



HIDALGO COUNTY, TEXAS APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 08/17/11
TOTAL NUMBER OF EMPLOYEES TRAVELING: 4

DEPARTMENT NAME: BUDGET & MGMT.
NAME & TITLE OF EMPLOYEE(S) TRAVELING: FLORA VAZQUEZ, ADOLFO TREVINO, JOE JACKSON, RICK OLIVAREZ

EVENT INFORMATION

TITLE OF EVENT: 21ST TX WORKERS COMP. EDUCATIONAL CONF.
EVENT DATE(S) FROM: 09/13/11 TO: 09/14/11
DEPARTURE DATE: 09/12/11 RETURN DATE: 09/14/11
LOCATION OF EVENT: CITY: AUSTIN STATE: TX

PURPOSE OF TRAVEL

Place an "X" by the applicable purpose of the trip.

- To obtain statutorily required continuing professional education.
- To obtain continuing education related to an employee's work or maintenance of a license or certification.
- 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.
- To participate in professional organizations related to the employee or official's job assignment.
- To conduct essential research & information-gathering for improvement of County operations or compliance with law.
- To monitor the development of state or federal legislation or implementation of legislation that might affect the County
- To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
- To pursue the County's interests in litigation or criminal justice.
- To promote the economic development interests of the County.
- 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.

| SUMMARY OF ESTIMATED TRAVEL EXPENSES | ESTIMATED EXPENSES | (DBM USE ONLY) FUNDS AVAILABLE BALANCE | MODE OF TRAVEL <small>(Place an "X" by applicable mode of travel)</small> |
|---|--------------------|--|--|
| 1. REGISTRATION FEE(S) | \$ 1,180.00 | | AIRFARE* _____ |
| Subtotal for Object Code 584 | \$ 1,180.00 | \$ | BUS** _____ |
| 2. AIRFARE- ROUNDTRIP COACH FARE ONLY | | | Rental Car** <input checked="" type="checkbox"/> |
| 3. TAXI FARE | | | County Vehicle** _____ |
| 4. BUS FARE | | | Private Vehicle** _____ |
| 5. RENTAL CAR | \$ 125.24 | | OTHER** (Specify) _____ |
| 6. GASOLINE/DIESEL/FUEL | \$ 100.00 | | * If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists. |
| 7. MILEAGE REIMBURSEMENT | | | |
| 8. TELEPHONE CALLS | | | ** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparison of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation. |
| 9. PARKING | | | |
| 10. LODGING | \$ 1,370.80 | | |
| 11. MEALS | \$ 432.00 | | |
| 12. OTHER EXPENSES | \$ - | | |
| Subtotal for Object Code 583 | \$ 2,028.04 | | |
| 13. TOTAL ESTIMATED TRAVEL EXPENSES | \$ 3,208.04 | \$ | |
| 14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT: | | | |

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:

- Trip expenses are necessary and will be incurred for official county business.
- Reasonable efforts to minimize the use of county funds have been explored.
- Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.

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: [Signature] DATE: 08/17/2011 DEPARTMENT CONTACT PERSON: Sergio Cruz PHONE NO.: 292-7025

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

TRAVEL IS **APPROVED** for the individuals listed below: Flora Vazquez, Adolfo Trevino, Joe Jackson, Rick Olivarez
TRAVEL IS **NOT APPROVED** for the individuals listed below:

REVIEWED BY (PRINT NAME): Amela Garcia DATE: 8/17/11 REVIEWER'S SIGNATURE: [Signature] PHONE NO.: 292-7025
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): Sergio Cruz DATE: 8/17/11 SIGNATURE OF DBM DEPARTMENT HEAD: [Signature]