of the rental will be under Manuel Garibay.

4. I would say for this time around, please pay the registration fee for everyone. Since the registration fee must be postmarked by July 1 and the checks wont be ready until June 27. I'm afraid they will pick up the checks late and mail the registration past the 1<sup>st</sup>.

Please let me know asap if you need any other information so the checks are not delayed.

Regards,

Melissa Soto | Elections Administration Coordinator



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**Subject:** RE: Travel Forms

## ✈ Flight

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---

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[image004.png](#)  
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Hi Melissa,

What is the hotel name or web link? I am not able to find it from what was sent to me.

**Room 1: #87009423 - Room Assigned at Check-In, Guest room, 1 King or 2 Queen** ROOM DETAILS

IN: SUN 31 JUL 2022 → OUT: WED 3 AUG 2022

1 Guest, 3 Nights

[EDIT ROOM](#)

CANCELLATION POLICY

Choose Room Features

Room Total Summary: 131.00 USD Avg/night + 70.03 USD Taxes and fees = **463.03 USD /weekend**

DATE DETAILS	Prices in USD
1 room(s) for 3 nights	
Sunday, July 31, 2022	131.00
Monday, August 1, 2022	131.00
Tuesday, August 2, 2022	131.00
Total cash rate	393.00
State-Cost Recovery Fee	3.22
Estimated government taxes and fees	66.81
<b>Total for stay in hotel's currency</b>	<b>463.03 USD</b>

**Lizeth Veliz** | Audit Accountant  
 Grants Compliance-Reporting-Audit  
 800 E. Overland, Room 406, El Paso, TX 79901  
 P. (915) 546 – 2040 ext. 4319 | F. (915) 546-8172  
[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)  
[Click Here for our Customer Service Survey](#)

From: Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
 Sent: Thursday, June 16, 2022 10:08 AM  
 To: Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
 Subject: RE: Travel Forms

Hello Ms. Lizeth,

Below is what you requested:

1. All they have is this regarding the training as the official schedule is not up yet:

## 40th Annual Election Law Seminar Exhibitors

### Seminar Schedule

#### Sunday, July 31, 2022

Early Registration 12:00 pm – 5:00 pm

Seminar Topics 2:00 pm – 5:00 pm

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Registration 7:00 am – 5:00 pm

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Registration 7:00 am – 5:00 pm

Seminar Topics 8:00 am – 5:00 pm

**\* Times are subject to change**

2. Below is the proof of registration cost:

## 40th Annual Election Law Seminar for County Election Officials-Event Information

All seminars are open to the public, are held in Austin, and there is a nominal registration fee to cover the cost of the seminar, breaks, and lunch. The seminars are educational presentations tailored to the audience as it relates to their election-related duties, and pursuant to the Texas Election Code.

### Early Bird Registration

- Registration Fee: \$275.00 per person
- Fee includes official programmed events and a link to all training material
- Payment must be postmarked or fax stamped **on or before July 1, 2022**
- Books and CDs will not be provided and will not be available for purchase

3. The cost of the rental will be under Manuel Garibay.

4. I would say for this time around, please pay the registration fee for everyone. Since the registration fee must be postmarked by July 1 and the checks wont be ready until June 27. I'm afraid they will pick up the checks late and mail the registration past the 1<sup>st</sup>.

Please let me know asap if you need any other information so the checks are not delayed.

Regards,

Melissa Soto | Elections Administration Coordinator



500 East San Antonio St. Rm #314  
El Paso, TX 79901  
☎ 915-546-2154 | Ext. 4470  
🌐 [www.epcountyvotes.com](http://www.epcountyvotes.com)

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---

**From:** Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
**Sent:** Thursday, June 16, 2022 7:58 AM  
**To:** Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
**Subject:** RE: Travel Forms

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If it is best for the employee to pay for the registration please let me know so I can include it on the check instead of me sending a separate check to them.

Once all the back up is submitted and everything is reviewed, the checks could be ready on Monday Jun 27<sup>th</sup>.

Sincerely,

**Lizeth Veliz** | Audit Accountant  
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**From:** Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
**Sent:** Wednesday, June 15, 2022 6:38 PM  
**To:** Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
**Subject:** Travel Forms

Hello Ms. Lizeth,

Attached are travel forms for Lisa Wise, Brenda Negrete and Ruben Gamez. I am missing 4 more, which I will be sending to you shortly. Attached is the hotel and airline prices. Also, the registration is \$275. Will you be sending the payment so I can give you the address OR will you be having the employees' take care of this themselves.

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Also inform me when the travel checks will be ready.

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# County of El Paso

## Travel and Training ADVANCE Request Form



NAME	ANTONIO RIVERA	DEPARTMENT	ELECTIONS	
EVENT	ELECTION LAW SEMINAR	DESTINATION	AUSTIN, TX	
DATES	7/31/2022	TO	8/3/2022	FUNDING SOURCE (Agenda Item Format)
				GELECH1920 -600000-600800-600811

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form	\$275		\$ <del>275.00</del>	275.00
TRANSPORTATION			\$ 362.96	362.96
GROUND TRANSPORTATION				0.00
GAS				0.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem			\$ 48.00	48.00
MEAL PER DIEM (EVENT DATES)			\$ <sup>\$84</sup> <del>128.00</del>	<del>128.00</del>
MEAL PER DIEM (RETURN) 75% of full per diem			\$ 48.00	48.00
LODGING			\$ 463.03	463.03
PARKING				0.00
OTHER			\$1,005.99	0.00
<b>TOTALS:</b>	<b>\$ 275 -</b>	<b>\$ -</b>	<b>\$ <del>1,324.99</del></b>	<b>\$1280.99</b> <del>\$1,324.99</del>

APPROVED

By Lizeth Veliz at 11:47 am, Jun 22, 2022

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	6/21/22
DEPARTMENT HEAD SIGNATURE		DATE	6/15/22

# 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									
<p><b>This Employee Training/Professional Certification Agreement is between Antonio Rivera, (hereafter "Employee") an employee of the Elections Department, and the County of El Paso, Texas.</b></p>									
Terms of Agreement									
<p>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 \$1,324.99 for:</p> <p><input checked="" type="checkbox"/> Election Law Seminar Training located in Austin, TX ; or</p> <p><input type="checkbox"/> applicable initial dues, training materials, and testing fee reimbursements for obtaining the following professional certification:</p>									
<p>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.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"><b><u>Range Scale:</u></b></td> <td><b><u>Employee Commitment to County Employment (post completion of training/certification):</u></b></td> </tr> <tr> <td>\$1,000 - \$1,999 spent:</td> <td>12 months</td> </tr> <tr> <td>\$2,000 - \$4,999 spent:</td> <td>24 months</td> </tr> <tr> <td>Above \$5,000 spent:</td> <td>36 months</td> </tr> </table> <p>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.</p>		<b><u>Range Scale:</u></b>	<b><u>Employee Commitment to County Employment (post completion of training/certification):</u></b>	\$1,000 - \$1,999 spent:	12 months	\$2,000 - \$4,999 spent:	24 months	Above \$5,000 spent:	36 months
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\$1,000 - \$1,999 spent:	12 months								
\$2,000 - \$4,999 spent:	24 months								
Above \$5,000 spent:	36 months								
<p>This Agreement shall be effective on the first day of training, regardless of its date of execution.</p>									
Signatures									
<p>In witness whereof, the parties execute this Agreement.</p> <p>THE COUNTY OF EL PASO:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;"> </td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;"> </td> </tr> <tr> <td style="text-align: center;">Employee</td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;"> </td> <td style="border-bottom: 1px solid black; text-align: center;"> </td> </tr> <tr> <td style="text-align: center;">Department Head</td> <td style="text-align: center;">Date</td> </tr> </table>				Employee	Date			Department Head	Date
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**

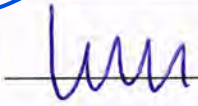
The following is provided to assist in expediting Travel Advance/Reimbursement Requests by ensuring supporting documentation has been reviewed for reasonableness prior to submission to the County Auditor's Office. As per the County's Travel and Training Policy, all relevant travel and training forms 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.

- 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: Sunday, July 31 to Wednesday, Aug. 3, 2022 Purpose: Annual Election Law Seminar Destination: Austin, TX

Signature of Employee requesting funds:  Date: \_\_\_\_\_

Signature of Department Head review:  Date: 6/15/22

El Paso County Travel Justification Form

**FORM A: County Funded Travel Disclosure Report**

Employee: ANTONIO RIVERA Signature: [Signature] Date: 6/15/2022

Dept Head: LISA WISE Signature: [Signature] Date: 6/15/2022

Dept : ELECTIONS Job Title: ASSISTANT ELECTIONS

ADMINISTRATOR

Travel Funding Source: \_\_\_\_\_ County  Grant \_\_\_\_\_ Other

Will any funds be reimbursed by another entity? YES.

Travel Account No. GELECH1920 -600000-600800-600811 Balance Remaining for  
FY: \$9,645.00

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:** \_\_\_\_\_

**FORM B: Non-County Funded Travel Disclosure Report\***

Name: ANTONIO RIVERA  
ADMINISTRATOR

Position Title: ASSISTANT ELECTIONS

Location and dates of travel: AUSTIN, TEXAS

Purpose of travel: TO ATTEND THE ANNUAL ELECTION LAW SEMINAR.

Source(s) of Travel Funds: GELECH1920 -600000-600800-600811

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

Estimated Amount of Travel Expense(s): \$1,324.99



\_\_\_\_\_  
Traveler's Signature

\_\_\_\_\_  
Date



\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

6/15/22

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

# Room 1: #87009423 - Room Assigned at Check-In, Guest room, 1 King or 2 Queen

ROOM DETAILS



IN	OUT	1 Guest 3 Nights
SUN	WED	
<b>31</b>	<b>3</b>	
JUL, 2022	AUG, 2022	

EDIT ROOM

CANCELLATION POLICY

Choose Room Features

Room Total Summary

131.00 USD Avg./night + 70.03 USD Taxes and fees

**463.03** USD Subtotal

RATE DETAILS

	Prices in USD
1 room(s) for 3 nights	
Sunday, July 31, 2022	131.00
Monday, August 1, 2022	131.00
Tuesday, August 2, 2022	131.00
<b>Total cash rate</b>	<b>393.00</b>
State Cost Recovery Fee	3.22
Estimated government taxes and fees	66.81
<b>Total for stay in hotel's currency</b>	<b>463.03 USD</b>

	Sun 7/31	<b>ELP</b> → <b>AUS</b>	4 hr 25 min	1 stop	Wanna Get Away
		11:30 AM 4:55 PM			Only 3 left!
	Wed 8/3	<b>AUS</b> → <b>ELP</b>	1 hr 25 min	Nonstop	Wanna Get Away
		4:05 PM 4:30 PM			

Price per Passenger	<b>\$302.10</b>
Taxes and fees per Passenger	<b>\$60.86</b>
<b>Total per Passenger</b>	<b>\$362.96</b>
Passenger(s)	x1
<b>Flight total</b>	<b>\$362.96</b>
	or from \$36/mo* with <b>uplift</b> Learn more

Helpful Information:

- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards® points, your points balance may not immediately update in your account..

An experience you can count on.



No cancel<sup>1</sup> or change fees. Change your flight later without a fee. Fare difference may apply.



Each aircraft is equipped with HEPA air filters providing fresh, outdoor air every 2-3 minutes.

BAG FEE \*

SUBTOTAL

TAXES & FEES

**TRIP TOTAL**

**\$0.00**  
**\$302.10**  
**\$60.86**  
**\$362.96**

## ✈ Flight

Adult base fare	\$302.10
+ U.S. 9/11 Security Fee	\$11.20
+ U.S. Transportation Tax	\$22.66
+ U.S. Flight Segment Tax	\$13.50
+ U.S. Passenger Facility Chg	\$13.50

---

Total per Passenger	\$362.96
---------------------	----------

x1 Passenger

---

<b>Flight total</b>	<b>\$362.96</b>
---------------------	-----------------

---

From: [Melissa Soto](#)  
 To: [Lizeth Veliz](#)  
 Subject: RE: Travel Forms - Hotel Name  
 Date: Wednesday, June 22, 2022 10:12:32 AM  
 Attachments: [image001.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image007.png](#)

Oh sorry, these are the hotels that they are staying in, and the one that I gave you the quote for is for the Renaissance:

**Hotel Reservations Open at 9:00 am Wednesday, June 8, 2022**

Host Hotel	Room Rates	Parking	Shuttle
<b>Renaissance Austin Hotel</b> 9721 Arboretum Blvd. Austin, TX 78759  <b>SOLD OUT</b>	Single/Double: \$131.00 per night Reservation Link: <a href="#">Renaissance Austin Hotel</a> Reservation Line: (800) 468-3571 Group Name: 40th Annual Election Law Seminar for County Election Officials (CEO)  *Rates good until: <b>July 11, 2022 or until Block is full</b>	Complimentary Self Parking	Complimentary Shuttle Service
Overflow Hotels	Room Rates	Parking	Shuttle
<b>HYATT Place-Arboretum</b> 3612 Tudor Blvd Austin, TX 78759  <b>SOLD OUT</b>	Single/Double: \$129.00 per night Reservation Link: <a href="#">Hyatt Place Arboretum</a> Reservation Line: (877) 242-3654 Group Code: G-ELS2 Group Name: SOS 40th Annual Election Law Seminar  *Rates good until <b>Saturday: July 16.</b>	Complimentary Self Parking	Complimentary Shuttle Service  Call for Reservations

Melissa Soto | Elections Administration Coordinator



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JUN 2022 → AUG 2022

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3 Nights

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Choose Room Features

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---

**From:** Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
**Sent:** Thursday, June 16, 2022 7:58 AM  
**To:** Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
**Subject:** RE: Travel Forms

Good morning Melissa,

Please provide with the training agenda and proof of registration cost. Under which employee travel form will you be including the vehicle cost?

If it is best for the employee to pay for the registration please let me know so I can include it on the check instead of me sending a separate check to them.

Once all the back up is submitted and everything is reviewed, the checks could be ready on Monday Jun 27<sup>th</sup>.

Sincerely,

**Lizeth Veliz** | Audit Accountant  
Grants Compliance-Reporting-Audit  
800 E. Overland, Room 406, El Paso, TX 79901  
P. (915) 546 – 2040 ext. 4319 | F. (915) 546-8172  
[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)  
[Click Here for our Customer Service Survey](#)

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**Sent:** Wednesday, June 15, 2022 6:38 PM  
**To:** Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
**Subject:** Travel Forms

Hello Ms. Lizeth,

Attached are travel forms for Lisa Wise, Brenda Negrete and Ruben Gamez. I am missing 4 more, which I will be sending to you shortly. Attached is the hotel and airline prices. Also, the registration is \$275. Will you be sending the payment so I can give you the address OR will you be having the employees' take care of this themselves.

I need a rental car and I emailed Andres Chavez. He has not given me the rental car information. I already did the travel forms without the rental car reservation, so once Andres sends it to me, I'll make an additional travel form to include the total.

Also inform me when the travel checks will be ready.

Thank you,

**Melissa Soto | Elections Administration Coordinator**



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El Paso, TX 79901  
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# FY 2022 Per Diem Rates for Austin, Texas

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Austin	Travis	\$64	\$14	\$16	\$29	\$5	\$48.00

## FY 2022 Per Diem Rates for Austin, Texas

Max lodging by month (excluding taxes.)

Primary Destination	County	2021 Oct	Nov	Dec	2022 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Austin	Travis	\$158	\$140	\$140	\$140	\$161	\$161	\$161	\$161	\$161	\$131	\$131	\$158

# County of El Paso Travel and Training ADVANCE Request Form



NAME	MANUEL GARIBAY	DEPARTMENT	ELECTIONS
EVENT	ELECTION LAW SEMINAR	DESTINATION	AUSTIN, TX
DATES	7/31/2022 TO 8/3/2022	FUNDING SOURCE (Agenda Item Format)	GELECH1920 -600000-600800-600811

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form	275		\$ <del>275.00</del>	275.00
TRANSPORTATION			\$ 362.96	362.96
GROUND TRANSPORTATION				0.00
GAS			\$ 20.00	20.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem			\$ 48.00	48.00
MEAL PER DIEM (EVENT DATES)			\$ <del>128.00</del>	<del>128.00</del>
MEAL PER DIEM (RETURN) 75% of full per diem			\$ 48.00	48.00
LODGING			\$ 463.03	463.03
PARKING				0.00
OTHER			\$1,025.99	0.00
<b>TOTALS:</b>	\$ 275 -	\$ -	\$ <del>1,344.99</del>	<del>\$1,344.99</del>

APPROVED

By Lizeth Veliz at 1:13 pm, Jun 22, 2022

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_and_Training_Policy_102416.pdf)

EMPLOYEE SIGNATURE	<i>Manuel Garibay</i>	DATE	6-17-22
DEPARTMENT HEAD SIGNATURE	<i>WM</i>	DATE	6/15/22

# 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.

<b>Employee &amp; Department Name</b>	
This Employee Training/Professional Certification Agreement is between Manuel Garibay, (hereafter "Employee") an employee of the Elections Department, and the County of El Paso, Texas.	
<b>Terms of Agreement</b>	
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 \$1,344.99 for:	
<input checked="" type="checkbox"/> Election Law Seminar Training located in Austin, TX ; 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.	
<b>Range Scale:</b>	<b>Employee Commitment to County Employment (post completion of training/certification):</b>
\$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.	
<b>Signatures</b>	
In witness whereof, the parties execute this Agreement.	
THE COUNTY OF EL PASO:	
	6-17-22
Employee	Date
	6/15/22
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.

- 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: Sunday, July 31 to Wednesday, Aug. 3, 2022 Purpose: Annual Election Law Seminar Destination: Austin, TX

Signature of Employee requesting funds:  Date: 6-17-22

Signature of Department Head review:  Date: 6/15/22

El Paso County Travel Justification Form

**FORM A: County Funded Travel Disclosure Report**

Employee: MANUEL GARIBAY Signature: [Signature] Date: 6/15/2022  
Dept Head: LISA WISE Signature: [Signature] Date: 6/15/2022  
Dept : ELECTIONS Job Title: VOTING EQUIP. SERVICE TECH SNR  
Travel Funding Source: \_\_\_\_\_ County X Grant \_\_\_\_\_ Other

Will any funds be reimbursed by another entity? YES.

Travel Account No. GELECH1920 -600000-600800-600811 Balance Remaining for  
FY: \$9,645.00

Will posting travel details prior to travel jeopardize the safety of the traveler. \_\_\_\_\_ Yes X 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:** \_\_\_\_\_



**FORM B: Non-County Funded Travel Disclosure Report\***

Name: MANUEL GARIBAY  
TECH SR.

Position Title: VOTING EQUIP. SERVICE

Location and dates of travel: AUSTIN, TEXAS

Purpose of travel: TO ATTEND THE ANNUAL ELECTION LAW SEMINAR.

Source(s) of Travel Funds: GELECH1920 -600000-600800-600811

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

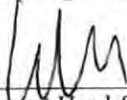
Estimated Amount of Travel Expense(s): \$1,344.99



\_\_\_\_\_  
Traveler's Signature

\_\_\_\_\_  
Date

6-17-22



\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

6/15/22

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

# Room 1: #87009423 - Room Assigned at Check-In, Guest room, 1 King or 2 Queen

ROOM DETAILS



IN  
SUN  
**31**  
JUL. 2022

→

OUT  
WED  
**3**  
AUG. 2022

1 Guest  
3 Nights

**EDIT ROOM**

CANCELLATION POLICY

Choose Room Features

Room Total Summary

131.00 USD Avg./night + 70.03 USD Taxes and fees

**463.03** USD Subtotal

RATE DETAILS

	Prices in USD
1 room(s) for 3 nights	
Sunday, July 31, 2022	131.00
Monday, August 1, 2022	131.00
Tuesday, August 2, 2022	131.00
<b>Total cash rate</b>	<b>393.00</b>
State Cost Recovery Fee	3.22
Estimated government taxes and fees	66.81
<b>Total for stay in hotel's currency</b>	<b>463.03 USD</b>

Sun 7/31	<b>ELP</b> → <b>AUS</b>	4 hr 25 min	1 stop	Wanna Get Away	Price per Passenger	<b>\$302.10</b>
	11:30 AM 4:55 PM			Only 3 left!	Taxes and fees per Passenger	<b>\$60.86</b>
Wed 8/3	<b>AUS</b> → <b>ELP</b>	1 hr 25 min	Nonstop	Wanna Get Away	Total per Passenger	<b>\$362.96</b>
	4:05 PM 4:30 PM				Passenger(s)	<b>x1</b>
					<b>Flight total</b>	<b>\$362.96</b>
					or from \$36/mo* with <b>uplift</b> Learn more	

Helpful Information:

- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards® points, your points balance may not immediately update in your account.

**An experience you can count on.**

No cancel<sup>1</sup> or change fees. Change your flight later without a fee. Fare difference may apply.

Each aircraft is equipped with HEPA air filters providing fresh, outdoor air every 2-3 minutes.

BAG FEE\* **\$0.00**

SUBTOTAL **\$302.10**

TAXES & FEES **\$60.86**

**TRIP TOTAL \$362.96**

*Michael Guber*

6-17-22

**✈ Flight**

Adult base fare	\$302.10
+ U.S. 9/11 Security Fee	\$11.20
+ U.S. Transportation Tax	\$22.66
+ U.S. Flight Segment Tax	\$13.50
+ U.S. Passenger Facility Chg	\$13.50

Total per Passenger \$362.96  
x1 Passenger

**Flight total \$362.96**

---

*Monty Beck*

6-17-22

From: [Melissa Soto](#)  
 To: [Lizeth Veliz](#)  
 Subject: RE: Travel Forms - Hotel Name  
 Date: Wednesday, June 22, 2022 10:12:32 AM  
 Attachments: [image001.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image007.png](#)

Oh sorry, these are the hotels that they are staying in, and the one that I gave you the quote for is for the Renaissance:

**Hotel Reservations Open at 9:00 am Wednesday, June 8, 2022**

Host Hotel	Room Rates	Parking	Shuttle
<b>Renaissance Austin Hotel</b> 9721 Arboretum Blvd. Austin, TX 78759  <b>SOLD OUT</b>	Single/Double: \$131.00 per night Reservation Link: <a href="#">Renaissance Austin Hotel</a> Reservation Line: (800) 468-3571 Group Name: 40th Annual Election Law Seminar for County Election Officials (CEO)  *Rates good until: <b>July 11, 2022 or until Block is full</b>	Complimentary Self Parking	Complimentary Shuttle Service
Overflow Hotels	Room Rates	Parking	Shuttle
<b>HYATT Place-Arboretum</b> 3612 Tudor Blvd Austin, TX 78759  <b>SOLD OUT</b>	Single/Double: \$129.00 per night Reservation Link: <a href="#">Hyatt Place Arboretum</a> Reservation Line: (877) 242-3654 Group Code: G-ELS2 Group Name: SOS 40th Annual Election Law Seminar  *Rates good until Saturday: <b>July 16</b>	Complimentary Self Parking	Complimentary Shuttle Service  Call for Reservations

Melissa Soto | Elections Administration Coordinator



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From: Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
 Sent: Wednesday, June 22, 2022 9:46 AM  
 To: Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
 Subject: RE: Travel Forms - Hotel Name

Hi Melissa,

What is the hotel name or web link? I am not able to find it from what was sent to me.

**Room 1: #87009423 - Room Assigned at Check-In, Guest room, 1 King or 2 Queen** ROOM DETAILS

IN → OUT

SUN → WED

**31** → **3**

SUN 2022 → WED 2022

1 Guest

3 Nights

EDIT ROOM

CANCELLATION POLICY

Choose Room Features

**Room Total Summary**    131.00 USD Avg/night + 70.03 USD Taxes and fees    **463.03 USD /Weekend**

DATE DETAILS	Prices in USD
1 room(s) for 3 nights	
Sunday, July 31, 2022	131.00
Monday, August 1, 2022	131.00
Tuesday, August 2, 2022	131.00
Total cash rate	393.00
State Cost Recovery Fee	3.22
Estimated government taxes and fees	66.81
<b>Total for stay in hotel's currency</b>	<b>463.03 USD</b>

**Lizeth Veliz** | Audit Accountant  
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[Click Here for our Customer Service Survey](#)

From: Melissa Soto <[MSoto@epcounty.com](mailto:MSoto@epcounty.com)>  
 Sent: Thursday, June 16, 2022 10:08 AM  
 To: Lizeth Veliz <[LVeliz@epcounty.com](mailto:LVeliz@epcounty.com)>  
 Subject: RE: Travel Forms

Hello Ms. Lizeth,

Below is what you requested:

1. All they have is this regarding the training as the official schedule is not up yet:

## 40th Annual Election Law Seminar Exhibitors

### Seminar Schedule

#### Sunday, July 31, 2022

Early Registration 12:00 pm – 5:00 pm

Seminar Topics 2:00 pm – 5:00 pm

#### Monday, August 1, 2022

Registration 7:00 am – 5:00 pm

Seminar Topics 8:00 am – 5:00 pm

#### Tuesday, August 2, 2022

Registration 7:00 am – 5:00 pm

Seminar Topics 8:00 am – 5:00 pm

#### Wednesday, August 3, 2022

Registration 7:00 am – 5:00 pm

Seminar Topics 8:00 am – 5:00 pm

**\* Times are subject to change**

2. Below is the proof of registration cost:

## 40th Annual Election Law Seminar for County Election Officials-Event Information

All seminars are open to the public, are held in Austin, and there is a nominal registration fee to cover the cost of the seminar, breaks, and lunch. The seminars are educational presentations tailored to the audience as it relates to their election-related duties, and pursuant to the Texas Election Code.

### Early Bird Registration

- Registration Fee: \$275.00 per person
- Fee includes official programmed events and a link to all training material
- Payment must be postmarked or fax stamped **on or before July 1, 2022**
- Books and CDs will not be provided and will not be available for purchase

3. The cost of the rental will be under Manuel Garibay.

4. I would say for this time around, please pay the registration fee for everyone. Since the registration fee must be postmarked by July 1 and the checks wont be ready until June 27. I'm afraid they will pick up the checks late and mail the registration past the 1<sup>st</sup>.

Please let me know asap if you need any other information so the checks are not delayed.

Regards,

Melissa Soto | Elections Administration Coordinator



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**Subject:** RE: Travel Forms

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Please provide with the training agenda and proof of registration cost. Under which employee travel form will you be including the vehicle cost?

If it is best for the employee to pay for the registration please let me know so I can include it on the check instead of me sending a separate check to them.

Once all the back up is submitted and everything is reviewed, the checks could be ready on Monday Jun 27<sup>th</sup>.

Sincerely,

**Lizeth Veliz** | Audit Accountant  
Grants Compliance-Reporting-Audit  
800 E. Overland, Room 406, El Paso, TX 79901  
P. (915) 546 – 2040 ext. 4319 | F. (915) 546-8172  
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**Subject:** Travel Forms

Hello Ms. Lizeth,

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I need a rental car and I emailed Andres Chavez. He has not given me the rental car information. I already did the travel forms without the rental car reservation, so once Andres sends it to me, I'll make an additional travel form to include the total.

Also inform me when the travel checks will be ready.

Thank you,

**Melissa Soto | Elections Administration Coordinator**



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# Room 1: #87009423 - Room Assigned at Check-In, Guest room, 1 King or 2 Queen

ROOM DETAILS



IN → OUT

SUN → WED

**31** → **3**

JUL, 2022 → AUG, 2022

1 Guest

3 Nights

EDIT ROOM

CANCELLATION POLICY

Choose Room Features

Room Total Summary

131.00 USD Avg./night + 70.03 USD Taxes and fees

**463.03** USD Subtotal

RATE DETAILS

	Prices in USD
1 room(s) for 3 nights	
Sunday, July 31, 2022	131.00
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Tuesday, August 2, 2022	131.00
<b>Total cash rate</b>	<b>393.00</b>
State Cost Recovery Fee	3.22
Estimated government taxes and fees	66.81
<b>Total for stay in hotel's currency</b>	<b>463.03 USD</b>

Sun 7/31 **ELP** → **AUS** 4 hr 25 min | 1 stop Wanna Get Away  
11:30 AM 4:55 PM Only 3 left!

Wed 8/3 **AUS** → **ELP** 1 hr 25 min | Nonstop Wanna Get Away  
4:05 PM 4:30 PM

Price per Passenger	<b>\$302.10</b>
Taxes and fees per Passenger	<b>\$60.86</b>
<b>Total per Passenger</b>	<b>\$362.96</b>
Passenger(s)	x1
<b>Flight total</b>	<b>\$362.96</b>
	or from \$36/mo* with <b>uplift</b> Learn more

Helpful Information:

- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards® points, your points balance may not immediately update in your account..

An experience you can count on.



No cancel<sup>1</sup> or change fees. Change your flight later without a fee. Fare difference may apply.



Each aircraft is equipped with HEPA air filters providing fresh, outdoor air every 2-3 minutes.

BAG FEE \*

SUBTOTAL

TAXES & FEES

**TRIP TOTAL**

**\$0.00**  
**\$302.10**  
**\$60.86**  
**\$362.96**

## ✈ Flight

Adult base fare	\$302.10
+ U.S. 9/11 Security Fee	\$11.20
+ U.S. Transportation Tax	\$22.66
+ U.S. Flight Segment Tax	\$13.50
+ U.S. Passenger Facility Chg	\$13.50

---

Total per Passenger	\$362.96
---------------------	----------

x1 Passenger

---

<b>Flight total</b>	<b>\$362.96</b>
---------------------	-----------------

---



# FY 2022 Per Diem Rates for Austin, Texas

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Austin	Travis	\$64	\$14	\$16	\$29	\$5	\$48.00

## FY 2022 Per Diem Rates for Austin, Texas

Max lodging by month (excluding taxes.)

Primary Destination	County	2021 Oct	Nov	Dec	2022 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Austin	Travis	\$158	\$140	\$140	\$140	\$161	\$161	\$161	\$161	\$161	\$131	\$131	\$158



# County of El Paso

## Travel and Training REIMBURSEMENT Request Form

# GRANT FUNDS

NAME	Basic Narcotics Training Class	DEPARTMENT	Sheriff's Dept/WTX HIDTA
EVENT	Train 12 Participants	DESTINATION	El Paso, TX
DATES	6/13/2022	TO	6/15/2022
		FUNDING SOURCE (Agenda Item Format)	GWTXTRA21 - 600817

	SEPARATE CK / PURCHASING / CREDIT CARD	AMOUNT ADVANCED	ACTUAL EXPENSES	DIFFERENCE / REIMB.
REGISTRATION				0.00
TRANSPORTATION				0.00
GROUND TRANSPORTATION				0.00
GAS				0.00
<u>MEAL PER DIEM (DEPARTURE)</u> 75% of full per diem				0.00
<u>MEAL PER DIEM (EVENT DATES)</u>				0.00
<u>MEAL PER DIEM (RETURN)</u> 75% of full per diem				0.00
LODGING				0.00
PARKING				0.00
OTHER				0.00
OTHER (GWTXTRA21)			\$ 5,500.00	5,500.00
<b>TOTALS:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,500.00</b>	<b>\$5,500.00</b>
<b>APPROVED AMOUNT:</b>		<b>\$0.00</b>		
			<b>REIMBURSEMENT AMOUNT:</b>	<b>\$5,500.00</b>

APPROVED

By Alicia Carrillo at 2:35 pm, Jun 16, 2022

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_and_Training_Policy_102416.pdf)

EMPLOYEE SIGNATURE	DATE
DEPARTMENT HEAD SIGNATURE	June 16, 2022

# International Narcotic Interdication Association

200 S. Jefferson Street, #124  
Winchester, TN 37398

866.780.4642

[www.inia.org](http://www.inia.org)

## GRANT FUNDS

Date	Invoice #
5.15.22	WTHIDBNI22
Due Date	
	6.15.22

# APPROVED

Bill To:

Exequiel Landa  
Training Coordinator  
West Texas HIDTA

## APPROVED

By Alicia Carrillo at 2:35 pm, Jun 16, 2022

Balance Due	Enclosed
\$5,500.00	

Please detach top portion and return with payment.

Activity	Quantity	Rate	Amount
BASIC Narcotics Training Class June 13-15, 2022	1	5,500.00	\$5,500.00
<b>SIGNED</b>			
Total			\$5,500.00
Payment			
Balance Due			

Payment in full is due and payable upon receipt. Please make check payable to INIA and mail to address listed above.  
Questions? Please email [benny@inia.org](mailto:benny@inia.org) or call 866.780.4642.

El Paso County Travel Justification Form

**FORM A: County Funded Travel Disclosure Report**

Employee: 12 Participants Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Dept Head: Travis B. Kuykendall Signature: *Travis B. Kuykendall* Date: \_\_\_\_\_  
06/16/2022

Dept : West TX HIDTA Job Title: Executive Director  
Travel Funding Source: \_\_\_\_\_ County  Grant \_\_\_\_\_ Other

Will any funds be reimbursed by another entity? N

Travel Account No. GWTXTRA 20- 600817 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: Basic Narcotics Training Class conducted by International Narcotic Interdication Association (INIA)**

	Antonio	Brenda	Lisa	Ruben	Vanessa	Claudia	Menny	
<b>Travel Adv w/</b>	<b>1,005.99</b>	<b>1,005.99</b>	<b>1,005.99</b>	<b>1,005.99</b>	<b>1,005.99</b>	<b>1,005.99</b>	<b>1,025.99</b>	
<b>Registration</b>	<b>275.00</b>	<b>275.00</b>	<b>275.00</b>	<b>275.00</b>	<b>275.00</b>	<b>275.00</b>	<b>275.00</b>	<b>\$ 1,925.00</b>
<b>Total</b>	<b>1,280.99</b>	<b>1,280.99</b>	<b>1,280.99</b>	<b>1,280.99</b>	<b>1,280.99</b>	<b>1,280.99</b>	<b>1,300.99</b>	<b>\$ 8,986.93</b>

## 40th Annual Election Law Seminar for County Election Officials-Event Information

All seminars are open to the public, are held in Austin, and there is a nominal registration fee to cover the cost of the seminar, breaks, and lunch. The seminars are educational presentations tailored to the audience as it relates to their election-related duties, and pursuant to the Texas Election Code.

### Early Bird Registration

- Registration Fee: \$275.00 per person
- Fee includes official programmed events and a link to all training material
- Payment must be postmarked or fax stamped **on or before July 1, 2022**
- Books and CDs will not be provided and will not be available for purchase

### Late Registration

- Late Registration Fee: \$300.00 per person
- Any payment postmarked or fax stamped **after July 1, 2022** will be charged this late fee
- Any payment submitted on-site during the event will be charged this late fee

### Payments

Checks	Credit Cards	Submit Payment to:
<p><b>Make checks payable to:</b> The Secretary of State</p> <p><b>Include</b> a copy of your Registration Form or Registration Confirmation Email</p>	<p><b>Complete the</b> <a href="#">Credit Card Form (PDF)</a></p> <p><b>Cards Accepted:</b> Visa, MasterCard, American Express, and Discover</p> <p><b>Processing Fee:</b> A 2.7% processing fee will be applied to all credit card charges</p>	<p><b>Mail to:</b> Office of the Secretary of State Attn: Elections - Special Projects PO Box 12060 Austin, Texas 78711-2060</p> <p><b>Email to:</b> <a href="#">Special Projects</a></p> <p><b>Fax to:</b> (512) 463-7552</p>

### Refund Policy

- If you are unable to attend the seminar for any reason, and our office receives notification of cancellation **prior to the deadline**, your registration fee will be refunded in full.
- Refunds will **not** be issued after **July 1, 2022**.
- The processing of a refund takes approximately 3-4 weeks.

### Special Needs

- The Secretary of State has made every effort to ensure all activities and events are held in facilities that are accessible to persons with disabilities.
- Persons requiring special assistance, reasonable accommodations, and/or special dietary needs should contact [Special Projects](#).