



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 08/09/11
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1
DEPARTMENT NAME: Fire Marshal
NAME & TITLE OF EMPLOYEE(S): Juan Martinez, Fire Marshal

EVENT INFORMATION

TITLE OF EVENT: Texas Forest Service - Annual Team Leaser & Steering Committee Meeting
EVENT DATE(S) FROM: 08/31/11 TO: 08/31/11
DEPARTURE DATE: 08/30/01 RETURN DATE: 09/01/11
LOCATION OF EVENT: CITY: Austin STATE: TX

PURPOSE OF TRAVEL

- Place an "X" by the applicable purpose of the trip.
X To obtain statutorily required continuing professional education.
X To obtain continuing education related to an employee's work or maintenance of a license or certification.
X To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
X To participate in professional organizations related to the employee or official's job assignment.
X To conduct essential research & information-gathering for improvement of County operations or compliance with law.
X To monitor the development of state or federal legislation or implementation of legislation that might affect the County
X To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
X To pursue the County's interests in litigation or criminal justice.
X To promote the economic development interests of the County.
X To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

Meetings of this nature will enable me to better perform my duties as Fire Marshal for Hidalgo County.

Table with 4 columns: SUMMARY OF ESTIMATED TRAVEL EXPENSES, ESTIMATED EXPENSES, (DBM USE ONLY) FUNDS AVAILABLE BALANCE, and MODE OF TRAVEL. Includes rows for Registration Fee, Airfare, Taxi Fare, Bus Fare, Rental Car, Gasoline, Mileage, Telephone Calls, Parking, Lodging, Meals, and Other Expenses.

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

- I certify that:
X Trip expenses are necessary and will be incurred for official county business.
X Reasonable efforts to minimize the use of county funds have been explored.
X Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.
X If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: DATE: DEPARTMENT CONTACT PERSON: PHONE NO.:

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS APPROVED for the individuals listed below:
TRAVEL IS NOT APPROVED for the individuals listed below:

REVIEWED BY (PRINT NAME): DATE: REVIEWER'S SIGNATURE: PHONE NO.:

DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): DATE: 8/01/11 SIGNATURE OF DBM DEPARTMENT HEAD:



## HIDALGO COUNTY, TEXAS OUT-OF-COUNTY – TRAVEL ADVANCE REQUEST

### A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME: <u>Juan Martinez</u>		EMPLOYEE I.D. NO.: <u>138126</u>	EMPLOYEE TITLE: <u>Fire Marshal</u>
DEPARTMENT: <u>Fire Marshal</u>		DO YOU HAVE AN OUTSTANDING TRAVEL ADVANCE? <u>No</u>	
DEPARTURE DATE: <u>8/30/11</u>	RETURN DATE: <u>9/1/11</u>		
TIME OF DEPARTURE: <u>12:00 PM</u>	TIME OF RETURN: <u>2:00 PM</u>		
TO CITY: <u>Austin</u>	STATE: <u>Texas</u>		
SEMINAR/CONFERENCE/MEETING: _____	START DATE: <u>8/31/2011</u>	END DATE: <u>8/31/2011</u>	ACTUAL NO. OF DAYS: <u>1</u>
TITLE OF WORKSHOP/CONFERENCE: <u>Texas Forest Service - Annual Team Leaser &amp; Steering Committee Meeting</u>			
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL): <u>County Vehicle</u>		IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL: _____	
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE? _____ <u>1</u>			
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? _____		IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE? _____	
PURPOSE/BENEFIT TO HIDALGO COUNTY: <u>Meetings of this nature will enable me to better perform my duties as Fire Marshal with Hidalgo County.</u>			

### B. ESTIMATED EXPENSES:

I. MEALS: (Meals for one-day travel not requiring an overnight stay will not be advanced)									
Meals will be prorated for partial days	Meal Rate	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	Total
		30-Aug	31-Aug	1-Sep					
Breakfast	\$9.00		\$9.00	\$9.00					\$18.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00					\$36.00
Dinner	\$18.00	\$18.00	\$18.00						\$36.00
<b>Total</b>	<b>\$39.00</b>	<b>\$30.00</b>	<b>\$39.00</b>	<b>\$21.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$90.00</b>

Meal per diems must be prorated for 1st day and last day of travel as follows:			
Departure:		Arrival:	
Before 8:00 a.m. (breakfast, lunch, & dinner)	\$ 39.00	Before 8:00 a.m. (breakfast)	\$ 9.00
8:00 a.m. - 1:00 p.m. (lunch & dinner)	\$ 30.00	8:00 a.m. - 6:00 p.m. (breakfast & lunch)	\$ 21.00
After 1:00 p.m. (dinner)	\$ 18.00	After 6:00 p.m. (breakfast, lunch, & dinner)	\$ 39.00

II. INCIDENTAL EXPENSES (taxi fare, shuttle fare, gas charges for car rentals, airport and hotel parking):

Expense type: \_\_\_\_\_ days @ \$ 20.00 \$ -

III. PERSONAL VEHICLE MILEAGE \_\_\_\_\_ Miles @ \$ 0.500 (Current Rate) \$ -

(Note: Mileage may be advanced calculated on a point-to-point basis using "Mapquest" at the current county adopted rate per highway mile. Incidental mileage will not be advanced. In addition, "Coordination of Travel" may apply (see Section 7 of the Travel Policies, Guidelines, and Procedures). When traveling out of state, if the most economical means of travel is driving, traveler must supply documentation to support the price of the airfare at the time of travel.

Mapquest

IV. OTHER (Itemize)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE: <u>661941</u>	VI. TOTAL TRAVEL ADVANCE REQUESTED: \$ <u>90.00</u>
VII. COMMENTS:	VII. GENERAL LEDGER ACCOUNT NUMBER: <u>1-1100-422-10-300-001-0-583</u>

### C. CERTIFICATION AND AUTHORIZATION TO PAYROLL DEDUCTIONS

I hereby certify that information provided on this form is true and estimated expenditures are reasonable and necessary. The funds will be used by me for the specific trip listed above and not given to or used by another county employee. If my trip is cancelled, I will immediately return the travel advance funds to the County Treasurer no later than 20 calendar days after the seminar/conference/ meeting end date by submitting a Final Travel Expense Claim. In addition, I agree to account for all travel expenditures including the travel advance by submitting a Final Travel Expense Claim, accompanied by required original supporting documentation, no later than 20 days after my seminar/conference/meeting end date. Any unused funds will also be returned to the County Treasurer's Office no later than 20 days after my seminar/conference/meeting end date.

Should I fail to submit a Final Travel Expense Claim, I understand that I will not be allowed to obtain another travel advance until the pending travel advance is settled. In addition, I agree to repay Hidalgo County and further consent to payroll deductions by the County Treasurer to recover the pending travel advance amount.

	Juan Martinez	
EMPLOYEE SIGNATURE	DEPARTMENT OFFICIAL'S NAME (Print Name)	DEPARTMENT OFFICIAL'S APPROVAL (Signature)





**HIDALGO COUNTY, TEXAS  
SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE  
CHECK REQUEST FORM  
PAGE 1 OF 2**

DEPARTMENT: Fire Marshal If, applicable, was travel approved by Co. Exec. Officer?

DEPARTURE DATE: 8/30/2011 RETURN DATE: 9/1/2011

TO CITY: Austin STATE: Texas

NAME OF EMPLOYEES ATTENDING SEMINAR: Juan Martinez

TOTAL# OF EMPLOYEES ATTENDING SEMINAR: 1

PURPOSE/BENEFIT TO HIDALGO COUNTY:  
Meetings of this nature will enable me to better perform my duties as Fire Marshal for Hidalgo County.

**A. WORKSHOP/SEMINAR REGISTRATION(S)**

TITLE OF WORKSHOP/SEMINAR: Texas Forest Service - Annual Team Leaser & Steering Committee Meeting

SPONSORED BY: Texas Forest Service

REGISTRATION CHECK PAYABLE TO: N/A

REGISTRATION ADDRESS: N/A SEMINAR START DATE: \_\_\_\_\_  
SEMINAR END DATE: \_\_\_\_\_  
PURCHASE ORDER NO. \_\_\_\_\_

1. REGISTRATION COST PER EMPLOYEE: \_\_\_\_\_ NO. OF EMPLOYEES ATTENDING AT THIS RATE: \_\_\_\_\_

2. REGISTRATION COST PER EMPLOYEE: \_\_\_\_\_ NO. OF EMPLOYEES ATTENDING AT THIS RATE: \_\_\_\_\_

3. "FREE REGISTRATION COST: "FREE" NO. OF EMPLOYEES ATTENDING FOR "FREE": 1

GL ACCT NO.: \_\_\_\_\_ TOTAL NO. OF EMPLOYEES ATTENDING: N/A

TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) . . . . A.	\$	-
(SEE PAGE 2 FOR SECTIONS B, C, & D)	TOTAL THIS PAGE (A):	\$ -
	TOTAL 2ND PAGE (B + C + D):	\$ -
	GRAND TOTAL (A + B + C + D):	\$ -

**E. CERTIFICATIONS AND EMPLOYEE AUTHORIZATIONS FOR PAYROLL DEDUCTIONS**

DEPARTMENT'S PUBLIC OFFICIAL CERTIFICATION: I hereby certify that trip expenditures are necessary and will be incurred for official county business. Reasonable efforts to minimize the use of county funds have been explored. The information and estimates provided on this form are true and as accurate as possible. If it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. Travelers have read the Travel Policy, Guidelines, and Procedures and understand that failure to cancel reservations for any reasons other than those allowed by the Travel Policy will be at their expense.

	Yolanda Orozco	318-2656
DEPARTMENT'S PUBLIC OFFICIAL (Signature)	DEPARTMENT'S CONTACT PERSON	PHONE #

TRAVELER'S AUTHORIZATION: I certify that if it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. If I fail to cancel reservations for reasons other than those allowed by Section 17 of the Travel Policy, Guidelines, and Procedures, I authorize the deduction of any travel expenses incurred by the county on my behalf from my payroll check.

Juan Martinez		138126
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.



**Juan Martinez**

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**From:** Koenig, Bob [bkoenig@tfs.tamu.edu]  
**Sent:** Monday, August 01, 2011 4:49 PM  
**To:** Clay W. Fenwick; Dale Little; Darrell Johnston; David Saenz; Del Albright; Doyce Ewing; Frank Patterson; Greg Goettsch; Greg Mayes; Greg Mayes; J.P. Steelman; Jack Harper ; Jason Lane; Jeff Meiner; Jesse Renteria; Jody Gonzalez; Kari Tatro; Ken Olson; Kyle Coleman; Larry McRae; Larry Trevino; Lewis Treadwell; Major William Diggs; Marc Lusk; Margaret Seville; Mario Guerra (mguerra@bcfs.net); Mark Ethridge; Marty Penney; McClendon, Michael (PHES); Michael Hemby; Mike Czepiel; Mike Fisher; Mike Montgomery; Patrick Cobb; Patrick Shipp; Patrick Hughes; Patrick Zepeda (Patrick.zepeda@sanantonio.gov); Scott Parker; Steven Cordova; Tim Ocnaschek; Tom Polonis (tom.polonis@dps.texas.gov); Tony Alotto; Tonya Hunter; Victoria Koenig; Robie Robinson (robie.robinson@tccd.edu); John Barnes (BarnesJE@elpasotexas.gov); Juan Martinez  
**Cc:** Hannemann, Paul F.; Stanford, Mark; Koenig, Bob  
**Subject:** RE: Annual Team Leader and Steering Committee Meeting

**CHANGE IN MEETING DATE**

**Due to a scheduled Rural Fire Advisory Council meeting on September 1, 2011, the Team Leader and Steering Committee meeting has been rescheduled for August 31, 2011. Lodging dates are now August 30 and August 31.**

**Please respond as indicated below even if you had previously responded.**

Thanks for your understanding.

Bob

Bob Koenig  
 State Incident Management Team Coordinator  
 Chief, Incident Response Training  
 Incident Response Department  
 Texas Forest Service  
 301 Tarrow, Suite 304  
 College Station, Texas 77840

Phone: 979-450-8659

Fax: 979-458-7314

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**From:** Koenig, Bob  
**Sent:** Monday, August 01, 2011 3:35 PM  
**To:** Clay W. Fenwick; Dale Little; Darrell Johnston; David Saenz; Del Albright; Doyce Ewing; Frank Patterson; Greg Goettsch; Greg Mayes; Greg Mayes; J.P. Steelman; Jack Harper ; Jason Lane; Jeff Meiner; Jesse Renteria; Juan Gonzalez; Jody Gonzalez; Kari Tatro; Ken Olson; Kyle Coleman; Larry McRae; Larry Trevino; Lewis Treadwell; Major William Diggs; Marc Lusk; Margaret Seville; Mario Guerra (mguerra@bcfs.net); Mark Ethridge; Marty Penney; McClendon, Michael (PHES); Michael Hemby; Mike Czepiel; Mike Fisher; Mike Montgomery; Patrick Cobb; Patrick Shipp; Patrick Hughes; Patrick Zepeda (Patrick.zepeda@sanantonio.gov); Scott Parker; Steven Cordova; Tim Ocnaschek; Tom Polonis (tom.polonis@dps.texas.gov); Tony Alotto; Tonya Hunter; Victoria Koenig; Robie Robinson (robie.robinson@tccd.edu); John Barnes (BarnesJE@elpasotexas.gov)  
**Cc:** Koenig, Bob; Hannemann, Paul F.  
**Subject:** Annual Team Leader and Steering Committee Meeting

8/9/2011

All,

The annual Team Leader and Steering Committee meeting has been scheduled for September 1, 2011. The meeting will be held from 8:30 AM to 5:00 PM at the Doubletree Hotel, 6505 IH-35 North Austin. An agenda is being developed. Please submit agenda items to me not later than August 15, 2011.

**ATTENDANCE AND NON-ATTENDANCE RESPONSES REQUIRED**

**Not later than close of business, August 15, 2011 please let me know if you will or will not be attending the meeting. Additionally, please let me know which nights you need lodging (August 31 and/or September 1) or no lodging. The deadline date of August 15, 2011 is in accordance with hotel contract requirements.**

Thanks,

Bob

Bob Koenig  
State Incident Management Team Coordinator  
Chief, Incident Response Training  
Incident Response Department  
Texas Forest Service  
301 Tarrow, Suite 304  
College Station, Texas 77840

Phone: 979-450-8659  
Fax: 979-458-7314

*meals*  
*Aug 30 @ Noon 30.*  
*Aug 31 @ 39*  
*Sept 1 @ 2:00 21*