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To View Travel Detail**

FY 22, COUNTY OF EL PASO, TEXAS
TRAVEL REGISTER
8-Aug-22

Vendor Name	Amount Cleared for Payment
EL PASO TREASURY CONSOLIDATED FUND ACCOUNT	
MAYELA LOPEZ RIVERA (VARIOUS ACCOUNTS).....	\$1,900.00
ARTURO NEVAREZ (VARIOUS ACCOUNTS).....	\$1,200.00
LORENZO MARQUEZ (VARIOUS ACCOUNTS).....	\$1,800.00
RHIANA M.E. CANCHOLA (VARIOUS ACCOUNTS).....	\$1,600.00
ARACELI JANE (VARIOUS ACCOUNTS).....	\$1,800.00
CHRISTOPHER STATHIS (VARIOUS ACCOUNTS).....	\$1,200.00
RAQUEL LAURETANO (VARIOUS ACCOUNTS).....	\$2,400.00
ALMA CALDERON (VARIOUS ACCOUNTS).....	\$2,000.00
CARLOS LOERA (VARIOUS ACCOUNTS).....	\$2,200.00
DANIEL CHAVEZ (VARIOUS ACCOUNTS).....	\$2,100.00
JOSE SALAYANDIA (VARIOUS ACCOUNTS).....	\$2,500.00
ARLENE MIRA (VARIOUS ACCOUNTS).....	\$150.00
ALEJANDRO CUELLAR (VARIOUS ACCOUNTS).....	\$150.00
STEVE ARELLANO (VARIOUS ACCOUNTS).....	\$150.00
ERICH MORALES (VARIOUS ACCOUNTS).....	\$150.00
KEVIN MCCARY (VARIOUS ACCOUNTS).....	\$150.00
JOSEFINA TOSCANO (VARIOUS ACCOUNTS).....	\$500.00

FY 22, COUNTY OF EL PASO, TEXAS
TRAVEL REGISTER
8-Aug-22

Vendor Name

Amount Cleared
for Payment

BARBARA COPADO (VARIOUS ACCOUNTS).....	\$1,600.00
ILIANA HOLGUIN (VARIOUS ACCOUNTS).....	\$500.00



County of El Paso

Travel and Training ADVANCE Request Form

CCO 08/08/22

NAME	Mayela Rivera <i>emp # 113788</i>	DEPARTMENT	65th District Court
EVENT	TCRA Convention	DESTINATION	San Antonio Texas
DATES	9/7/2022 TO 9/11/2022	FUNDING SOURCE	(Agenda Item Format)

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form			<i>\$425.00</i>	425.00
TRANSPORTATION			<i>\$179.97</i>	179.97
GROUND TRANSPORTATION				200.00
GAS				0.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem				36.00
MEAL PER DIEM (EVENT DATES)				96.00
MEAL PER DIEM (RETURN) 75% of full per diem				36.00
LODGING				709.24
PARKING				0.00
OTHER				0.00
TOTALS:	\$ -	\$ -	\$ -	\$1,682.21

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>Mayela Rivera</i>	DATE <i>7/21/22</i>
DEPARTMENT HEAD SIGNATURE <i>M. Lopez</i>	DATE <i>7/21/22</i>

COUNTY AUDITORS OFFICE
 REVIEWED AND APPROVED
 AUG 02 2022
 BY *Maribel R.*



County of El Paso
Travel and Training ADVANCE Request Form

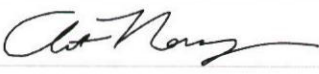
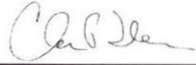
CCO 08/08/22

NAME	Art Nevarez			DEPARTMENT	ITD
EVENT	Courts & Justice Executive Forum 2022			DESTINATION	Laguna Beach, California
DATES	9/11/2022	TO	9/13/2022	FUNDING SOURCE (Agenda Item Format)	

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form				0.00
TRANSPORTATION				299.95
GROUND TRANSPORTATION				0.00
GAS				0.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem				0.00
MEAL PER DIEM (EVENT DATES)				0.00
MEAL PER DIEM (RETURN) 75% of full per diem				0.00
LODGING				674.96
PARKING				0.00
OTHER				0.00
TOTALS:	\$ -	\$ -	\$ -	\$974.91

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[http://www.epcounty.com/auditor/forms/Travel and Training Policy 102416.pdf](http://www.epcounty.com/auditor/forms/Travel%20and%20Training%20Policy%20102416.pdf)

EMPLOYEE		DATE	
SIGNATURE		DATE	7/25/2022
DEPARTMENT HEAD		DATE	
SIGNATURE		DATE	Jul 26, 2022



County of El Paso

Travel and Training ADVANCE Request Form

CCO 08/08/22

NAME	Lorenzo Marquez Jr.	DEPARTMENT	Constable Pct
EVENT	Cleat 2022 Annual convention	DESTINATION	Houston Tx 77010
DATES	9/7/2022 TO Sept 11, 2022	FUNDING SOURCE	(Agenda Item Format)

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form			\$ 100.00	100.00
TRANSPORTATION			\$ 354.97	354.97
GROUND TRANSPORTATION	\$ 242.65			242.65
GAS				0.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem			\$ 39.75	39.75
MEAL PER DIEM (EVENT DATES)			\$ 108.00	108.00
MEAL PER DIEM (RETURN) 75% of full per diem			\$ 51.75	51.75
LODGING			\$ 776.00	776.00
PARKING				0.00
OTHER				0.00
TOTALS:	\$ 242.65	\$ -	\$ 1,430.47	\$1,673.12

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[http://www.epcounty.com/auditor/forms/Travel and Training Policy 102416.pdf](http://www.epcounty.com/auditor/forms/Travel%20and%20Training%20Policy%20102416.pdf)

EMPLOYEE SIGNATURE	DATE
DEPARTMENT HEAD SIGNATURE	DATE

County of El Paso

Travel and Training ADVANCE Request Form



CCO 08/08/22

NAME	Rhiana Canchola	DEPARTMENT	County Court at Law No. 2
EVENT	46th Annual Education Conference	DESTINATION	Galveston, Texas
DATES	10/3/2022	TO	10/7/2022
		FUNDING SOURCE (Agenda Item Format)	GADM-TRAVEL/PROF ED

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form			\$425.00	425.00
TRANSPORTATION AIRFARE			\$272.97	272.97
GROUND TRANSPORTATION				0.00
GAS				0.00
<u>MEAL PER DIEM (DEPARTURE)</u> 75% of full per diem			\$40.00	40.00
<u>MEAL PER DIEM (EVENT DATES)</u>			\$80.00	80.00
<u>MEAL PER DIEM (RETURN)</u> 75% of full per diem			\$40.00	40.00
LODGING			\$455.40	455.40
PARKING				0.00
OTHER				0.00
TOTALS:	\$ -	\$ -	\$ 1,313.37	\$1,313.37

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

EMPLOYEE SIGNATURE <i>Rhiana M. E. Canchola</i>	DATE 7/29/2022
DEPARTMENT HEAD SIGNATURE <i>[Signature]</i>	DATE 7/29/22



County of El Paso

Travel and Training ADVANCE Request Form

CCO 08/08/22

NAME	Aracei Jane		DEPARTMENT	County Court at Law No. 7	
EVENT	46th Annual Education Conference		DESTINATION	Galveston, Texas	
DATES	10.03.2022	TO	10.07.2022	FUNDING SOURCE (Agenda Item Format)	GADM-TRAVEL/PROF ED

	SEPARATE CK / PURCHASING	COUNTY CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form			\$425.00	425.00
TRANSPORTATION AIRFARE			\$272.97	272.97
SHUTTLE, TAXI, SHARE RIDE			N/A	0.00
CAR RENTAL (IF APPROVED)	\$270.78			270.78
GAS				0.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem			\$40.00	40.00
MEAL PER DIEM (EVENT DATES)			\$ 100.00	100.00
MEAL PER DIEM (RETURN) 75% of full per diem				0.00
LODGING			\$455.40	455.40
PARKING				0.00
OTHER				0.00
OTHER				0.00
OTHER				0.00
TOTALS:	\$ 270.78	\$ -	\$ 1,293.37	\$1,564.15

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<http://www.epcounty.com/auditor/forms/Travel and Training Policy 102416.pdf>

Will any funds be reimbursed by another entity? YES/NO What entity?

EMPLOYEE SIGNATURE <i>Araceli Jane</i>	DATE 07.29.2022
DEPARTMENT HEAD SIGNATURE <i>Ruben Morales</i>	DATE 7/29/22

FOR AUDITOR'S OFFICE USE ONLY

- ☐ Checklist
- ☐ Justification Form
- ☐ Employee Agreement
- ☐ Expenditure Voucher for Previous Travel
- ☐ Cumulative Travel less than \$4,000

VENDOR NUMBER: _____

REVIEWED BY: _____

APPROVED BY: _____

County of El Paso

Travel and Training ADVANCE Request Form



CCO 08/08/22

NAME	Christopher Stathis	DEPARTMENT	Informaion Technology Department	
EVENT	2022 MIX Conference	DESTINATION	Wilwaukee, WI	
DATES	9/17/2022	TO	9/23/2022	FUNDING SOURCE (Agenda Item Format)

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form				0.00
TRANSPORTATION				487.21
GROUND TRANSPORTATION				60.00
GAS				0.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem				0.00
MEAL PER DIEM (EVENT DATES)				0.00
MEAL PER DIEM (RETURN) 75% of full per diem				0.00
LODGING				267.13
PARKING				0.00
OTHER				0.00
TOTALS:	\$ -	\$ -	\$ -	\$814.34

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

EMPLOYEE SIGNATURE	DATE Aug 1, 2022
DEPARTMENT HEAD SIGNATURE CHRISTOPHER P. STATHIS	DATE Aug 1, 2022

County of El Paso

Travel and Training ADVANCE Request Form



NAME	RAQUEL LAURETANO	DEPARTMENT	PROBATE COURT #2
EVENT	NGA CONFERENCE	DESTINATION	DALLAS, TEXAS
DATES	10/22/2022	TO	10/25/2022
FUNDING SOURCE (Agenda Item Format)			GADMINF

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form			\$ 625.00	625.00
TRANSPORTATION			\$ 314.97	314.97
GROUND TRANSPORTATION			\$ 192.01	192.01
GAS			\$ 25.00	25.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem			\$ 51.75	51.75
MEAL PER DIEM (EVENT DATES)			\$ 62.00	62.00
MEAL PER DIEM (RETURN) 75% of full per diem			\$ 51.75	51.75
LODGING			\$ 692.92	692.92
PARKING			\$ 28.00	28.00
OTHER				0.00
TOTALS:	\$ -	\$ -	\$ 2,043.40	\$2,043.40

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

EMPLOYEE SIGNATURE DEPARTMENT HEAD SIGNATURE 	DATE 7/18/22 DATE 7/18/22
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County of El Paso

Travel and Training ADVANCE Request Form



NAME	ALMA E. CALDERON	DEPARTMENT	PROBATE COURT #2
EVENT	NGA CONFERENCE	DESTINATION	DALLAS, TEXAS
DATES	10/22/2022	TO	10/25/2022
FUNDING SOURCE (Agenda Item Format)			GADMINF

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form			\$ 575.00	575.00
TRANSPORTATION			\$ 273.97	273.97
GROUND TRANSPORTATION				0.00
GAS				0.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem			\$ 51.75	51.75
MEAL PER DIEM (EVENT DATES)			\$ 62.00	62.00
MEAL PER DIEM (RETURN) 75% of full per diem			\$ 51.75	51.75
LODGING			\$ 692.92	692.92
PARKING			\$ 28.00	28.00
OTHER				0.00
TOTALS:	\$ -	\$ -	\$ 1,735.39	\$1,735.39

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<http://www.epcounty.com/auditor/forms/Travel and Training Policy 102416.pdf>

EMPLOYEE SIGNATURE	DATE 7-18-2022
DEPARTMENT HEAD SIGNATURE	DATE 7/18/22

County of El Paso

Travel and Training ADVANCE Request Form



NAME	CARLOS LOERA	DEPARTMENT	PROBATE COURT #2
EVENT	NGA CONFERENCE	DESTINATION	DALLAS, TEXAS
DATES	10/22/2022	TO	10/25/2022
FUNDING SOURCE (Agenda Item Format)			GADMINF

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form			\$ 700.00	700.00
TRANSPORTATION			\$ 314.97	314.97
GROUND TRANSPORTATION				0.00
GAS				0.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem			\$ 51.75	51.75
MEAL PER DIEM (EVENT DATES)			\$ 62.00	62.00
MEAL PER DIEM (RETURN) 75% of full per diem			\$ 51.75	51.75
LODGING			\$ 692.92	692.92
PARKING			\$ 28.00	28.00
OTHER				0.00
TOTALS:	\$ -	\$ -	\$ 1,901.39	\$1,901.39

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

EMPLOYEE SIGNATURE DEPARTMENT HEAD SIGNATURE 	DATE <div style="font-size: 1.2em; margin: 5px 0;">7/18/22</div> DATE <div style="font-size: 1.2em; margin: 5px 0;">7/18/22</div>
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County of El Paso

Travel and Training ADVANCE Request Form



NAME	DANIEL CHAVEZ	DEPARTMENT	PROBATE COURT #2
EVENT	NGA CONFERENCE	DESTINATION	DALLAS, TEXAS
DATES	10/22/2022	TO	10/25/2022
	FUNDING SOURCE (Agenda Item Format)		GADMINF

	SEPARATE CK / PURCHASING	CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form			\$ 750.00	750.00
TRANSPORTATION			\$ 262.97	262.97
GROUND TRANSPORTATION				0.00
GAS				0.00
<u>MEAL PER DIEM (DEPARTURE)</u> 75% of full per diem			\$ 51.75	51.75
<u>MEAL PER DIEM (EVENT DATES)</u>			\$ 62.00	62.00
<u>MEAL PER DIEM (RETURN)</u> 75% of full per diem			\$ 51.75	51.75
LODGING			\$ 692.92	692.92
PARKING			\$ 28.00	28.00
OTHER				0.00
TOTALS:	\$ -	\$ -	\$ 1,899.39	\$1,899.39

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

EMPLOYEE SIGNATURE	DATE 7-18-22
DEPARTMENT HEAD SIGNATURE	DATE 7/18/22



County of El Paso

Travel and Training ADVANCE Request Form

NAME	Barbara Copado	DEPARTMENT	County Court at Law 5
EVENT	TACA46th Annual Education Conference	DESTINATION	Galveston, Texas
DATES	10/04/22	TO	10/07/22
		FUNDING SOURCE (Agenda Item Format)	County

	SEPARATE CK / PURCHASING	COUNTY CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form			\$425	425.00
TRANSPORTATION AIRFARE			\$93.99	93.99
SHUTTLE, TAXI, SHARE RIDE			\$100	100.00
CAR RENTAL (IF APPROVED)				0.00
GAS				0.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem			\$27.00	27.00
MEAL PER DIEM (EVENT DATES)			\$108	108.00
MEAL PER DIEM (RETURN) 75% of full per diem			\$18	18.00
LODGING			\$569.25	569.25
PARKING				0.00
OTHER				0.00
OTHER				0.00
OTHER				0.00
TOTALS:	\$ -	\$ -	\$ 1,341.24	\$1,341.24

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

Will any funds be reimbursed by another entity? YES/NO What entity?

EMPLOYEE SIGNATURE <i>Barbara Copado</i>	DATE July 29, 2022
DEPARTMENT HEAD SIGNATURE <i>Jeanne Rodriguez</i>	DATE August 1, 2022

FOR AUDITOR'S OFFICE USE ONLY

- ☐
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Checklist
 Justification Form
 Employee Agreement
 Expenditure Voucher for Previous Travel
 Cumulative Travel less than \$4,000

VENDOR NUMBER: _____

REVIEWED BY: _____

APPROVED BY: _____

County of El Paso

Travel and Training ADVANCE Request Form



NAME	Jose Salayandia	DEPARTMENT	County Attorney
EVENT	TDCAA Annual Criminal & Civil Law Conf.	DESTINATION	Corpus Christi, TX
DATES	09/19/22	TO	09/23/22
		FUNDING SOURCE (Agenda Item Format)	

	SEPARATE CK / PURCHASING	COUNTY CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form		\$ 350.00		350.00
TRANSPORTATION AIRFARE		\$ 424.47	\$ -	424.47
SHUTTLE, TAXI, SHARE RIDE			\$ 40.00	40.00
CAR RENTAL (IF APPROVED)				0.00
GAS				0.00
<u>MEAL PER DIEM (DEPARTURE)</u> 75% of full per diem			\$ 49.25	49.25
<u>MEAL PER DIEM (EVENT DATES)</u>			\$ 147.00	147.00
<u>MEAL PER DIEM (RETURN)</u> 75% of full per diem			\$ 49.25	49.25
LODGING			\$ 596.16	596.16
PARKING				0.00
OTHER				0.00
OTHER				0.00
OTHER				0.00
TOTALS:	\$ -	\$ 774.47	\$ 881.66	\$1,656.13

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[http://www.epcounty.com/auditor/forms/Travel and Training Policy 102416.pdf](http://www.epcounty.com/auditor/forms/Travel_and_Training_Policy_102416.pdf)

Will any funds be reimbursed by another entity? YES/NO What entity?

EMPLOYEE SIGNATURE	DATE 7/28/22
DEPARTMENT HEAD SIGNATURE	DATE 7/25/2022

FOR AUDITOR'S OFFICE USE ONLY

<input type="checkbox"/> Checklist <input type="checkbox"/> Justification Form <input type="checkbox"/> Employee Agreement <input type="checkbox"/> Expenditure Voucher for Previous Travel <input type="checkbox"/> Cumulative Travel less than \$4,000	VENDOR NUMBER: _____ REVIEWED BY: _____ APPROVED BY: _____
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County of El Paso

Travel EXPENDITURE VOUCHER



NAME	Alejandro Cuellar	DEPARTMENT	County Attorney
EVENT	State Bar of Tx. Gov't Law 101/Adv. Gov't Law	DESTINATION	San Antonio, TX
DATES	7/6/2022	TO	7/8/2022
		FUNDING SOURCE (Agenda Item Format)	SR-CASUPP-TRAVEL/Prof Ed

	SEPARATE CK / PURCHASING / CREDIT CARD	AMOUNT ADVANCED	ACTUAL EXPENSES	DIFFERENCE
REGISTRATION	\$ 515.00	\$ -	\$ 515.00	0.00
TRANSPORTATION	AIRFARE	\$ 217.97	\$ 217.97	0.00
SHUTTLE, TAXI, SHARE RIDE		\$ -	\$ 130.75	(130.75)
CAR RENTAL (IF APPROVED)	\$ -		\$ -	0.00
GAS		\$ -	\$ -	0.00
<u>MEAL PER DIEM (DEPARTURE)</u> 75% of full per diem		\$ 48.00	\$ 48.00	0.00
<u>MEAL PER DIEM (EVENT DATES)</u>		\$ 48.00	\$ 48.00	0.00
<u>MEAL PER DIEM (RETURN)</u> 75% of full per diem		\$ 36.00	\$ 36.00	0.00
LODGING		\$ 540.21	\$ 442.10	98.11
PARKING		\$ -	\$ -	0.00
OTHER			\$ -	0.00
OTHER				0.00
OTHER				0.00
TOTALS:	\$ 515.00	\$890.18	\$1,437.82	(32.64)
CHECK No.				
Deposit Warrant No.		Reimbursement to Employee		(32.64)

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

Will any funds be reimbursed by another entity? YES/NO What entity?

EMPLOYEE SIGNATURE <i>Alejandro Cuellar</i>	DATE 7/14/2022
DEPARTMENT HEAD SIGNATURE <i>E Sosa</i>	DATE 7/14/2022

FOR AUDITOR'S OFFICE USE ONLY

- | | |
|--|---|
| | Checklist |
| | Justification Form |
| | Employee Agreement |
| | Expenditure Voucher for Previous Travel |
| | Cummulative Travel less than \$4,000 |

VENDOR NUMBER: _____

REVIEWED BY: _____

APPROVED BY: _____

County of El Paso

Travel EXPENDITURE VOUCHER



NAME	ARLENE M LIRA	DEPARTMENT	JPD
EVENT	TGIA CONFERENCE	DESTINATION	SAN ANTONIO, TX
DATES	6/26/2022	TO	7/1/2022
		FUNDING SOURCE (Agenda Item Format)	GF-JPD-EE Training 600813

	SEPARATE CK / PURCHASING / CREDIT CARD	AMOUNT ADVANCED	ACTUAL EXPENSES	DIFFERENCE
REGISTRATION		\$ 325.00	\$ 325.00	0.00
TRANSPORTATION	AIRFARE			0.00
SHUTTLE, TAXI, SHARE RIDE				0.00
CAR RENTAL (IF APPROVED)	\$ 367.98		\$ 367.98	0.00
GAS		\$ 50.00	\$ 54.98	(4.98)
<u>MEAL PER DIEM (DEPARTURE)</u> 75% of full per diem		\$ 48.00	\$ 48.00	0.00
<u>MEAL PER DIEM (EVENT DATES)</u>		\$ 256.00	\$ 256.00	0.00
<u>MEAL PER DIEM (RETURN)</u> 75% of full per diem		\$ 48.00	\$ 48.00	0.00
LODGING				0.00
PARKING		\$ -	\$ 42.00	(42.00)
OTHER				0.00
OTHER				0.00
OTHER				0.00
TOTALS:	\$ 367.98	\$727.00	\$1,141.96	(46.98)
CHECK No.				
Deposit Warrant No.		Reimbursement to Employee		(\$46.98)

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

[http://www.epcounty.com/auditor/forms/Travel and Training Policy 102416.pdf](http://www.epcounty.com/auditor/forms/Travel_and_Training_Policy_102416.pdf)

Will any funds be reimbursed by another entity? YES/NO What entity?

EMPLOYEE SIGNATURE	DATE
<i>Arlene Lira</i>	7/7/22
DEPARTMENT HEAD SIGNATURE	DATE
<i>Raul Medina</i>	7-18-2022

FOR AUDITOR'S OFFICE USE ONLY

<input type="checkbox"/> Checklist <input type="checkbox"/> Justification Form <input type="checkbox"/> Employee Agreement <input type="checkbox"/> Expenditure Voucher for Previous Travel <input type="checkbox"/> Cumulative Travel less than \$4,000	VENDOR NUMBER: _____ REVIEWED BY: _____ APPROVED BY: _____
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County of El Paso

Travel EXPENDITURE VOUCHER



NAME	Erich Morales	DEPARTMENT	County Attorney
EVENT	State Bar of Tx. 44th Annual Real Estate Law CLE	DESTINATION	San Antonio, TX
DATES	7/13/2022 TO 7/16/2022	FUNDING SOURCE (Agenda Item Format)	SR-CASUPP-TRAVEL/Prof Ed

	SEPARATE CK / PURCHASING / CREDIT CARD	AMOUNT ADVANCED	ACTUAL EXPENSES	DIFFERENCE
REGISTRATION	\$ 695.00	\$ -	\$ 695.00	0.00
TRANSPORTATION AIRFARE		\$ 217.97	\$ 217.97	0.00
SHUTTLE, TAXI, SHARE RIDE		\$ 60.00	\$ 79.39	(19.39)
CAR RENTAL (IF APPROVED)	\$ -		\$ -	0.00
GAS		\$ -	\$ -	0.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem		\$ 49.25	\$ 49.25	0.00
MEAL PER DIEM (EVENT DATES)		\$ 96.00	\$ 96.00	0.00
MEAL PER DIEM (RETURN) 75% of full per diem		\$ 49.25	\$ 49.25	0.00
LODGING		\$ 863.50	\$ 863.49	0.01
PARKING		\$ -	\$ -	0.00
OTHER				0.00
OTHER				0.00
OTHER				0.00
TOTALS:	\$ 695.00	\$1,335.97	\$2,050.35	(19.38)

CHECK No.

Deposit Warrant No.

Reimbursement to Employee (\$19.38)

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

Will any funds be reimbursed by another entity? YES/NO What entity?

EMPLOYEE SIGNATURE

DATE July 18, 2022

DEPARTMENT HEAD SIGNATURE

DATE 7/18/22

FOR AUDITOR'S OFFICE USE ONLY

- ☐ Checklist
- ☐ Justification Form
- ☐ Employee Agreement
- ☐ Expenditure Voucher for Previous Travel
- ☐ Cumulative Travel less than \$4,000

VENDOR NUMBER: _____

REVIEWED BY: _____

APPROVED BY: _____

County of El Paso

Travel EXPENDITURE VOUCHER



NAME	Iliana Holguin	DEPARTMENT	Commissioners Court
EVENT	BTA Committee	DESTINATION	Austin, TX
DATES	7/18/2022	TO	7/19/2022
		FUNDING SOURCE (Agenda Item Format)	

	SEPARATE CK / PURCHASING / CREDIT CARD	AMOUNT ADVANCED	ACTUAL EXPENSES	DIFFERENCE
REGISTRATION				0.00
TRANSPORTATION		\$ 97.98	\$ 97.87	(0.11)
GROUND TRANSPORTATION			\$ 68.08	68.08
GAS				0.00
MEAL PER DIEM (DEPARTURE)				
75% of full per diem			\$ 48.00	48.00
MEAL PER DIEM (EVENT DATES)				0.00
MEAL PER DIEM (RETURN)				
75% of full per diem			\$ 48.00	48.00
LODGING		\$ 166.60	\$ 166.46	(0.14)
PARKING			\$ 8.00	8.00
OTHER				0.00
OTHER				0.00
TOTALS:	\$ -	\$264.58	\$436.41	\$171.83
CHECK No.	APPROVED AMOUNT:		\$264.58	
Deposit Warrant No.	REFUND TO THE COUNTY:			\$171.83

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
	8/4/2022
DEPARTMENT HEAD SIGNATURE	DATE
	8/4/2022

County of El Paso

Travel EXPENDITURE VOUCHER



NAME	JOSEFINA TOSCANO	DEPARTMENT	DRO
EVENT	59TH ANNUAL AFCC CONFERENCE	DESTINATION	CHICAGO, IL
DATES	5/10/2022 TO 5/14/2022	FUNDING SOURCE (Agenda Item Format)	GADM-TRAVEL/PROF ED

	SEPARATE CK / PURCHASING / CREDIT CARD	AMOUNT ADVANCED	ACTUAL EXPENSES	DIFFERENCE
REGISTRATION	\$ 815.00		\$ 815.00	0.00
TRANSPORTATION	\$ 66.49		\$ 66.49	0.00
GROUND TRANSPORTATION		\$ -	\$ 88.85	88.85
GAS				0.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem		\$ 59.25	\$ 59.25	0.00
MEAL PER DIEM (EVENT DATES)		\$ 237.00	\$ 237.00	0.00
MEAL PER DIEM (RETURN) 75% of full per diem		\$ 59.25	\$ 59.25	0.00
LODGING		\$ 916.00	\$ 1,075.40	159.40
PARKING		\$ -	\$ 40.00	40.00
OTHER				0.00
OTHER				0.00
TOTALS:	\$ 881.49	\$1,271.50	\$2,441.24	\$288.25
CHECK No.	APPROVED AMOUNT:	\$2,152.99		
Deposit Warrant No.		REFUND TO THE COUNTY:	\$288.25	

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.

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EMPLOYEE SIGNATURE <i>Josefina Toscano</i>	DATE 7/21/2022
DEPARTMENT HEAD SIGNATURE <i>Ben Jy</i>	DATE 7-21-2022

County of El Paso

Travel EXPENDITURE VOUCHER



NAME	Kevin McCary	DEPARTMENT	County Attorney
EVENT	State Bar of Tx. 44th Annual Real Estate Law CLE	DESTINATION	San Antonio, TX
DATES	7/13/2022	TO	7/16/2022
		FUNDING SOURCE (Agenda Item Format)	SR-CASUPP-TRAVEL/Prof Ed

	SEPARATE CK / PURCHASING / CREDIT CARD	AMOUNT ADVANCED	ACTUAL EXPENSES	DIFFERENCE
REGISTRATION	\$ 695.00	\$ -	\$ 695.00	0.00
TRANSPORTATION	AIRFARE	\$ 217.97	\$ 217.97	0.00
SHUTTLE, TAXI, SHARE RIDE		\$ -	\$ -	0.00
CAR RENTAL (IF APPROVED)	\$ -		\$ -	0.00
GAS		\$ -	\$ -	0.00
MEAL PER DIEM (DEPARTURE) 75% of full per diem		\$ 49.25	\$ 49.25	0.00
MEAL PER DIEM (EVENT DATES)		\$ 96.00	\$ 96.00	0.00
MEAL PER DIEM (RETURN) 75% of full per diem		\$ 49.25	\$ 49.25	0.00
LODGING		\$ 863.50	\$ 863.49	0.01
PARKING		\$ -	\$ 26.00	(26.00)
OTHER		\$ -	\$ -	0.00
OTHER				0.00
OTHER				0.00
TOTALS:	\$ 695.00	\$1,275.97	\$1,996.96	(25.99)
CHECK No.				
Deposit Warrant No.				
				Reimbursement to Employee (\$25.99)

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<http://www.epcounty.com/auditor/forms/Travel and Training Policy 102416.pdf>

Will any funds be reimbursed by another entity? YES/NO What entity?

EMPLOYEE SIGNATURE	DATE
DEPARTMENT HEAD SIGNATURE <i>E Sosa</i>	DATE 7/26/2022

FOR AUDITOR'S OFFICE USE ONLY

<input type="checkbox"/> Checklist <input type="checkbox"/> Justification Form <input type="checkbox"/> Employee Agreement <input type="checkbox"/> Expenditure Voucher for Previous Travel <input type="checkbox"/> Cumulative Travel less than \$4,000	VENDOR NUMBER: _____ REVIEWED BY: _____ APPROVED BY: _____
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County of El Paso

Travel EXPENDITURE VOUCHER



NAME	Steven Arellano	DEPARTMENT	County Attorney
EVENT	State Bar of Tx. 44th Annual Real Estate Law CLE	DESTINATION	San Antonio, TX
DATES	7/13/2022	TO	7/16/2022
FUNDING SOURCE (Agenda Item Format)			SR-CASUPP-TRAVEL/Prof Ed

	SEPARATE CK / PURCHASING / CREDIT CARD	AMOUNT ADVANCED	ACTUAL EXPENSES	DIFFERENCE
REGISTRATION	\$ 695.00	\$ -	\$ 695.00	0.00
TRANSPORTATION AIRFARE		\$ 217.97	S	#VALUE!
SHUTTLE, TAXI, SHARE RIDE		\$ -	\$ -	0.00
CAR RENTAL (IF APPROVED)	\$ -		\$ -	0.00
GAS		\$ -	\$ -	0.00
<u>MEAL PER DIEM (DEPARTURE)</u> 75% of full per diem		\$ 49.25	\$ 49.25	0.00
<u>MEAL PER DIEM (EVENT DATES)</u>		\$ 96.00	\$ 96.00	0.00
<u>MEAL PER DIEM (RETURN)</u> 75% of full per diem		\$ 49.25	\$ 49.25	0.00
LODGING		\$ 863.50	\$ 863.49	0.01
PARKING		\$ -	\$ -	0.00
OTHER		\$ 30.00	\$ -	30.00
OTHER				0.00
OTHER				0.00
TOTALS:	\$ 695.00	\$1,305.97	\$1,752.99	247.98
CHECK No.				
Deposit Warrant No.			#VALUE!	#VALUE!

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Will any funds be reimbursed by another entity? YES/NO What entity?

EMPLOYEE SIGNATURE	DATE
DEPARTMENT HEAD SIGNATURE	DATE

FOR AUDITOR'S OFFICE USE ONLY

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Checklist |
| <input type="checkbox"/> | Justification Form |
| <input type="checkbox"/> | Employee Agreement |
| <input type="checkbox"/> | Expenditure Voucher for Previous Travel |
| <input type="checkbox"/> | Cummulative Travel less than \$4,000 |

VENDOR NUMBER: _____

REVIEWED BY: _____

APPROVED BY: _____